BURBANK UNIFIED SCHOOL DISTRICT

2025-2026
Employee Handbook

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BURBANK UNIFIED SCHOOL DISTRICT

2025-2026

Employee Handbook

Board of Education

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Abby Pontzer Kamkar, Vice-President

Dr. Emily Weisberg, Clerk

Laurette Cano, Member

Charlene Tabet, Member

Interim Superintendent

Dr. Oscar Macias

PREFACE

This employee handbook is designed to provide you with answers to many of the questions that new and continuing employees frequently ask. It is also intended to explain rules, regulations, rights, privileges and employment benefits that apply to you. Not all District policies and procedures are included. Those that are, have been summarized. This handbook supersedes any former handbooks. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Assistant Superintendent of Human Resources.

DISCLAIMER

This handbook is designed to provide Burbank USD Employees with general information regarding policies, procedures, and benefits of the District. This handbook does not constitute a contract of employment or a guarantee of continued employment or benefits. The School Board, the Superintendent, and the District Management reserve the right to add, amend, change, or eliminate the practices and policies referred to in this handbook at their discretion. Although every effort was made to ensure the accuracy of this information at the time of publication, changes may occur. Therefore, it is recommended that you check the collective bargaining agreement which applies to you for the most up-to-date information.

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EMPLOYEE HANDBOOK OVERVIEW

This handbook is designed to be a resource guide for all employees. Please use it in conjunction with Board Policies, Collective Bargaining Agreement of the Burbank Teachers Association or the California School Employees Association, Local Chapter #674, and with additional information supplied by your supervisor.

This handbook fulfills the District's legal obligation to inform you annually of several policies, procedures, and unit member responsibilities. Should any of the information presented in this handbook conflict with State or Federal Law, Board Policies of the Burbank Unified School District, or with the respective Negotiated Agreements, the laws, policies, or agreement will be deemed to be correct.

This employee handbook will continue to be a working document and it will be updated annually. The handbook will be distributed via email to all Burbank Unified School District Employees and can be viewed on the District's website.

Please complete the Emergency Card and sign the Handbook Acknowledgment Form. The Emergency Card must be turned in to your supervisor and will remain at your site.

MISSION STATEMENT

The Burbank Unified School District, in partnership with parents, families, students, and the community, guarantees the effective use of all available resources to create, provide, and support quality instructional programs, services, and environments. Every student will develop skills, knowledge, attitudes, and behaviors in order to be a responsible, productive citizen and a lifelong learner in a diverse and changing global society.

WHY ARE WE HERE?

Student Learning Is The Primary Goal Of The Burbank Unified School District.

- To accomplish the mission by providing quality customer service to our internal and external customers
- To be part of a highly effective team that works together to achieve the District's mission
- To maximize our resources in providing the services that support quality instruction
- To perform at an optimal level and make a commitment to continuous improvement

DIVERSITY, EQUITY, AND INCLUSION AT BURBANK USD

The Burbank Unified School District officially denounces racism as the product of White default/ supremacy culture and recognizes the impact of systemic and generational racism as traumatic to our country, community, and school district. In light of continuing racial violence, including the killings of Breonna Taylor, George Floyd, Andres Guardado, Dijon Kizzee, and many others, we also recognize that Black people in this country have had a unique and traumatic history in terms of racial relations, equality, and equity. We stand with the truthful and humane statement that all lives cannot matter until Black lives and the lives of indigenous and people of color (BIPOC) matter. We are taking steps to actively work towards being fully anti-racist, not only in word, but also in policy, practice, and accountability. Change is rarely easy, but with the support and cooperation of the entire Burbank school community we know that we will reflect a district that is truly unified.

CORE VALUES STATEMENT

The Board of Education adopted the Core Values Statement and the District-Wide Goals in 2022-2023. The Core Values and District Goals are designed to guide the District to meet the expectation set by the Board. The Superintendent, Departments and Supervisors are using these guiding principles to establish department and site goals to increase efficiency and effectiveness as they meet student achievement and performance of adults.

Core Values Statement

WE HOLD HIGH EXPECTATIONS AND STANDARDS FOR THE ACADEMIC AND SOCIAL DEVELOPMENT OF ALL STUDENTS AND THE PERFORMANCE OF ADULTS.

WE GIVE STUDENTS THE OPPORTUNITY TO ACHIEVE SUCCESS IN THEIR CHOSEN ENDEAVORS AND TO CREATE A DESIRE TO BE LIFELONG LEARNERS.

INCREASING STUDENTS' PROFICIENCY WILL IMPROVE THEIR QUALITY OF LIVING FOR A LIFETIME.

- All students can learn and achieve. Each student at every level:
  …will demonstrate respect of self, others, and the community.
  ...will encounter a rigorous and engaging curriculum.
  ...will experience a variety of instructional strategies.
  ...will build high self-esteem through success in personal achievement.
  ...will have opportunities to engage in enriching extra- and co-curricular activities.
- Family involvement greatly enhances the success of children in school.
- Highly skilled and effective teaching, combined with positive personal attitudes and relationships, are the essential factors in a successful classroom learning experience.
- The entire community and all of its organizations and agencies play a vital role in the success of students in school. The schools, parents, and community must provide a social environment which enhances each student's ability to achieve a high level of academic success and physical and emotional well-being. It is essential to collaborate and maximize time, money, and human resources to promote shared responsibility for the health and welfare of all students.
- Our District recruits, hires, and retains highly qualified, talented, and productive staff members. All employees will uphold the highest ethical standards and function on a values foundation of a strong Work Ethic, Integrity, Accountability, Honesty/Openness, Caring, Respect, Fairness, Citizenship, Passion, and Enthusiasm.
- Our District recognizes and appreciates the cultural and human diversity of our students, staff, and families. This diversity offers educational opportunities enhancing respect and success for all.
- Analysis of District budget and programs identifies the priorities for the purpose of preserving District solvency.

DISTRICT WIDE-GOALS

Adopted: June 16, 2022

1. Students will be career/college ready via high-quality instruction

a. Continue to promote a culture of academic success and implement proactive interventions to decrease the number of D and F grades in secondary schools and the number of 1 and 2 grades in elementary schools by 3%.
b. Increase the number of high school students who have completed a-g requirements for college eligibility by 2%.
c. Increase student opportunities for achievement and success in Career Technical Education (CTE) classes and programs; increase the number of dual enrollment classes with our community college partners; and expand and strengthen career pathways that lead to work and/or continuing education.
d. Expand distance learning opportunities (Independent Learning Academy (ILA) for grades 7- 12 and independent studies for grades TK-6) to meet the needs of students who do not return to in-person learning.
e. Increase the percentage of English learner (EL) students reclassified as proficient in English and continue to monitor the progress of students in all academic areas by 2%.
f. Review and prioritize strategies within all Master Plans and report back to the Board.
g. Maintain access to visual and performing arts education and implement the BUSD Arts for All Plan.
h. Develop interventions and supports for students impacted by COVID.
i. Form a committee to develop a plan to provide students with up to two years of community college and/or apprenticeship experience before they graduate, with a goal of implementation by 2025-2026.
j. Review and analyze current Special Education programs to identify and implement further support for our SPED classrooms and programs to ensure our SPED students are receiving the education they need so that they are career/college ready.

2. Students and Staff will be physically, emotionally, and mentally healthy

a. Increase mental health resources via a trauma-informed approach (using COVID Stimulus funding) and work with students to communicate resources to increase the percentage of students who report via a survey “my school provides resources for supporting students’ mental health” by 5%.
b. Continue to implement Positive Behavior Intervention and Supports (PBIS) and other interventions to maintain or decrease absenteeism and suspension rates on the California Dashboard.
c. Develop an outreach plan for constituency groups: students and staff.

3. Recruit and retain highly qualified employees

a. Develop a plan with the Employee Resource Group (ERG) to recruit, hire, and retain highly qualified, talented, and diverse employees, and review the plan with community members.
b. Implement professional development focused on Diversity, Equity, and Inclusion.

4. Maintain efficient and effective operations

a. Work with the Superintendent’s Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District’s financial and budget information.
b. Continue construction/modernization projects according to the General Obligation Bond Implementation Plan (Measure S).
c. Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.
d. Develop a process to allow for an innovative and equitable fundraising pathway for new programs.
e. Draft and prioritize strategies within the Communications Plan.

DISTRICT INFORMATION

- Additional District information may be viewed on the District's Website
- District Fact Sheet is designed to provide a general overview of the District
- District Directory provides the listing of site locations, maps, and their contact information
- After-hours District emergencies: Night Hotline 818-378-9945
- Weekend District emergencies: 818-400-9322
- Suspected fraud reporting: 800-873-7283
- For specific site information, please contact your supervisor.

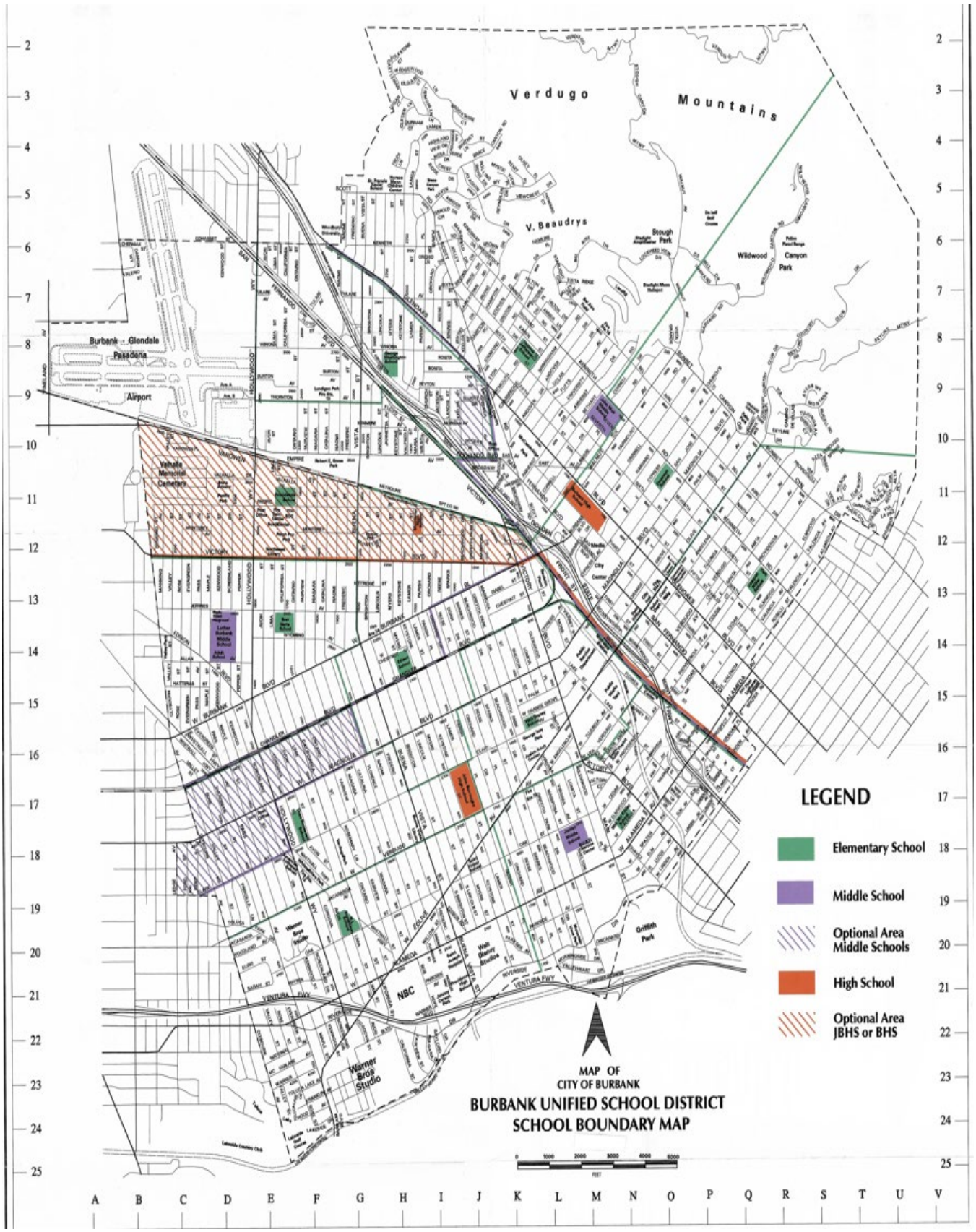
PROFESSIONAL STANDARDS

The Board of Education expects District employees to maintain the highest ethical standards, follow District policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the District and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of District students. (BP 4219.21/4319.21)

DISTRICT ADMINISTRATION

Oscar Macias, Ed.D.	Interim Superintendent
Andrew Cantwell	Chief Administrative Officer
Mariam Abdelhamid, Ph.D.	Assistant Superintendent, Business Services
Sarah Rudchenko, Ed.D.	Assistant Superintendent, Human Resources
Peter Knapik, Ed.D.	Assistant Superintendent, Educational Services
Juan Noguera	Director, Adult School, ILA and FACTS
Peggy Flynn	Director, Arts and Career Technical Education
Laura Flosi	Director, Child Care Programs
Rebecca Harris	Director, Elementary Education, Diversity, Equity, and Inclusion
Dennis Maxwell	Director, Facilities
Rachel Paghunasan	Director, Food Services
TBD	Director, Information Technology and Educational Support
Robyn Anders, Ed.D.	Director, Instructional Technology and Accountability
David Gerharter	Director, Purchasing, Warehouse, and Reprographics
Julie Markussen	Director, Secondary Education, Diversity, Equity, and Inclusion
Jennifer Nicholson	Director, Special Education and Psychological Services
Narineh Barzegar	Director, Student and Health Services

DISTRICT MAP



DISTRICT SITES

Burbank Unified School District – Human Resources Department
1900 W. Olive Avenue | Burbank, CA 91506 | 818-729-4400

DIRECTORY OF SCHOOLS REVISED 8/11/2025

ELEMENTARY

WALT DISNEY
1220 W. Orange Grove Ave.
Burbank 91506 (818) 729-0100
Principal: Tracy Shah

THOMAS EDISON
2110 W. Chestnut St.
Burbank 91506 (818) 729-0150
Principal: Nicole Cody

RALPH EMERSON
720 E. Cypress Ave.
Burbank 91501 (818) 729-1200
Principal: Jennifer Almer

BRET HARTE
3200 W. Jeffries Ave.
Burbank 91505 (818) 729-1250
Principal: Lucia Bowers

THOMAS JEFFERSON
1900 N. Sixth St.
Burbank 91504 (818) 729-1600
Principal: Ron Young

WILLIAM MC KINLEY
349 W. Valencia Ave.
Burbank 91506 (818) 729-2000
Principal: Liz Costella

JOAQUIN MILLER
720 E. Providencia Ave.
Burbank 91501 (818) 729-2050
Principal: Judy Hession

PROVIDENCIA
1919 N. Ontario St.
Burbank 91505 (818) 729-3100
Principal: Kennelyn Celeste

THEODORE ROOSEVELT
850 N. Cordova St.
Burbank 91505 (818) 729-3150
Principal: Matthew Osmond

ROBERT LOUIS STEVENSON
3333 Oak St.
Burbank 91505 (818) 729-5700
Principal: Jill Johnson

GEORGE WASHINGTON
2322 N. Lincoln St.
Burbank 91504 (818) 729-5750
Principal: Laura Vinyard

MIDDLE SCHOOLS

LUTHER BURBANK
3700 W. Jeffries Ave.
Burbank 91505 (818) 729-3700
Principal: Edwin Taylor

DOLORES HUERTA
420 S. Mariposa St.
Burbank 91506 (818) 729-3900
Principal: Robin Hatch

JOHN MUIR
1111 N. Kenneth Rd.
Burbank 91504 (818) 729-3800
Principal: Greg Miller

HIGH SCHOOLS

BURBANK HIGH
902 N. Third St.
Burbank 91502 (818) 729-5100
Principal: Steven Hubbell

JOHN BURROUGHS HIGH
1920 W. Clark Ave.
Burbank 91506 (818) 729-6900
Principal: Kenny Knoop

MONTEREY HIGH / SOAR/ MAGNOLIA PARK /INDEPENDENT LEARNING ACADEMY
1915 Monterey Ave.
Burbank 91506 (818) 729-5900
Principal: Daniel Di Mundo

MISCELLANEOUS FACILITIES

ADULT EDUCATION
3811 Allan Ave.
Burbank 91505 (818) 729-5950
Director: Juan Noguera
Principal: Todd Laventure

FACTS Program
(at the Burbank Adult School location)
Special Ed/Director: Jennifer Nicholson

HORACE MANN
Preschool Special Ed (SEED)
3401 Scott Rd.
Burbank 91504 (818) 729-1650
Special Ed Coordinator: Alex Potapenko

CHILDREN'S CENTER MAIN OFFICE
1900 W. Olive Ave.
Burbank 91506 (818) 729-4424
Director: Laura Flosi

DISTRICT OFFICE
1900 W. Olive Ave.
Burbank 91506 (818) 729-4400

BUSD CUSTOMER SERVICE

Burbank USD Customer Service Goal:

To Exceed Expectations

All BUSD Staff Members are:

Friendly • Helpful Respectful • Professional

Burbank USD Customer Service Measures:

Friendly Staff Members:	Helpful Staff Members:	Respectful Staff Members:	Professional Staff Members:
• Greet guests within 30 seconds with a smile and friendly welcome. • Are eager to help customers and give them their full attention. • Answer phones within 3 rings with a smile in their voices. • Communicate in a caring manner. • Have friendly voicemail greetings that include: An invitation to leave a message, the promise of a quick response, and an alternative number for immediate help. • Strive to exceed customer expectations.	• Are patient. • Are problem-solvers. • Have "It is my job" attitudes. • Seek out answers for customers, rather than just passing them on to someone else. • Respond to calls and emails within one business day. • Walk guests to their destinations and introduce them. • Try to ensure people to whom they transfer a call are available. • Address customer complaints in a timely and fair manner and follow up to ensure concerns have been addressed.	• Treat all customers fairly and equally. • Treat customers with courtesy and respect. • Actively listen to customers and strive to understand their concerns and needs. • Acknowledge and apologize when anyone makes a mistake or a customer is inconvenienced. • Do not discuss confidential information in public places. • Do not engage in gossip or make derogatory remarks about others.	• Ensure workplace is neat, clean, attractive and welcoming. • Present a professional image that conveys caring, commitment, compassion and confidence. • Are knowledgeable about schools, programs and community. • Check their email, voicemail & mailbox at least once, preferably twice, each day. • Leave an "out of office" voicemail/email message if out for a day or more. • Are flexible and open to change. • Act with integrity.

BUSD CODE OF CONDUCT FOR PARENTS, GUARDIANS, AND VISITORS

BUSD Code of Conduct for Parents, Guardians, and Visitors

BUSD is very proud to have a very dedicated and supportive school community. Students are most successful when there is cooperation among school staff, parents, students, and the community. In the spirit of teamwork, we also have the expectation that our school community will respect and help maintain a safe school learning environment, be a partner in school safety, set a good example for children both on school premises and when accompanying classes on school visits, and refrain from saying or doing anything that would create an unsafe environment for staff or students.

We also expect our parents, caregivers, and visitors to keep our children safe by following the school's request to park safely outside the school gates during morning and afternoon pick-up and drop-off, reduce driving speed when children are present, and follow all traffic signs. Please do not park in the street, in our neighbors' driveways, or in our neighboring businesses.

We are committed to constructively resolving difficulties, through an open and positive dialogue. Where issues arise or misconceptions take place, please follow these steps.

1) Please contact (email or phone) your child's teacher to set up an appointment to discuss concerns.
2) If the issue is unrelated to the classroom or not resolved with the teacher, please contact the school administrator or principal.
   Please remember our staff are professionals and showing up at school without an appointment can cause difficulty for staff if they are supposed to be supervising children or in planned meetings. Please email the school staff and make an appointment to share a concern.
3) Where issues remain unresolved, please reach out to the principal or district staff.

Behavior that violates the Code of Conduct:

- Disruptive behavior that interferes or threatens to interfere with any of the school's normal operations or activities anywhere on school property or at a school activity/event.
- Using demeaning language or harassing players at sporting events, including treatment of referees. Any adult or student who attends a school activity, event, or sporting event may be asked to leave at any time for poor sportsmanship or behavior that violates this code of conduct.
- Entering school premises, a classroom, or an office without permission
- Any inappropriate behavior on the school premises or at school-sponsored events.
- Using loud, profane, or offensive language or displaying temper.
- Threatening in any way, a member of staff, visitor, fellow parent/caregiver, or child.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive, or derogatory comments regarding the school or any of the pupils/parents/staff at the school on social media
- The use of physical, verbal, or written aggression towards another adult or child. This includes physical punishment of your child on school property or at a school event.
- Approaching someone else's child to discuss or chastise them because of the actions of the child towards your child.
- Smoking, taking illegal drugs, or the consumption of alcohol on school premises.
- Entering any part of campus without checking in through the front office.

Should **any** of the above occur on school premises or in connection with the school, staff may act by contacting the appropriate authorities or consider restricting the offending adult from accessing the school

premises. Parents, caregivers, and guardians need to make sure any persons picking up their children are aware of this policy.

What happens if someone ignores or breaks the code?
In cases where the unacceptable behavior is considered to be serious and potentially criminal in nature, the concerns will be referred to the Burbank Police Department. This will include any or all cases of threats or violence and actual violence to any child, staff, or visitor in the school. This will also include anything that could be seen as a sign of harassment by any school community member.
If cases where adult behavior must be addressed and civility is not maintained:

1) The parent, caregiver, or guardian will be asked to meet with the principal or school administrator to review the Civility policy and steps for handling concerns or a complaint.
2) A follow-up letter will be sent to the parent, caregiver, or guardian including the Board Policy on Civility.
3) If the unacceptable behavior does not stop, then the parent, caregiver or guardian will be referred to the District Office for a meeting with a BUSD district staff member.
4) If Step 3 does not resolve the behaviors, then the adult individual may be referred to the police department or restricted from entering any school campus for 7 days at a time.

If the parent, caregiver, or guardian refuses to attend the meeting, then the school will write to the parent, caregiver, or guardian and inform them they will be restricted from accessing school grounds for at least 7 days.

Note:
(1) A restriction from the school can be introduced without having to go through all the steps offered above in more serious cases.
(2) Site restrictions will normally be limited to 7 days in the first instance.

Issues of Conduct with the Use of Social Media
Some people take part in online activities and social media. There are many constructive social media pages allowing parents to receive and respond to messages about school events. We encourage you to positively participate if you wish.
Within these spaces, however, we ask that you use common sense when discussing school life online.
'Think before you post'
We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents, or children.
If parents have any concerns about their child, please follow these steps:

- Initially contact the classroom teacher
- If the concern remains the parent should contact the school administrator
- If still unresolved, parents can contact the district administration

Online activity which we consider inappropriate:

- Identifying or posting images/videos of children without their consent
- Abusive or personal comments about the staff, children, or other parents
- Bringing the school into disrepute
- Posting defamatory or libelous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Threatening behavior, such as verbally intimidating staff, or using bad language
- Breaching school security procedures
- Posting or reposting any threats to schools

Please remember that schools do not have jurisdiction over social media that is not school-related!
The best way to limit student social media use is to monitor or remove the phone.

BUSD EMPLOYEE RESPONSIBILITIES AND EXPECTATIONS

The work BUSD Employees perform is ultimately for the purpose of serving the students of the District. Their work has a valuable role in making the District an effective and efficient organization that educates and serves our students. The following are some responsibilities, and expectations the District has of their employees as they execute their job description duties.

- Have a current emergency card on file at the site and in Human Resources Services.
- Report change of personal information to Human Resources Services.
- Take responsibility for a healthy, safe, and clean work environment. Think safety—work smart! Contact your supervisor to report any unsafe working conditions. Slips, trips, falls, back and neck injuries are the greatest frequency of injuries. Be cautious.
- Know the emergency procedures at your site and be familiar with the emergency exits.
- Review the Professional Standards: Employees will conduct themselves in a professional manner and respect all employees, students, parents, and all external customers.
- Respect and value ALL confidential and private information of both students and employees. Confidential conversations should not be held where it can be heard by others.
- Do not discuss confidential school business matters outside of work. Even if items are public matters, such information is given out by designated personnel. Requests for personal information about students should be referred to an administrator.
- Maintain professional standards of dress and grooming that demonstrate your high regard for education, present an image consistent with your job responsibilities and assignment, and do not endanger the health or safety of employees or students during school hours and at school activities. The Board of Education believes that appropriate dress and grooming by district employees contributes to a productive learning environment and models positive behavior. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. (BP 4119.22)
- Be proactive…take the initiative to communicate with your supervisor if you need assistance.
- Understand your supervisor's expectations…it is essential to have ongoing communication.
- Know the procedures for attendance reporting and signing in, know who to contact if you are out ill or for any reason and know how to access the substitute calling system if a substitute is required. See Frontline-Aesop information on the following page.
- Review assignment information in the hiring packet…if you have questions, please ask.
- Understand your job duties and responsibilities based on the job description.
- Understand your job performance as it relates to the District, division, site, and personal goals.
- Know your association representative's name and contact information. Each employee is provided with his/her respective collective bargaining agreement.
- Understand the evaluation process and the timelines. Know who will evaluate you and be familiar with the evaluation form. Review the contract related to evaluations.
- Know when your probationary period ends. Know the process to become eligible as a permanent employee.
- Always be prompt both in reporting for work and in completing assigned tasks. If an emergency makes it necessary for you to be late to work or leave early from work, notify or ask your supervisor for permission as soon as possible.
- Establish a good attendance record. Only be absent from work when it is absolutely necessary or when you are on a pre-planned vacation.
- Courtesy and cooperation are two basic elements of success in your job and every job in the District. Be courteous and cooperative with the public, fellow workers, prospective employees, teachers, students, and parents who are all a part of the District you serve.
- Maintain open lines of communication. If any instructions given by your supervisor are not clear, ask for further explanation to make certain that you understand exactly what is expected of you.
- Try to be as clear and concise as possible when explaining matters to the public and to your fellow employees. Use language that can be understood by everyone and avoid using slang or jargon.

- Always try to work carefully. Mistakes can be costly and at times, dangerous. If you make a mistake, be sure to find out exactly what happened and how to avoid making the same mistake again. Notify your supervisor of the mistake.
- Remember to keep all District business confidential. While many things that happen at the District are a matter of public record, releasing information about them is the responsibility of specific offices and individuals. Refer any unusual requests for information to the appropriate authority.
- Dress appropriately for your type of work. Maintain a well-groomed, clean, neat, and business-like appearance at all times. Remember, you are representing the District to students and the public

EMPLOYEE AND SUPERVISOR RELATIONSHIP

Your supervisor will work with you to help you perform effectively on the job and to learn your job faster. They will familiarize you with policies, practices and District culture and procedures. Your supervisor will assign your work, introduce you to other employees, orient you to the job responsibilities, and be able to to explain the following conditions to an employee they supervise:

- The hours you are expected to work including lunch and break periods.
- Procedures for signing in and out. How, when, and to whom to report absences.
- Your specific job duties and responsibilities. What is expected of you in your work. Who will answer questions about the work.
- Procedures for reporting absences and scheduling vacations
- Regulations about parking.
- Access to buildings and rooms.
- Procedures for use of equipment and obtaining supplies.
- Availability of on-site facilities such as restrooms

When you want advice on a problem or an answer to a question, your supervisor will be able to help you. If not, they will find the answer or direct you to another person who can assist you. Any questions you have about your employment can be answered by Human Resources Services.

EMPLOYMENT DOCUMENTS

The following are legal compliance forms for conditions required for employment:

- Offer of Employment Contract or Assignment (bargaining unit members & management)
- Department of Justice fingerprint clearance. (AR 4112.5)
- No Sex Offense Violation (Ed Code 44010) or Controlled Substance Violation (Ed Code 44011).
- TB Clearance (to be kept on file). (Ed Code 49406)
- Certificate of a Medical Examination – certificated employees (Ed Code 44839)
- Back screen exam (specified classified positions).
- Notice for the Oath of Affirmation. (AR 4112.3)
- Notice of compliance for Equal Employment Opportunities/ADA requirements.
- Acknowledgement of legally mandated employment documents received including:
  Sexual Harassment Policy, Injury and Illness Prevention Program, Mandated Child Abuse Reporting, Nondiscrimination in Employment Policy, Hazardous Material Communication Program, Tobacco-Free Schools Policy.

EMPLOYEE PERSONAL PROPERTY

It is the BUSD Employee's responsibility to ensure that their handbag, wallet, and other personal property are kept in a safe place.

EMPLOYEE PROPERTY REIMBURSEMENT

The Board of Education authorizes the Superintendent or designee to pay the cost of replacing or repairing employee personal property, except cash, which has been stolen or intentionally destroyed or damaged while being used for work-related purposes.

No reimbursement shall be made for accidental damage or for any loss due to lack of personal supervision or failure to keep property in a secured area. The maximum payment shall be the amount specified by the district's insurance carrier for such loss or the amount specified in the applicable collective bargaining agreement, whichever is less. (cf. 3515.4; cf. 5131.5)

Reimbursement for personal items used for work-related purposes shall be made only if:

- Use of the personal property was approved by the principal, site supervisor or designee before the property was brought to school or district premises
- At that time, the employee and district representative agreed on the value of the property
- Reimbursement shall be in compliance with collective bargaining language.
  (BP 4156.3/4256.3/4356.3 and Education Code 35213)

ADDITIONAL INFORMATION EVERY EMPLOYEE MUST KNOW

- Student Information or photos cannot be released to any person. See your supervisor for assistance.
- Release of Social Security numbers and personal information is prohibited by law and is restricted to conducting District business such as processing employees.
- Transporting Students:
  - Appropriate forms must be on file at the site level
  - Students cannot transport other students
- Approval of outside speakers, visitors, and supplemental material handouts must meet board policies and approved by the site administrator.
- Right to Due Process: Employees have the right to due process for disciplinary action

FINGERPRINT POLICY

All BUSD Employees are fingerprinted/ Live Scanned and the prints are transmitted to the California Department of Justice and the Federal Bureau of Investigation for a criminal conviction records check. No employee can perform any of the duties of his/her position until their background check and fingerprint/Live Scan processing has been completed and it is determined that there is no criminal conviction that would prohibit the employee from working with students and staff.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

All BUSD Employees must promptly report any change of address or telephone number by completing a name and address Form (found on the BUSD Website) with the current information and submitting it to the Human Resources Department.

IDENTIFICATION BADGES

For everyone's safety and to simplify the identification of persons who do not belong on campus, the District provides identification badges for all staff, volunteers, and visitors. Please wear your badge at all times you are on a District property. If a permanent employee should misplace the badge, a new one may be obtained by

contacting Human Resources Services for a replacement. Volunteers and visitors who come to your classroom or onto the work site must stop by the main office to sign in and obtain a visitor's badge. Please ask them to do so. All employees are to wear their District badge daily.

DRESS AND GROOMING

The Board of Education 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 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.
(BP 4119.22/4319.22)

INSTRUCTIONAL AND CSEA WORK CALENDARS

- The Instructional Calendar is adopted annually by the Board of Education. See the District Website for the current school year calendar.
- CSEA Work Calendar: Classified employees work under Basis A, B, C, D, E. Please refer to classified contract language and side letters of agreement for additional information.

LOANING OUT OF DISTRICT EQUIPMENT

Employees shall use District equipment only for school-related tasks. The Superintendent or designee shall ensure that all employees understand that personal use of District equipment is prohibited and that a violation may be cause for disciplinary action.
(AR 3512)

The employee shall assume responsibility for all equipment that is checked out for school related purposes only and the description ID number recorded. In borrowing any equipment, the employee assumes responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, the employee will pay the cost of repairs or replacement. The employee must fill out Board Exhibit Form 3512 "Equipment Loan Form" to be used for business and non-instructional operations equipment. This form may be downloaded from the Human Resources Services website.

DISTRICT KEYS AND ALARM CODES

A BUSD employee may be issued District key(s) in accordance with their position in the District. All keys are issued by number. Under no circumstances are District keys to be duplicated or given to students and/or parents. In the event that a key is misplaced or lost, it is the employee's responsibility to immediately notify their supervisor, and may be charged the cost for replacement.

If an employee issued an alarm/pin code, that code is for your use only. It is not to be given out to other employees, students and/or parents. Employees may be asked to turn in their assigned keys at the end of the school year.

ACCESS TO STUDENT RECORDS

The Board of Education recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law. Access to student records means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Ed Code 49061)

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

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level. The Custodian of Records for the District is the Director of Student Services. The Principal is Custodian of Records at their site. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records.

Student records are any items of information other than directory information, gathered within or outside the district that are directly related to an identifiable student and maintained by the district or required to be maintained by an employee in the performance of his/her duties. Any information maintained for the purpose of second-arty review is considered a student record.

Employees may only access student records if they have relevant legitimate educational interest. This means you must be the student's teacher, counselor, psychologist or other employee assigned to provide educational services to the student and have a legitimate reason to review the records. To inspect, review or obtain copies of student records, authorized persons shall submit a request to the "Custodian of Records." (Ed Code 49076) If you have any questions, please contact the site custodian of records.

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Both parents must notify the district in writing, that such an agreement has been made. Any person or agency granted access is prohibited from releasing information to another person or agency without written permission from the parent/guardian or adult student. (Ed Code 49061) (Ed Code 49076) (BP 5125)

ACCESS TO INDIVIDUALIZED EDUCATION PLANS (IEPs)

At a school site, access to a special education student's **Individualized Education Program (IEP)** is legally restricted to individuals who **have a legitimate educational interest** in the student. According to the **Individuals with Disabilities Education Act (IDEA)** and **FERPA (Family Educational Rights and Privacy Act)**, this typically includes: Special Education Teacher(s); General Education Teacher(s); School Administrator(s); Related Service Provider(s)/Specialists/Therapists; and the IEP Case Manager. Other school staff (e.g., cafeteria workers, custodians, unrelated teachers) do not have access unless there is a direct, documented educational need.

Level of Access	Site Admin	Special Ed Teacher	General Ed Teacher	Clerical Staff	Special Ed Aid
May have a copy of the IEP	Yes	Yes	*Yes		
May have a copy of only: goals, accommodations & modifications in IEP					Yes
May make copies of the IEP.	Yes	Yes		Yes	

DISTRICT PERSONNEL DRIVING DISTRICT VEHICLES

The law does provide an exception for those operating a commercial motor truck or truck tractor (excluding pickups), to use a two-way radio operated by a "push-to-talk" feature. Otherwise, motorists must abide by the hands-free legislation.

POLITICAL ACTIVITY

No employee of the District may engage in political activities on District property or during working hours, including use of District communication system and email.

EMPLOYEE ORGANIZATIONS

Most BUSD Employees are represented by exclusive bargaining representatives in matters related to wages, hours, and other terms and conditions of employment.

"Confidential employees" are not represented in negotiations by an exclusive employee representative.
A "confidential employee" is one who develops or presents management positions for collective bargaining, or whose duties normally require access to confidential information that is used to contribute significantly to the development of management position for collective bargaining.

A management employee is one who has significant responsibility for formulating District policies or administering District programs. Management employees are not represented by an exclusive bargaining organization.

ATTENDANCE

The contribution of each employee is critical and the efforts of each and every one are needed to help Burbank USD in reaching its goals. Unnecessary absenteeism results in reduced productivity, reduced student learning, loss of service and significant cost to our District.

It is the responsibility of the Burbank Unified School District to ensure that employees clearly understand the expectation for performing their job duties and how their attendance impacts their performance. Specifically:

- Employees are expected to work the number of hours they are assigned.
- Employees are expected to be at their work sites on time.
- Employees are expected to comply with LSD attendance procedures and the collective bargaining rules regarding the reporting of an absence and providing appropriate documentation when requested.
- Employees are expected to notify the District as soon as the absence is known.
- Excessive absences can lead to progressive discipline.

Illness leave benefits are provided to ease the financial burden on employees who are required to be absent from their position due to legitimate illness or injury or for reasons of personal necessity.
Employees who use illness leave for unauthorized reasons are in violation of District policy.

NOTIFICATION OF ABSENCES

It is extremely important that employees notify their supervisor and the AESOP/Frontline Reporting System as soon as possible of any anticipated absences so that, if necessary, alternate arrangements can be made. An absent employee must report his/her absence to a supervisor (or other designated person) before the start of the employee's workday or as soon as practical given the nature of the absence. It is not sufficient for an employee to notify a co-worker, secretary, or receptionist, unless such person has been designated by the supervisor as the appropriate contact for this purpose.

The employee should also call their supervisor by end of the day, before they are expected to return to work so that their substitute, if any, can be released. If both the employee and their substitute report for work on the same day, the substitute will have to be retained and the employee may not work or be paid for that day.

HOLIDAYS

Most BUSD Employees receive paid time off for observance of certain holidays. (i.e. New Year's Day, Dr. Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, etc.) Generally, when one of the above holidays falls on a Sunday, the following Monday is observed. When it falls on a Saturday, the preceding Friday is usually observed as the holiday. Other holidays may be declared by the Board of Education, the Governor of California, or the President of the United States.

A holiday that falls during an employee's vacation time or illness time is paid as a holiday and is not deducted from vacation or illness-leave balances. To qualify for holiday pay, you must be a regular employee in paid status on the working day immediately preceding or following the holiday.

LEAVES OF ABSENCE

- Request for Leaves of Absence must be submitted to the Assistant Superintendent, Human Resources Services prior to an employee taking a leave in accordance with BTA or CSEA contract language.
- Child Care Leave: notify Human Resources Services as early as possible so we can assist you.
- Sick Leave
  - Must be reported on your time sheet
  - Request for a substitute must be reported on the Subfinder System unless it is required to be reported directly to the supervisor.
  - One paid sick day per month is accrued for each employee, prorated for hourly employees in proportion to full-time employment.
- Personal Necessity Days (PN)
  - Must be submitted 48 hours in advance to your supervisor. Although supervisor may not need to approve, they must be informed of your intent in a timely fashion.
  - Can be denied if there is a District hardship. Work with your supervisor and don't wait until the last minute to submit the Leave of Absence Form.
- The Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) (BP4161.8)
  - FMLA and CFRA are designed to assist employees for taking personal time off work when a employee or member of their family has a "Serious Health Condition" (illness, injury, impairment, or physical or mental condition). Leave without pay may be granted for up to 12 weeks.
  - Employee must have a qualifying condition and have met the minimum 1,250 hours in the prior 12-month period to be eligible.
- Employees must notify Human Resources Services and attach all the necessary documentation required to process a leave request.
- Employees should refer to their respective contract language for additional information. (BP 4161)

NONSCHOOL EMPLOYMENT

The District recognizes that BUSD employees may receive compensation for outside activities as long as these activities are not inconsistent, incompatible or in conflict with the employee's duties or to the duties, functions or responsibilities of the District.

Outside paid activities are incompatible with District employment if they require time periods or commitments that interfere with the proper, efficient discharge of the employee's duties; they entail compensation from an outside source for activities which are part of the employee's regular duties; or they involve using for private gain the District's name, time, facilities, equipment or supplies. Please review Board Policy 4136, 4236, 4336 and Conflict of Interest Board Policy 9270 for details on non-employment activity.

RESIGNATIONS AND RETIREMENTS

- Any certificated employee resigning from a position will provide a written resignation to Human Resources Services at the completion of his/her contract. Classified employees must notify Human Resources Services upon retirement or resignation and notify their supervisor as early as possible. Formal notice of resignation is required by completing a separation form, available from Human Resources Services or online at http://www.burbankusd.org/departments/hr/forms/Separation.pdf. The form shall be processed through the department head and forwarded to Human Resources Services.
- The employee shall be required to turn in all District items: telephones, keys to any facility or vehicle, computer equipment, identification badges and other school or office property before the final salary warrant will be released.
- Prior to retirement or resignation, retirement benefits, insurance coverage, and unemployment insurance benefits may be discussed with the Lead Benefits Technician.
- It is recommended that an employee meet with an STRS or PERS counselor for specific retirement information. The District does not provide STRS/PERS counseling information regarding retirement benefits. Each individual person has a unique situation and the District is not in a position to provide counseling services.
- Keys must be turned in to the appropriate District agent upon checkout.

PAYROLL AND PAY STUB INFORMATION

- Pay Warrants are distributed to your prime job location
- Direct Deposit is encouraged and can be submitted to payroll.
- Time Sheets: Must be submitted with authorized signatures to Payroll for warrants to be issued.
- PERS Deduction: Classified employees can get more information at (http://www.calpers.ca.gov)
- STRS Deduction: Certificated employees can get more information at (http://www.calstrs.com)
- State and Federal Taxes are deducted based on your W-4 form.
- Credit Union deductions are available. Payroll has these forms.
- 403(b) Plan
  - The complete document with instructions may be download from the LACOE website http://www.lacoe.edu/orgs/168/index.cfm
  - You must submit the form to the payroll department after completing the form.
- Vacation days: Can only be used in accordance with the Classified Contract.
- With the exception of Children's Center teachers, vacation days are not available for certificated employees since they work a positive calendar.

BENEFITS INFORMATION

The District's primary responsibility is to make sure that all eligible employees are provided the opportunity to enroll in the appropriate plan(s). Benefits are prorated for less than Full Time Equivalence (FTE) positions and are not available for hourly positions except Monterey and Adult School.

BUSD provides Medical, Dental, Vision, Life, and a MCC-Employee Assistance Program
Contact Kellie DiPiazza: Lead Benefits Technician, 818-729-4454, for more information.
(See District website for online web addresses.)

Certificated, Classified and Management Benefits

- Insurance Plan Summary
- Medical: PERS Anthem HMO Select, PERS Anthem HMO Traditional, PERS Blue Shield Access+ HMO, PERS Blue Shield Net Value HMO, PERS Health Net Salud y Mas, PERS Health Net SmartCare, PERS Kaiser, PERS Unitedhealthcare, PERS Choice 80/20, PERS Select 80/20, PERS Care 90/10
- Dental Plans: Delta (PPO), PMI (HMO)
- Vision: Vision Service Plan
- Life Insurance: Basic and Supplementary

FRONTLINE EMPLOYEE ABSENCE AND SUBSTITUTE SYSTEM (FORMERLY AESOP)

Welcome to Frontline (Aesop)

Burbank Unified School District utilizes Frontline, an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. The Frontline (Aesop) system is available 24 hours a day, 7 days a week and can be accessed via internet and phone.

How do I interact with Aesop?

You can interact with Aesop on the internet by going to www.burbankusd.org and hovering over the staff tab and going down to Aesop (Frontline) Login or at **http://www.frontlinek12.com/aesop** and by mobile device by typing "m.aesoponline.com" and then clicking on "Or Sign In with Organization SSO", entering your BUSD email address and clicking on "Go to my organization's sign on page". Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online as well as how to set up your **Preferred Substitute List (and Favorite Five)**

You can also call Aesop toll free at **1-800-942-3767**. Simply follow the voice menu to enter and manage absences, review and change personal information and check absence reasons balances and to review upcoming absences. We recommend that you call in to check the computer recording of your name and title. To do this, **press Option 5** and follow the prompts. The following are links to videos and other training tutorials that will help you navigate Aesop:

- http://help.frontlinek12.com/Aesop/wp-content/uploads/2013/08/AesopEmployeeQuickstartFinalEdit.pdf - This Quick Start Guide is enclosed
- http://help.frontlinek12.com/Aesop/knowledgebase/employee-web-basic-training-video/ - This video will show you how to Log in to Aesop, create an absence, view and edit personal information as well as how to change your PIN number.
- http://help.frontlinek12.com/Aesop/knowledgebase/employee-web-advanced-training-video/ - This video will show you how to create an advanced mode absence such as multi-day, multi reason, multi times, how to assign a substitute, itinerant schedules, cancel absences by 6pm the night before as well as how to access your absence history.

- For step by step directions regarding all possible types of Aesop transactions, please visit this excellent tool by following this link: https://help.frontlinek12.com/Employee/HelpGuide/desktop/Printed_Documentation.htm
  In order to access the Frontline (Aesop) system via the computer or Mobile App please remember Burbank is a Single Sign on Organization. From the login page you will need to click the link that says "Sign in with organization SSO" before entering your login information. Your login information for the computer or Mobile App is as follows:
  - **Login ID:** Your BurbankUSD email address
  - **Password**: The same password you use for your BUSD email address

In order to access the Frontline (Aesop) system by the (voice) telephone, you will need to enter your ID and PIN numbers as follows:

- **ID Number:** Your Area Code and Phone Number ***(ie: 8185555555) no dashes or periods***
- **PIN Number:** 1414 *New Hires only (for security purposes please change PIN number)

When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.** Should you experience difficulty using the Frontline (Aesop) system in any way, please contact the names listed below:

Corielle Lopez, Human Resources Technician / (818) 729-4429 / /coriellelopez@burbankusd.org

VISITORS IN THE WORKPLACE

All visitors to District sites and schools will need prior approval from the department/site to enter the site. In addition, visitors must wear a visitor name tag after they have clearance through the school safety software (Raptor Technologies).

Employees are not to bring their own children and family members to work with them. Arrangements must be made for child care outside of the employee's work site.

VOLUNTEER GUIDELINES

Definition

A volunteer is a parent, community member, or other adult who assists at a school site or program on a regular or semi-regular basis, usually with an assigned schedule. A volunteer is a person who provides his/her time to the District without pay. Individuals who are at the school to attend or help at a one-time special event involving no unsupervised contact with children are not considered volunteers by this definition and are not required to be screened.

TB Requirements

In accordance with the provisions of Section 49406 of the California Education Code, a person shall not be initially employed by the school district, or employed under contract, in a certificated or classified position unless the person has submitted to a Tuberculosis Risk Assessment within the past 60 days and if tuberculosis risk factors are identified, has been examined to determine that s/he is free of infectious tuberculosis by a physician, physician assistant or nurse practitioner. If no risk factors are identified an examination is not required.

The Certificate of Completion must also be completed by the physician, physician assistant or nurse practitioner and provided to the District. A person that is subject to these requirements may submit to an examination that complies with CA Education Code 49406 subparagraph (B) instead of submitting to a tuberculosis risk assessment. The examination required by this subdivision shall consist of either an approved

intradermal tuberculin test or any other test for tuberculosis infection that is recommended by the federal Centers for Disease Control and Prevention (CDC) and licensed by the federal Food and Drug Administration (FDA). If the test is positive, the test shall be followed by an x-ray of the lungs in accordance with subdivision (f) of Section 12015 of the Health and Safety Code.

Site identification must be worn while volunteering. This identification will be provided by the site coordinator or Human Resources Services. A volunteer walk-on coach (athletic or performing arts) is required to wear a photo identification badge.

Types of Volunteers

- **Under Direct Supervision of a Certificated Employee**: (May not work unsupervised with children.)
- **General School Volunteer** – Volunteering during school hours performing duties such as breakfast/lunch assistants, and classroom aides/helpers, library, playground supervisors.
- **Activities Volunteer** – Volunteering after school hours working on the campus at events such as booster, parent support clubs or after school clubs.
- **Not Under Direct Supervision** - **Coaches** of performing arts and athletics, one-on-one tutoring, overnight trips, transporting students.

	Under Direct Supervision (Site Processes)		**Not Under Direct Supervision (HR Processes)**		
Volunteer Requirements	***General School Volunteers***	***Activities Volunteers***	***Overnight Chaperones***	***Coach Athletic***	***Coach Performing Arts***
Volunteer Application and Waiver (to be completed on an annual basis)	X	X	X	X	X
Copy of Driver's License or California Identification Card	X	X	X	X	X
TB Test Results (according to stated requirements)	X	X	X	X	X
Emergency Card	X	X	X	X	X
Volunteer Technology User Agreement			X	X	X
Coaches Code of Ethics				X	X
Certification of Compliance – including copies of applicable information				X	X
Fingerprint Clearance (AB346) DOJ & FBI			X	X	X
Megan's Law Clearance	X	X			
First Aid and CPR Training (encouraged but not required)				X	X
Site-level Approval (Site Administrator)	X	X	X	X	X
District-level Approval (Human Resources Services Administrator)			X	X	X
District-issued Photo ID Badge				X	X
Site-issued ID Badge	X	X	X		
*Medical Provider Network Rights Materials and Acknowledgement Form	X	X	X	X	X

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

In order to maintain a safe and healthful work environment the Burbank Unified School District has developed an Injury & Illness Prevention Program (IIPP) for all employees to follow. By making employee safety a high priority for every employee, injuries and illnesses can be reduced, productivity can be increased, and a safer and healthier environment can be promoted for all individuals at Burbank Unified School District.

Diligent implementation of this program will produce many benefits for Burbank Unified School District and its employees. Most notably it will:

- Protect the health and safety of employees.
- Decrease the potential risk of disease, illness, injury, and harmful exposure to District personnel.
- Reduce workers' compensation claims and costs.
- Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reducing the need to find and train replacement employees.
- Improve employee morale and efficiency as employees see that their safety is important to management.
- Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

The site or department IIPP Implementation Official has the authority and the responsibility for implementing the District IIPP and the site or department Site Safety Official has the responsibility of maintaining the IIPP. All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIPP.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid, including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tends to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

COMMUNICABLE DISEASE CONTROL INFORMATION

Universal Precautions

General precautions persons can take to prevent the spread of all infectious diseases.

General Information

- The single most important practice is hand washing. Always wash hands with soap under running water for at least 30 seconds after taking temperatures, examining mouths or weeping eyes, when wiping a runny nose, or helping a student in the bathroom.
- Hands should always be washed before drinking, eating, and before and after going to the bathroom.
- If there are open cuts, abrasions or weeping lesions on hands, disposable plastic gloves should be worn and may be ordered through the District supply catalog.
- Use sanitary absorbent agents specifically intended for cleaning body fluid spills. The dry material is applied to the area, left for a few minutes to absorb the fluid, then vacuumed or swept up.
- If on a rug, a second step is to apply rug shampoo (germicidal detergent) with a brush and re-vacuum. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

Clean-Up of Body Fluids (blood, vomit, urine, feces)

The procedure for cleaning up spills of any body secretions is as follows:

- Wear plastic disposable gloves.
- Place tissues, paper towels, diapers, pads, gauze, bandages, etc., into a plastic bag, tie the bag, and dispose of these materials daily.
- Place plastic disposable gloves and bag inside second plastic bag.
- Tie the bag securely and place into the trash and dispose of daily.
- Clean any soiled surfaces with a disposable towel in a 1:10 solution of chlorine bleach (1-1/2 cups to one gallon of water.) Bleach may be ordered through the District supply catalog.
- Soak mop in chlorine solution and rinse thoroughly. Dispose of water used for cleaning in toilet or special drain.
- Remove gloves and wash hands with soap and water.

Laundry Instructions

The most important factor in laundering clothing contaminated in the school setting is to eliminate of potentially infectious agents by using soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2 cup household bleach to the wash cycle. If material is not colorfast, add 1/2 cup non-chlorine bleach (e.g. Clorox II, Borateem) to the wash cycle.

What is AIDS/HIV Infection?

AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection. The virus attacks the body's immune system, leaving it vulnerable to life-threatening opportunistic infections and malignancies. The virus also may directly attack the central nervous system. Persons infected with HIV frequently have no apparent symptoms and usually appear to be in good health.

How is HIV Infection Spread?

- Everyone infected with HIV, even a person without apparent symptoms, is capable of transmitting the infection. HIV infection is transmitted by:
- Any sexual activity involving direct contact with semen, blood or vaginal secretion of someone who is infected.
- Sharing intravenous (IV) needles and/or syringes with someone who is infected.
- Penetrating the skin with needles that have been used to inject an infected person.
- Direct contact on broken skin or mucous membrane with infected blood.
- Receiving blood transfusions or blood products from someone who is infected (a screening test has been used since 1985 that has reduced this risk to 1 in 68,000 in California (AIDS update, December 1988).
- Being born to an infected mother.

What is Hepatitis B?

Hepatitis B is an infection of the liver caused by a virus present in the blood and other body fluids of infected persons. Not all persons infected with the Hepatitis B vaccine show symptoms of illness. Some persons will have symptoms such as fatigue, mild fever, muscle or joint aches, nausea, vomiting, loss of appetite, and abdominal pain. In some persons, the urine turns dark and the skin turns yellow. The onset of symptoms may take six weeks to six months to appear after transmission. Persons infected with Hepatitis B run a high risk of developing a chronic liver disease such as cirrhosis and/or cancer of the liver.

How is Hepatitis B Spread?

- An infected person can transmit Hepatitis B as long as the virus remains in the blood. Transmission may occur as early as four weeks before any symptoms occur. A small number of people will carry the virus in their blood for years and are known as chronic carriers. Hepatitis B is transmitted by:
- Sexual activity involving semen, blood, or vaginal secretions.
- Sharing with someone who is infected, unsterile instruments used to penetrate the skin such as those used for tattooing, ear piercing, and razors.
- Sharing intravenous (IV) needles and/or syringes with someone who is infected.
- Direct contact of infected blood with mucous membrane of the eye and mouth.
- Direct contact of infected blood with broken skin (e.g., cuts).
- Accidental needle sticks with needles containing blood from a virus carrier.
- Sharing toothbrushes.
- Being born to an infected mother.

How Can HIV and Hepatitis B Infections Be Prevented?

A vaccine for Hepatitis B is available from health care providers. The cost of the vaccine is often covered by the employee's individual health care plan. Workers determined to be at high risk by their employers may be eligible to receive the vaccine through their employer.

Since sexual intercourse and sharing of intravenous equipment are the major behaviors that transmit the viruses that cause Hepatitis B and HIV infections, abstinence from these activities eliminates the major risk of exposure for most people. Mutually monogamous sexual relationships between uninfected partners are safe. Properly used condoms combined with water-based lubricants containing spermicides greatly reduce the risk of transmission during sexual intercourse with an infected person. Intravenous equipment and any equipment used to penetrate the skin should not be shared. For persons who continue to share intravenous equipment, cleaning with household bleach solution and rinsing with water can also reduce transmission by this route.

HIV infection, Hepatitis B, and several other viruses are transmitted through sexual intercourse, sharing of blood, and from infected women to their babies during pregnancy or at the time of birth. Essentially all risk of these infections is outside of the work and school environments. However, there is some, although very small, risk of blood exposure at work and at school. Carriers of these viruses do not often show outward signs of infection and often are not aware of being infected themselves. Therefore, ALL blood or blood-containing body fluids must be considered potentially infectious.

With current immunization laws, all students are immunized against Hepatitis B, with the exception of students whose parents have signed waivers against immunizations. The only risk of Hepatitis B virus and HIV exposure in the school setting is with direct exposure of infected blood to broken skin or mucous membranes. Unbroken skin is an extremely good barrier to these viruses. Strict adherence to Universal Precautions is recommended to protect the worker from exposure to both Hepatitis B and HIV virus.

TEMPORARY LIGHT DUTY PROGRAM

The Burbank Unified School District provides all disabled applicants and employees with Reasonable Accommodation as defined by the Fair Employment and Housing Act (Government Code § 12940).

General Information Regarding BUSD's Temporary Light Duty Program:

- Regardless of the length of the leave, all employees who have been off from work due to a workers' compensation leave (industrial injury) are to report to Human Resource Services prior to returning to work. No employee will be allowed to return to work unless first cleared by Human Resource Services to do so.
- All employees desiring to return from a personal medical leave with functional limitations / work restrictions must first report to Human Resource Services and provide a Certificate to Return to Work, or Further Treatment form. Form is available in Human Resource Services or on the District's website.
- Employee requests for return to work with functional limitations / work restrictions can take up to 5 working days for processing. Employees can ensure a timely return to work by providing Human Resource Services with a Certificate to Return to Work or Further Treatment form prior to the desired return to work date.
- During the period of time it may take to identify temporary modified or alternate work assignments, employees will remain off from work utilizing personal leave available and appropriate leaves.
- Work restrictions will be discussed with the injured/ill employee and with the site/department supervisor to ascertain if modified work (work in current classification) can be provided. If not, alternate work (performing miscellaneous work outside of current classification) will be explored.
- If modified or alternate work is not available employee will remain off work, utilizing all available leaves, including Family Medical Leave (FMLA).
- If employee is unable to return to work before all paid leaves are expired, the employee will be contacted to discuss extended unpaid leave options and the need for long term reasonable accommodation in alternate work.
- An employee who remains off work due to functional limitations / work restrictions that cannot be reasonably accommodated is required to continue to provide medical certification for all days missed from work to their site and Human Resource Services/Payroll.
- If a supervisor is concerned that an employee may be too injured or ill to perform all of the functions of the job without impacting performance expectations or their safety, the employee will be sent to meet with Human Resource Services to discuss any need for reasonable accommodation. This can occur even if an employee has not requested accommodation or submitted a medical note stating functional limitations / work restrictions. (cf. 4113.4, 4032)
- Should an employee's condition change such that the temporary work restrictions become permanent, Human Resource Services will engage with the employee in a more formal interactive reasonable accommodation process to determine what reasonable accommodations may be available to support the employees permanent/long-term work restrictions. Reasonable accommodation in modified work, leave extensions or reassignment options will all be explored in accordance with the state and federal laws and District policies and regulations. (cf. 4032, 4113.4, 42 U.S.C. § 12101, et seq., Gov. Code § 12940)
- Employees should refer to their respective contracts for additional information regarding situations where Human Resource Services may request additional medical information prior to returning an employee back to their workplace.

WORKERS' COMPENSATION

- In the case of an emergency, call 911 immediately.

- Report <u>all</u> incidents/injuries/illnesses believed to be work-related to your supervisor/administrator immediately. If your supervisor/administrator is unavailable, contact the Employee Injury/Illness Prevention Technician in Human Resources to report the incident. Your supervisor/administrator or EIIP Technician will assist you with the completion of claim and incident report forms.

- Contact Company Nurse at (877) 518-6702 to report all work-related injuries/illnesses. The District's search code is SLF03.

- If medical attention is required, authorization for medical treatment at Concentra (Burbank) or another appropriate medical facility will be provided. If treatment is required after the Burbank facility's hours, treatment will be provided in their Van Nuys location or the nearest Emergency Room. Work with your supervisor and Company Nurse if you require transportation to/from your initial visit. Transportation will be coordinated.

Concentra 2550 North Hollywood Way, Suite 100 Burbank, California 91505 (818) 524-3730 M – F 8:00 a.m. – 5:00 p.m. Parking validation is provided. Transportation is available for initial visit.	Concentra 16300 Roscoe Blvd., Suite 1-A Van Nuys, California 91406 (818) 893-4426 M – F 7:00 a.m. – 7:00 p.m. S – S 7:00 a.m. – 3:00 p.m. Transportation is available for initial visit.

- Claims for Workers' Compensation (dates of injury after July 1, 2017) are managed by third party administrator, Sedgwick, formerly York Risk Services Group: Sedgwick, P.O. Box 619079, Roseville, CA 95661, (866) 221-2402
- Burbank Unified School District has elected to provide you with the choice of a broad scope of medical services for work-related injuries and illnesses by implementing a Medical Provider Network (MPN). For additional information regarding the Medical Provider Network contact the Employee Injury/Illness Prevention Technician in Human Resources Services.
- You may pre-designate a qualifying personal physician/medical group to treat you in the case of a work-related injury (LC 4600). Pre-designation must take place prior to your date of injury. Written verification that your personal physician/medical group meets the pre-designation requirements and agrees to be pre-designated must be provided. Inclusion of information regarding your insurance company, plan or fund providing health coverage for non-occupational injuries/illnesses is required.
- Contact the Employee Injury/Illness Prevention Technician in Human Resources Services at (818) 729-4416

PRE-DESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury/illness by your personal medical doctor (M.D.) or doctor of osteopathic medicine (D.O.) or medical group if: You have health care insurance for injuries/illnesses that are not work-related, the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible

internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records; your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominately for non-occupational illnesses and injuries; prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury/illness, (2) your personal doctors' name and business address, and (3) your doctor's signed agreement to treat in the case of a work-related injury. Pre-Designation is optional.

You may use the following form provided by your employer to provide all information in writing to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury/illness and the above requirements are met.

Medical treatment authorization requirements are consistent with the guidelines for treatment within the MPN. Please contact the Employee Injury/Illness Prevention Technician in Human Resources prior to seeking treatment.

IN CASE OF WORKPLACE INJURY:
EN CASO DE LESIÓN LABORAL

COMPANY NURSE
Injury Hotline

1-877-518-6702
AVAILABLE 24 HOURS A DAY

1. **Injured worker notifies supervisor.**
   Empleado lesionado notifica a su supervisor.

2. **Supervisor/Injured worker immediately calls injury hotline.**
   Supervisor/Empleado lesionado llama inmediatamente a la línea directa de lesiones.

3. **Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.**
   Profesional Medico obtiene informacion por telefono y asiste al empleado lesionado en localizar el tratamiento medico adecuado.

EMPLOYER NAME *(NOMBRE DE COMPANIA)*	SEARCH CODE *(CODIGO DEL BUSQUEDA)*
Burbank USD	**SLF03**

Notice to Employer/Supervisor:
Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

Visit us online: www.CompanyNurse.com

Burbank Unified School District – Human Resources Department
1900 W. Olive Avenue | Burbank, CA 91506 | 818-729-4400

Worker's Compensation: Pre-Designation of Personal Physician

If you have health insurance and you are injured on the job, you have the right to be treated immediately by your personal physician (MD, DO) or medical group if you notify your employer, in writing, prior to the injury. Per Labor Code 4600, **to qualify as your pre-designated, personal physician, the physician must agree, in writing, to treat you for a work-related injury**, must have previously directed your medical care, and must retain your medical history and records. Your pre-designated physician must be a general practitioner, family practitioner, board certified or board eligible internist, pediatrician or obstetrician-gynecologist. Your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multi- specialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries.

This is an optional form that can be used to notify your employer of your personal physician. You may choose to use another form, as long as you notify your employer **in writing prior** to being injured on the job and provide **written verification** that your personal physician meets the above requirements and agrees to be pre-designated. Otherwise, you will be treated by one of your employer's designated Workers' Compensation medical providers.

Employee Name: _____ Work Site: _____
Last Nam First Name Middle Name

The Employee Must Complete SECTION A OR SECTION B

SECTION A

☐ **I acknowledge receipt of this form and elect not to pre-designate my personal physician at this time.**
I understand that I will receive medical treatment from my employer's medical provider. I understand that, at any time in the future, I can change my mind and provide written notification of my personal physician. I understand that the written notification must be on file prior to an industrial injury.

Employee Signature: _____ Date: _____

SECTION B

☐ **If I am injured on the job, I wish to be treated by my personal physician, per Labor Code 4600.**
This physician is my personal physician and has previously directed my medical care and retains my medical history and records.

Name of Physician or Medical Group: _____ Phone: _____

_____
Street Address City State Zip Code

Name of insurance company, plan or fund providing health coverage for non-occupational injuries or illnesses. This information is a requirement of pre-designation.:

Employee Signature: _____ Date: _____

If the Employee Completed SECTION B, a Physician Must Complete SECTION C

SECTION C

Personal Physician Acknowledgement

Per Labor Code 4600, to qualify, a personal physician must meet the criteria outlined above. You are not required to sign this form, however, if you or your designee, do not sign, other written documentation of the physician's agreement to be pre- designated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

Personal Physician Name or Medical Group Name: _____

☐ **I agree to treat the above-named employee in the event of an industrial accident or injury.** I meet the criteria outlined above. I agree to adhere to the Administrative Director's Rules and Regulations, Section 9785, regarding the duties of the employee-designated physician.

_____
Physician or Designated Employee of Medical Group Signature Date

EMPLOYEE USE OF TECHNOLOGY POLICY

The Board of Education recognizes that technological resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating district and school operations. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District's technological resources only for purposes related to their employment. Such use is a privilege and is not a right of any person, which may be revoked at any time. All other uses of the District computing and network resources are strictly prohibited. As a condition of using the District's computing and network resources, every user shall read and sign the appropriate Acceptable Use of Technology agreement provided by the District. Any user who does not sign an Acceptable Use of Technology agreement shall not be permitted to use the District's computer and network resources.

The District's computer resources, files, and all users' accounts are the property of the District. There is no right to privacy in the use of these resources or users' accounts, and the District reserves the right to monitor and access information on these systems and in users' accounts for determining whether any violations have occurred. Users are only authorized to use computer resources and information to which they have been given specific permission to access. If users encounter or observe violations in system or network security, they shall immediately report the violation to the manager of that system, an administrator, or supervisor, and shall immediately exit that portion of the system.

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority.

To ensure proper use of the system, the Superintendent or designee may monitor the district's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. If passwords are used, they must be given to the Superintendent or Designee upon request.

The Superintendent or designee shall establish administrative regulations which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use shall result in a cancellation of the employee's user privileges, disciplinary action and/or legal action in accordance with law, Board policy and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the district's technological resources. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.
In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative.
(BP 4040)

PLEASE NOTE:
Employees/volunteer accounts, including email, are terminated upon leaving the district. <u>You will no longer have access to your files, emails, or other online systems</u> (Network Drives, Calendars, Google Drive, Microsoft OneDrive, etc.). Access will not be granted afterward. The employee/volunteer is responsible for copying or forwarding any personal emails/files they wish to keep, prior to their separation from the District.

TECHNOLOGY ACCEPTABLE USE AGREEMENT – EMPLOYEE / VOLUNTEER

The Burbank Unified School District authorizes district employees/volunteers to use technology owned or otherwise provided by the district as necessary to fulfill the requirements of their position. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all employees/volunteers to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees/volunteers may access through the system.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use of the system. Each employee/volunteer who is authorized to use district technology shall sign this Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

DEFINITIONS

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

EMPLOYEE/VOLUNTEER OBLIGATIONS AND RESPONSIBILITIES

Employees/volunteers are expected to use district technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee/volunteer, or the safety and security of district technology. The district is not responsible for any loss or damage incurred by employees/volunteers as a result of their personal use of district technology they have been assigned. Employees/volunteers shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees/volunteers shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.

Employees/volunteers are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any employee or student by anyone, based on the employee or student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This includes political beliefs.
2. Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee

4. Engage in unlawful use of district technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers)
7. Install unauthorized software

8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice

PRIVACY

Since the use of district technology is intended for use in conducting district business, no employees/volunteers should have any expectation of privacy in any use of district technology.
The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent
or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees/volunteers should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by an employee/volunteer on district technology does not create a reasonable expectation of privacy.

PERSONALLY OWNED DEVICES

If an employee/volunteer uses a personally owned device to access district technology or conduct district business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

The following guidelines shall be followed when using personally owned devices to access BUSD resources:
1. Confidential information shall not be stored on mobile devices.
2. Keep mobile device operating systems and applications up-to-date with the latest security patches and enable automatic updates.
3. Secure all mobile devices with a strong password and encryption when possible.
4. Install and maintain appropriate endpoint security protection on mobile devices.
5. Report any suspected incident of unauthorized data access immediately to the Director of IT and Education Support.
6. Refrain from forwarding sensitive BUSD information to personal email accounts or to non-BUSD employees.
7. Refrain from leaving mobile devices unattended.
8. Refrain from using mobile devices to text or email while driving.
9. Agree and acknowledge that BUSD will establish audit trails to monitor access to internal BUSD resources and to identify unusual usage patterns or other suspicious activity. Audit trails may be accessed, published, and used without notice.
10. Participate in required training.

RECORDS

Any electronically stored information generated or received by an employee/volunteer which constitutes a district or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - District

Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

REPORTING

If an employee/volunteer becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the Superintendent or designee.

CONSEQUENCES FOR VIOLATION

Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee's/volunteer's access to district technology and/or discipline, up to and including termination. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

EMPLOYEE/VOLUNTEER ACKNOWLEDGMENT

I have received, read, understand, and agree to abide by this Acceptable Use Agreement, BP/AR 4040 - Employee Use of Technology, and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology or when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

Burbank Unified School District – Human Resources Department
1900 W. Olive Avenue | Burbank, CA 91506 | 818-729-4400

ACKNOWLEDGEMENT OF RECEIPT OF THE TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR BUSD EMPLOYEES AND VOLUNTEERS

I have received, read, understand, and agree to abide by the Burbank Unified School District ("District") Technology Acceptable Use Agreement, and other applicable laws and District policies and regulations governing the use of District Technology.

I understand that there is no exception of privacy when using District Technology or when using my personal electronic device for use of District Technology.

I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the District and its personnel from any and all claims and damages arising from my use of District Technology or from the failure of any technology protection measures employed by the Burbank Unified School District.

Position in Burbank USD:

___ Employee at_____ Position Held: _____

___ Volunteer at _____

_____
Employee/Volunteer Printed Full Name:

_____
Employee/ Volunteer Signature:

_____
Date

TELEPHONE GUIDELINES

You are representing both the Burbank Unified School District and your school or department. Customer service is all about the positive attitude we embrace when dealing with the community and staff members. Please follow these protocols when answering the telephone and using voice mail.

Answer Promptly	Before the third ring, if possible
Personal Greeting	When answering the telephone, state your school/department, your name, and a warm greeting like “may I help you?” For instance, “Technology Services, Jane speaking, may I help you?
With a Visitor and the Telephone Rings	Ask the visitor to wait just a moment Ask the caller to hold or if you can call him or her back because you are with someone else Help the visitor and then help the person on the telephone or call them back
On the Telephone and a Visitor Walks In	Ask the person on the telephone if you can put him or her on hold for a moment Ask the visitor to have a seat and you will be with them after you finish this call Help the person on the telephone. At a minimum, the “walk-in” person must be acknowledged
You are on the Telephone and a Second Line Rings	Ask the first caller if he or she can hold because your other line is ringing Answer the second line and ask if they can please hold or if you can call him or her back because you have one call ahead of them. Go back to the first caller. When finished help the second caller or call him or her back
Returning Telephone Calls	As soon as possible, ideally the same day No more than 24 hours should pass AND Do not let the caller “hang” for a weekend
Taking Messages	Be prepared with pen and paper when you answer the phone When someone is out and answering calls for Jane, please state the following: “Sorry, Jane is not available. Is there anything I can help you with?” Ask the caller if you can take a message or if they would like to be transferred to Jane's voice mail?" Always ask first and do not assume the caller would rather go to voice mail Take the telephone number and name of caller (and site, if applicable) The reason for the call, if possible Record the date and time the message was taken, and sign the message or email it to the person

VOICEMAIL GUIDELINES

When is the use of Voice Mail Appropriate?	Never during business hours, except for the following: Department meeting, site training session, or other reason involving the entire staff With supervisor's permission (MUST be important) If unable to assist a customer, forward the call to appropriate person who knows what is going on
How often is Voice Mail Checked?	Everyday and as soon as the word, "MESSAGE" is displayed on the telephone screen, the red/green light is on, or you hear a stuttered dial tone when you lift the receiver
Voice Mail Greeting	Do not leave a reason why you are not present in the office for your standard greeting
Designate an Alternate Person to Speak with in your Message	Check with your principal or supervisor for who will be your backup or alternate person Sample: Hi, you have reached Linda at Emerson Elementary School. Please leave a message and I will get back to you as soon as possible. If you need to speak with someone immediately, please dial extension ##### for (that person's name), for further assistance."
Alternate Greetings	The voice mail system allows you to leave an alternate greeting for anything out of the norm For instance, if Jane was out on jury duty, holiday, or on vacation, she would set up an alternate greeting to let the caller know she is out of the office. In larger offices, it is expected that others in the office or department would answer the telephone when a person out
Use of Passwords on Voice Mail	No secret passwords to access your voice mail Give your voice mail password to your supervisor

CELL PHONE USAGE GUIDELINES

Employee cell phone use:

Private cell phone use (including texting and email messaging) should be restricted to employee break and lunch time. The personal use of cellular phones and other electronic devices during the employee work hours is considered inappropriate and should be for emergencies only. Employees are encouraged to allow the voicemail function on their cellular phones to record personal messages during work time. At no time**, except in the event of an emergency, should cell phone use disrupt classroom instruction.**

Laws for cell phone use while driving:

Two laws (SB 1613 and SB 33) dealing with the use of wireless telephones while driving prohibit drivers from using a wireless telephone while operating a motor vehicle unless the driver uses a hands-free device. Drivers who violate the laws will face a base fine for a first offense and additional increased fine for each subsequent offense. The law does allow for a driver to use a wireless telephone to make emergency calls to a law enforcement agency, a medical provider, the fire department, or other emergency services.

E-MAIL PROTOCOL FOR EFFECTIVE COMMUNICATION

Because e-mail has become an essential means to communicate and conduct business, the District has compiled the following list of guidelines and expectations for all e-mail users. As a District employee, when you are provided with an e-mail account you are expected to use it and respond to your business-related e-mails in a timely manner. As you use e-mail, please be aware that there are dangers in today's cyber-world. Do not respond to unknown e-mails and beware of hidden readers because you may never know who will read the content of your e-mail because e-mail is not private. To use e-mail effectively, please observe the following recommendations:

Be Clear with Your Message

- Use good judgment as to when to use an e-mail and when to make a phone call or have a face-to-face conversation.
- Use a good descriptive subject title in the e-mail that is appropriate for your message.
- Does the message require a formal attachment or is the e-mail message alone appropriate?
- Be clear. There is always the chance that someone will misinterpret your message.
- The type of e-mail message you send is a reflection of your character.
- Is this a personal e-mail? If so, you should not use email on company time or equipment.

Practice E-mail Etiquette to Build Relationships

- Be polite and remember the golden rule "Type unto others as you would have them type unto you."
- Start your e-mail with Hello, Hi, Dear, or a simple greeting.
- End your e-mail with Thank You, Sincerely, Take it easy, a gentle good bye.
- Do not e-mail or respond when angry or upset. It is best to cool off and re-read the e-mail.
- Do not send an urgent e-mail and expect everyone to act on it immediately.
- Do not forward e-mail without the permission of the author.
- Keep editorial comments to yourself.

Consider the Following when Sending E-mail to a Group

- Is this message appropriate to the group?
- Should every member of the group receive this e-mail?
- Does this message apply to the members of this group?
- Must you feel obligated to read and respond to a group message? No, however, if you need to respond, only respond to key personnel not the entire group.
- Do not forward e-mails to groups unless you have interacted and made a response.
- Behave properly with list serves and groups.

Manage your E-mail

- Appropriate e-mail should be viewed and responded to within 24 hours.
- As a courtesy, if you are not able to respond within 48 hours, set e-mail to auto-reply and re-direct your customer to someone in the department or site who can assist them.
- E-mail should not be read during instructional time or when participating in a meeting.
- Parents and students may send you an e-mail. This message should be treated as if you received a phone call. It requires a timely response and should not be substituted for a parent conference if one is requested.
- Only reply to the sender, not to all.
- CC only when you wish to inform others and when you do not expect them to respond.
- Do not print every e-mail, this is wasteful. Organize your e-mails into folders.
- Delete and purge e-mails and folders once a week, including the sent e-mails folder.

Employ These Top E-mail Etiquette Tips

- Remain gender neutral.
- Keep harassment and discrimination policies in mind.
- Do not use e-mail to let off steam.
- Control the urge to “flame” a conversation. This is a lose-lose situation.
- Never reply to spam and do not e-mail the world.
- Copy with care; Reply-to-all with care
- Be cautious when sending attachments.
- Edit your e-mail before you hit send. Resist the urge to capitalize.

Be aware of Spammer’s Favorite Tricks

- Phony Subject Line
- Numeric Address Formats
- Celebrity Subject Headers
- Dictionary Spam
- Doubtful content
- Fake unsubscribe links
- Phony return address
- Forged headers
- Common Categories

Know and Observe E-mail Laws

Employee’s e-mail is the property of the employer, including the use of personal e-mail accounts such as Yahoo, Hotmail, and Google, etc. on company computers.

- E-mail is like a postcard – anyone can read it.
- E-mail is vulnerable while in transit.
- E-mail can be subpoenaed; not only yours but anyone with whom you communicate.
- E-mail has an indefinite shelf life – there is no such thing as deleted e-mail.

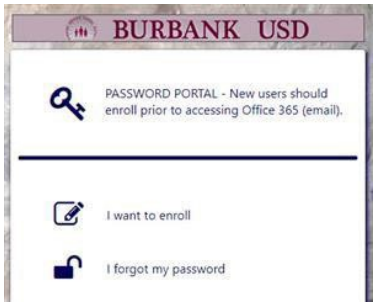
Review Employee Technology Use: Board Policy 4040

- Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time.
- Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority.
- All employees should have read and signed the District’s Technology Use policy.

HOW TO LOG INTO YOUR DISTRICT EMAIL

For First Time Users:

1. Your username is **firstnamelastname@burbankusd.org**
2. Your initial password will be sent to your personal email via link from HR.
3. To login for the first time, your password will need to be changed.
   - Go to: https://password.burbankusd.org/
   - Select “I want to enroll”
   - Follow the steps to identify your email address and select and answer the security questions.
   - Once enrolled, click “I want to change my password” and follow the steps to reset your password.

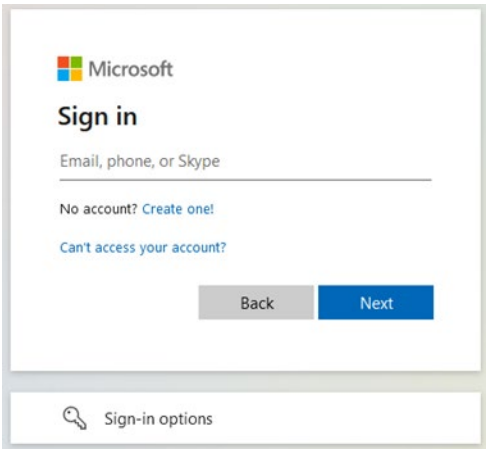


Please remember that your email address is the property of Burburbank Unified School District and can be monitored at any time. Please do not use this email address for purposes that violate BUSD Board Policy (BP 4040 https://burbankusd.org/bp4040)

To access the BUSD email portal:

1. Browse to https://www.burbankusd.org/
2. Hover your mouse over Staff menu
3. Select Email – Office 365
4. Click on the blue envelope and you will be directed to the BUSD email login

Alternatively, to access your email directly, you may go to: https://outlook.office.com/

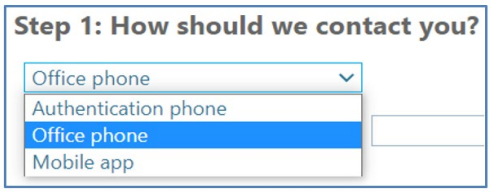


MULTI-FACTOR AUTHENTICATIOIN (MFA) USER GUIDE

Below are the steps you will need to take with MFA (Multi-Factor Authentication).

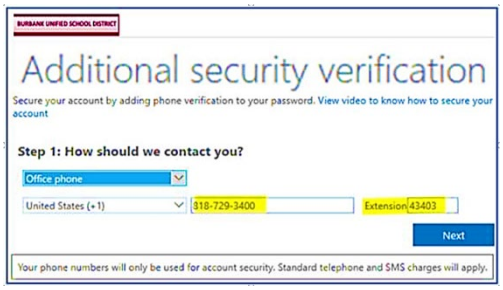
- These steps are automatic, and you will be prompted along the way.
- Watch the **MFA Tutorial Video** for the process, OR follow the steps below.

MFA SETUP PROCESS



1. Sign in to your account and select **Next** when prompted for more information.
2. Under **Additional Security Verification**, select one of three options.
   - ➢ Office Phone – District Standard.
   - ➢ Mobile App – Easiest and most secure.
   - ➢ Authentication Phone – Receive text messages.

OFFICE PHONE



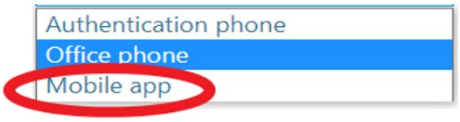
1. Enter 818-729-3400, and your five-digit extension, then select Next.
2. Microsoft will call your extension.
   - ➢ Answer the telephone and press the **#** key for verification.
3. Select Done, and you're all set!

OPTIONAL METHODS

1. **MOBILE APP**
   - Use Microsoft Authentication App (Google, etc.)on your Android or iPhone phone. This is the easiest and most secure.
   - Universal app for your MFA needs (home banking, travel, etc.).
     - ➢ No personal information is sent to the District
     - ➢ Microsoft (MS) Instructions
   - Videos to help you with the installation.
     - ➢ MS Authentication App Installation
     - ➢ How to Install and Use Microsoft Authenticator
     - ➢



2. **AUTHENTICATION PHONE** – Text (SMS) Message.
   - Receive a text message with a six-digit number.



NOTES:

- **CHANGE** your authentication method at this site.
  - ➢ https://aka.ms/mfasetup
- Select **Don't ask again for 30 days** limiting how often this happens on this computer.
- Setting up a second authentication method is highly recommended if you are at home or out of your office/District when MFA activates.



NEVER press # above or approve a sign-in request unless YOU initiated it.
Please contact your Media/Tech I/Tech II or our Help Desk at 818-729-3401 for assistance.

DUE PROCESS PROTECTIONS AND COMPLAINTS

Non-Discrimination
The Burbank Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on disability, gender, gender identify, gender expression, genetic information, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. It is the policy of the District to provide to every person equal opportunity to receive an education as required by federal and/or state law. Complaints may be filed under the District's Uniform Complaint Procedures, in accordance with Board Policy 1312.3: Community Relations – Uniform Complaint Procedures and Administrative Regulations 1312.3 (Uniform Complaint Procedures) and 1312.4 (Williams Uniform Complaint Procedures). Copies of the District's Uniform Complaint Procedures are available free of charge at the District Office or at the school office.

Non-Discrimination in Employment Policy
The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy. Any district employee who engages or participates in unlawful discrimination, or who aids, abets, incites, compels or coerces another to discriminate, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.
(BP 4030)

SEXUAL HARASSMENT

The Board of Education prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

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

- Providing training to employees in accordance with law and administrative regulation
- Publicizing and disseminating the district's sexual harassment policy to staff
- Ensuring prompt, thorough, and fair investigation of complaints

Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments
All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent. A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.
(BP 4119.11(a), 4219.11, 4319.11)

SEXUAL HARASSMENT POLICY

Sexual harassment is considered to be any unwanted, unwelcomed, or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable. The key word in defining sexual harassment is **unwelcome**. The Burbank Unified School District has a **zero tolerance for any form of sexual harassment.**
(BP 4119.11)

How do you know if it is sexual harassment?

If someone's words or actions:

- Are unwelcome or offensive to you
- Make you feel uncomfortable or threatened
- Affect your job performance…

Then it may be Sexual Harassment and should be reported to your immediate supervisor for investigation.

- Employee to Student Sexual Harassment is not tolerated and may lead to disciplinary action (BP 5145.7)
- Student to Student Sexual Harassment should be reported to the site administrator.
- Contact your immediate supervisor or Human Resources if the harassment involves your supervisor.

Forms of Sexual Harassment

Verbal	Non-Verbal	Physical
• threats or insults	• gestures/looks	• cornering
• offensive comments	• staring/leering	• pinching
• offensive jokes	• posters/photos	• grabbing
• pressure for dates	• drawings of sexual nature	• touching
• propositions	• e-mails	• assault
• suggestions of a sexual	• cartoons	• hugging
• nature	• sexting	• kissing

Be careful. You may never know who is offended by your comments or action. Nothing employees do at work is really ever "private" including: conversations, telephone calls, websites visited, or email.

TITLE IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on sex in any education program or activity receiving federal financial assistance. This includes protection against sexual harassment, gender-based discrimination, and unequal opportunities in athletics and academics. All employees are expected to uphold Title IX by fostering an inclusive, respectful environment and promptly reporting any suspected violations to the designated Title IX Coordinator:

Employees who witness or become aware of potential Title IX violations—such as sexual harassment, discrimination, or retaliation—are required to report the incident promptly. Reports can be made verbally or in

writing to the district's Title IX Coordinator, whose contact information is provided in this handbook and on the district's website. Upon receiving a report, the Title IX Coordinator will conduct a prompt, thorough, and impartial investigation in accordance with federal guidelines and district policy. Confidentiality will be maintained to the extent possible, and all parties will be treated with respect and fairness throughout the process. Retaliation against individuals who report or participate in an investigation is strictly prohibited.

District's Title IX Officer

The Governing Board designates the following Uniform Complaint Compliance Officers to receive and investigate all complaints and ensure District compliance with the law:

Andrew Cantwell, Chief Administrative Officer & Title IX Coordinator
Burbank Unified School District
1900 West Olive Avenue, Burbank, CA 91506
andrewcantwell@burbankusd.org (818) 729-4473

COMPLAINT PROCEDURES

Complaint Procedure: Employee to Employee

If any employee perceives comments, gestures or actions deemed to be offensive from any other employee, including supervisors or members of management, the employee should notify the immediate supervisor or the Assistant Superintendent, Human Resources Services. Immediate supervisors will promptly report any complaint to the Director, Human Resources Services. No employee is required to file any complaint with the alleged harasser.

The complainant may present such complaint orally or in writing. However, if the complaint is not resolved informally, the complainant must present such complaint in writing to the Assistant Superintendent, Human Resources Services. The statement shall be a clear, concise statement of the complaint and the circumstances involved. The District will promptly and thoroughly investigate any complaints of harassment, and will take immediate action to resolve such complaints (BP 4144).

Filing a Complaint, Uniform Complaint Procedures

The District is primarily responsible for compliance with state and federal laws and regulations. The District has established procedures to address unlawful discrimination and complaints alleging violations of state or federal laws governing the following educational programs:

- Adult Basic Education established pursuant to Education Code (EC) Sections 8500 through 8538 and 52500 through 52616.5;
- Consolidated Categorical Aid programs listed in EC Section 64000(a);
- Migrant Education established pursuant to EC Sections 54440 through 54445;
- Career Technical Education established pursuant to EC Sections 52300 through 52480;
- Child Care and Development programs established pursuant to EC 49490 through 49560;
- Special Education programs established pursuant to EC Sections 56000 through 56885 and EC Sections 59000 through 59300;
- Complaints which allege unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, gender, race, ancestry or physical or mental disability, in program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance;

Unresolved complaints from Administrative Regulation 1312.4: Procedure for Complaints Concerning Instructional Materials, Facilities, Teacher Vacancy and Misassignment, and CAHSEE (California High School Exit Examination) Intensive Instruction and Services (EC Section 35186);
Non-compliance with school safety planning requirements of Title IV of the NCLB (20 USC Section 7114(d) (7)) pursuant to EC Section 32289).

Complaints may be filed under the District's Uniform Complaint Procedures. Copies of the complaint procedures are available free of charge at the District Office or at the school office.

The District shall promote programs which ensure that discriminatory practices are eliminated in all District activities (EC Section 56501). You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA). A handicap or limited English language skills will not be a barrier to District programs. The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. If you wish further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer.

District's Uniform Complaint Officer

The Governing Board designates the following Uniform Complaint Compliance Officers to receive and investigate all complaints and ensure District compliance with the law:

For Grades PreK to 5th:
Rebecca Harris, Ed.D., Director of Elementary Education and Diversity, Equity, & Inclusion
Burbank Unified School District
1900 West Olive Avenue, Burbank, CA 91506
rebeccaharris@burbankusd.org (818) 729-4475

For Grades 6th to Adult Education:
Julie Markussen, Director of Secondary Education and Diversity, Equity, & Inclusion
Burbank Unified School District
1900 West Olive Avenue, Burbank, California 91506
juliemarkussen@burbankusd.org (818) 729-4451

You may contact the school office or the District office to obtain a copy of the District's complaint procedures. Copies of the District's complaint procedures and forms are available free of charge on the District's Website at: http://www.burbankusd.org/Modules/ShowDocument.aspx?documentid=361

- Complaints made under this procedure shall be directed to the Uniform Complaint Officer, who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure (UCP) should be completed within 60 days unless otherwise indicated.
- You may contact the UCP Officer to obtain a copy of the complaint process.
- The Superintendent or designee shall determine whether the complainant and the District representative will participate in mediation to resolve the complaint prior to a formal investigation.
- Each complaint shall be investigated by the Superintendent or designee.
- The Superintendent or designee shall prepare a proposed written decision containing findings and disposition of the complaint. The Superintendent or designee shall provide a copy of the proposed decision to the complainant and the District representative and shall place the matter of the proposed decision on the agenda for the Governing Board.
- The complainant has a right to appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of the decision. The complainant is required to specify if the District used incorrect facts or misinterpreted the law to arrive at its decision.

- There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside the District's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to, injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

- American Civil Liberties Act 504 – Office of Civil Rights
- Child Abuse – Department of Social Services, Protective Services Division, or law enforcement
- Discrimination/Nutritional Services – U.S. Secretary of Agriculture
- Employment Discrimination – Department of Fair Employment and housing, Equal Employment Opportunity Commission
- General Education – Burbank Unified School District
- Health and Safety/Child Development – Department of Social Services
- Student Records – Family Policy Compliance Officer (FPCO), U.S. Department of Education

(20 USC 11138; CFR 300.510-511, 300.513; EC Sections 232, 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5CCR 4620-4532)

Complaint Chart

Type of Complaint	Report to	Procedures	Guidelines for Discipline or Resolution
Student Initiated vs. Employee	Student Services Administrator	Follow Student or Parent Handbook	Board Policy & CBAs Progressive Discipline
Parent Initiated vs. Employee	Principal	Follow Uniform Complaint Procedure	Board Policy & CBAs Progressive Discipline
Employee vs. Employee	Employee Supervisor	Follow Contract Procedure	Board Policy & CBAs Progressive Discipline
Parent Initiated Uniform Complaint Procedure	Designated UCP Officer	Follow Uniform Complaint Procedure	Board Policy & UCP Procedures
Williams Complaint	Site Administrator	Follow Uniform Complaint Procedure	Board Policy & UCP Procedures
Sexual Harassment Discrimination Retaliation	Human Resources Administrator	Follow Penal Code, State and/or Federal Guidelines	Board Policy & CBAs Progressive Discipline

CBAs = Collective Bargaining Agreements with BTA and CSEA

EMERGENCY PREPAREDNES INFORMATION

OATH OR AFFIRMATION/DISASTER SERVICE WORKERS

As stated in the Disaster/Emergency Preparedness section, the Government Code, sections 3100-3102, of the State of California, in the interest of protecting all citizens of the State, declares all public employees to be emergency preparedness workers subject to such emergency preparedness activities that may be assigned to them by their supervisors or by law.

All Burbank USD employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required for disaster service workers before beginning employment with the District. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all Burbank USD employees are subject to disaster service activities as assigned to them by their supervisors or by law.

Calling 911 for Emergency Services

Please be aware there are no restrictions for dialing 911 for emergency services from any telephone within the District. However, it is critical to inform the main office at your site after dialing 911 in order for staff to be aware of the situation and to direct emergency services to your location.

Steps to access 911 from your workplace:

For all District Sites, please use the following steps to access 911.

- Both classrooms and offices (911)
- Dial 911 for emergency services
- After placing the call, inform the office of the situation, so they can have someone go outside to meet emergency services personnel and to direct them to your location
- Have the office inform the Superintendents Office.

If you accidentally dial 911, **DO NOT** hang-up the telephone. You **MUST** inform the emergency operator there is no emergency. Operators are very friendly and would really appreciate letting them know you dialed 911 by accident. If you hang up the telephone, police will be dispatched to investigate. They have no idea if there is an actual emergency or if it was an accident. We do not want to impact their limited resources with false alarms.

Legal Obligation to Serve As a Disaster Service Workers

"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 supervisor or by law." GOVERNMENT CODE OF THE STATE OF CALIFORNIA (Chapter 8, Division 4, Title 1, Section 3100)

When Disaster Strikes While School IS NOT In Session

If the emergency occurs when employees are at home in the evening, on the weekend, holiday or some other time when school is NOT in session, employees are to secure their homes and family members and report in the following manner:

Superintendent; Director of Facilities; All Assistant Superintendents; and Director of Student Services

The above-referenced individuals will report to the District Service Center building located at 510 South Shelton Street, to form and dispatch building inspection teams. NOTE: The Superintendent; Director of Facilities; Assistant Superintendents; and Director of Student Services will be in touch via cellular telephones and radios.

District Facilities Services Personnel

District Facilities Services personnel are to report to the District Service Center building located at 510 S. Shelton Street for direction and assignment of duties from either the Superintendent; Director of Facilities; Assistant Superintendents; or Director of Student Services. Building inspection teams will be formed and dispatched to the sites in a timely manner. Signs will be posted at the main entrance at each site indicating the safety status of the buildings and that a District inspection team has been through.

If the disaster occurs after regular working hours and before 11 PM the District Custodial Supervisor (night) will begin a radio check (from the base station located at the District Service Center (Channel 1) to all sites where custodial staff are on duty; and notify the Superintendent and/or Director of Facilities of their status. Site custodial personnel will respond to the radio check in numerical order.

If, however, the telephone system is in operation, and it is during regular working hours, the Custodial Supervisor will attempt to call each site in numerical order. Also, it is imperative that site radios are accessible to night staff. In the event of non-earthquake emergencies, employees should call the Custodial Supervisor at (818) 378-9945 (2:30 pm - 11 pm) to report the problem. He will investigate the problem and call the appropriate emergency personnel.

Site Principals/Staff (Employee Hotline)

In the event of a severe earthquake, site personnel will call the District's emergency information hotline 800-399-7977 to determine if their buildings are safe for entry, keeping in mind that it will take several hours, or possibly days, for building inspections to occur.

If site personnel report directly to the site, NO ENTRY TO BUILDINGS IS TO BE ATTEMPTED UNLESS THERE IS A POSTING BY INSPECTION PERSONNEL ENSURING THE PREMISES ARE SAFE. UNDER NO CIRCUMSTANCE IS ANYONE TO ENTER BUILDINGS ALONE.

Administrative Site Personnel

Administrative site personnel, with the exception of those assigned to the City EOC, may call the District's emergency information hotline at 800-399-7977 for instructions. Be aware that it will take time to gather information and record it on the hotline. If land lines or cell phones are not working, be aware that pay telephones will be re-activated first; therefore, if possible, employees should attempt to locate and use a pay telephone for this purpose. Those persons assigned to the City EOC are to report to that location as soon as possible following the event.

Communications

Use information on local news stations to determine road conditions. Telephones will be used when possible to contact employees, but past experience has shown that the telephones do not always work. Facilities Services personnel will be communicating via two-way radios or cell phones. When it is determined the need exists, the District EOC will be activated. Local and emergency information within the City of Burbank will be provided through radio station 1620 AM ("BAM 1620").

Building Evacuation vs. Site Evacuation

Please use the term building evacuation when referring to students and staff leaving the building(s) after emergencies or disasters. The term site evacuation should be used when referring to students and staff leaving one site for an alternative location. Using the correct terminology will facilitate accurate communications with the media.

All programs (Adult, CDS, New Vista, OCLC, Child Care, ROP, etc.) at individual sites will participate together in emergency or disaster events. Any questions regarding your location in the assembly area should be directed to the site administrator.

When Disaster Strikes While School Is In Session:

If the employee is at a school site when a major incident occurs, follow building evacuation procedures and go to the pre-designated assembly area and take a staff and student accounting. The Disaster Bin should be opened immediately and a command post and medical area established. Employees will assume their pre-assigned duties according to the site and District Disaster Plan. A building inspection must be done before search and rescue teams enter any buildings, to determine that the buildings are safe for entry.

Re-Entering Buildings

Individual sites shall follow their emergency preparedness plans - look for the obvious: fire, smoke, structural failure of buildings, gas leaks (do not turn off gas unless you detect an odor of gas), water running out of buildings or on grounds, electrical shorts, loose mission-type roofing tiles, etc. As the situation allows, the District Service Center personnel will conduct building inspections in a timely manner, posting applicable notices at each site after inspections have been completed.

Release of Students to Authorized Persons During An Emergency

As soon as all students have been accounted for, students may be released to authorized persons (as listed on emergency cards). No other release approval is required. The following procedures should be followed:

1. Establish a release gate.
2. Confirm that students recognize the requesting individuals and feel secure in their custody.
3. Require the requesting individuals to sign for the student(s).
4. Ensure that all records are kept on students leaving the campus.

Release of Employees

In the event of a disaster during normal working hours, all Burbank Unified School District employees shall initially remain at work. However, the B.U.S.D. also recognizes and supports the concept that the safety of an employee's family is important. To that end, an organized schedule for employee release following a disaster will be established within each site. The release schedule will allow employees to return home to check on the welfare of their family. Once the employee has checked on the status of his/her family and condition of his/her residence, the employee is expected to return to work so that other employees may be released to check on their families.

District Emergency Operations Center (EOC)

When building evacuation procedures (at the Administration site) have been completed, the District EOC will be put into operation. Following roll call, the District's appointed Liaison to the City team will proceed to the City EOC for direction. The District's radio operators will conduct a site roll call, contacting each site in each sector, to obtain a status code, after which, follow up status reports will be done. (A site radio sector channel listing is attached). When reporting the site status on the radio system to the District EOC, please be concise and to-the-point so that the need for assistance and resources can be determined and accurate information can be documented. Each site must adhere to protocol on the radio and respond when contacted, by identifying the site name and/or radio unit number so that communication proceeds in a timely manner.

EMERGENCY TELEPHONE LINE LOCATIONS

SITE	TELEPHONE NUMBER	LOCATION OF PHONE	LOCATION OF PHONE JACK
Disney ES	818-558-5385	Principal's Office	Behind the fax machine in the office.
Edison ES	818-558-5644	In the cabinet under the fax machine in the main office	On wall by secretary's desk in office.
Emerson ES	818-558-5419	Under counter at back wall in office	Black phone jack by office manager's desk
Harte ES	818-558-5533	Closet in office	Under office assistant's desk
Jefferson ES	818-558-4635	In the cabinet beneath the printer in main office.	On stainless steel post by office manager's desk
McKinley ES	818-558-5477	Top drawer of file cabinet to left of secretary's desk in main office	South wall over secretary's desk, main office
Miller ES	818-558-5460	In cupboard located under counter in main office	Next to office manager's desk, behind shelves in main office
Providencia ES	818-558-5470	Stockroom - first cupboard on right, top shelf	Behind smallest desk near Fax machine
Roosevelt ES	818-558-4668	On shelf in closet next to office manager's desk	Underneath office manager's desk.
Stevenson ES	818-558-5522	On shelf next to the emergency telephone jack	Perpendicular to the East wall going into the principal's office from the main office
Washington ES	818-558-5550	Phone in closet in main office where office manager is located	By fax machine in main office
Huerta MS	818-558-4622	In safe in main office	Behind office manager's desk
Luther Burbank MS	818-558-4646	Small cubicle across from secretary's desk in Principal's office	Small cubicle across from secretary's desk in Principal's office
Muir MS	818-558-5320	Vault and under office manager's desk	On floor by Attendance Secretary's desk
Burbank HS	818-558-4700	Behind office manager's desk.	Behind office manager's desk. **Note:** (Phone is plugged in at all times)
Burroughs HS	818-558-4777	On shelf in "Safe" Room by Office Manager's Desk.	Behind Office Manager's desk by the Fax
Burbank Adult School	818-558-4611	On file cabinet in southwest corner of office by antique wall clock.	Left of secretarial desk in southwest corner of main office, below window.
Monterey Cont. HS & Magnolia Park	818-558-5455	Behind Principal's desk	Telephone line next to Fax line located in Monterey office near Fax machine.
Horace Mann/ SEEDS	818-558-5540	Bottom shelf, under middle counter in main office	Under secretary's desk in main office
District Office Emergency Operations Center	818-558-4705 and 818-558-4600: Ext. 601, 602, 603, 604, 605, 606	In EOC closet located in Board Room "B" on 3rd floor.	All phone jacks in the floor of the EOC with exception of 4600 & 4601 which are in closet

RADIO COMMUNICATIONS

THE FOLLOWING INFORMATION IS TO BE USED ONLY IN AN EXTREME EMERGENCY WHEN THE SITE IS UNABLE TO COMMUNICATE WITH THE DISTRICT EOC**.**
If a site has difficulties getting through to the District EOC, each site may be able to communicate with the following schools on the site channel listed below:

SCHOOL/SITE	DISASTER SECTOR CHANNEL	MAY BE ABLE TO COMMUNICATE WITH THE FOLLOWING SCHOOLS ON THE SITE CHANNEL LISTED BELOW
ADMIN.	8	Huerta (10); Disney (11); McKinley (12)
ADULT	5	Harte (12); Luther (10); Monterey (14); Prov. (11)
BURBANK HIGH	7	Emerson (11); Miller (12)
BURROUGHS HIGH	4	Edison (13); Roosevelt (10); Stevenson (14)
DISNEY	8	Huerta (10); McKinley (12); Admin. (10)
DISNEY LK	8	Huerta (10); McKinley (12); Admin. (10)
EDISON	4	JBHS (12); Roosevelt (10); Stevenson (14)
EDISON LK	4	JBHS (12); Roosevelt (10); Stevenson (14)
EDISON PRE-SCH	4	JBHS (12); Roosevelt (10); Stevenson (14)
EMERSON	7	BHS (10); Miller (12)
EMERSON CC	7	BHS (10); Miller (12)
EMERSON LK	7	BHS (10); Miller (12)
FACTS	5	Harte (12); Luther (10); Monterey (14); Prov. (11)
HARTE	5	Adult (13); Luther (10); Monterey (14); Prov. (11)
HARTE CC	5	Adult (13); Luther (10); Monterey (14); Prov. (11)
HARTE LK	5	Adult (13); Luther (10); Monterey (14); Prov. 11)
JEFFERSON	6	Mann CC (10); Muir (11); Washington (13)
JEFFERSON LK	6	Mann CC (10); Muir (11); Washington (13)
HUERTA MIDDLE	8	Disney (11); McKinley (12); Admin. (10)
LUTHER MIDDLE	5	Adult (13); Harte (12); Prov. (11); Monterey (14)
MAGNOLIA PARK	4	Edison (13); JBHS (12); Stevenson (14); Roosevelt (10)
MANN CC	6	Jefferson (12); Washington (13); Muir (11)
MC KINLEY	8	Disney (11); Huerta (10); Admin (10)
MC KINLEY LK	8	Disney (11); Huerta (10); Admin (10)
MILLER	7	BHS (10); Emerson (11)
MILLER LK	7	(BHS 10); Emerson (11)
MONTEREY HIGH	5	Adult (13); Harte (12); Luther (10); Prov. (11)
MUIR MIDDLE	6	Jefferson (12); Mann CC (10); Washington (13)
O.C.L.C.	5	Harte (12); Luther (10); Monterey (14); Prov. (11)
PROVIDENCIA	5	Adult (13); Luther (10); Harte (12); Monterey (14)
PROVIDENCIA LK	5	Adult (13); Luther (10); Harte (12); Monterey (14)
ROOSEVELT	4	Edison (13); JBHS (12); Stevenson (14); Mag. Park (11)
ROOSEVELT LK	4	Edison (13); JBHS (12); Stevenson (14); Mag. Park (11)
STEVENSON	4	Edison (13); JBHS (12); Roosevelt (10); Mag. Park (11)
STEVENSON LK	4	Edison (13); JBHS (12); Roosevelt (10); Mag. Park (11)
WASHINGTON	6	Jefferson (12); Mann CC (10); Muir (11)
WASHINGTON CC	6	Jefferson (12); Mann CC (10); Muir (11)
WASHINGTON LK	6	Jefferson (12); Mann CC (10); Muir (11)

WORKPLACE VIOLENCE PREVENTION PLAN

This document outlines the Burbank Unified School District's Workplace Violence Prevention Program, a comprehensive plan enacted to comply with California Senate Bill 553. The plan establishes responsibilities for both the administration and employees regarding identifying, evaluating, and correcting workplace violence hazards. It includes procedures for employee involvement, detailed steps for reporting and investigating incidents, and protocols for post-incident response and recordkeeping. The program also emphasizes the importance of ongoing training and communication to ensure a safe environment and defines four types of workplace violence.

What are the different types of workplace violence as defined by California Senate Bill 553 and Labor Code section 6401.9?

The BUSD WVPP addresses four types of workplace violence:

- **Type I:** Violence by Strangers (e.g., an employee being assaulted by an unknown person while working).
- **Type II:** Violence by Customers/Clients (e.g., a staff member being physically assaulted by a parent or student).
- **Type III:** Violence by Current or Past Coworkers (e.g., a disgruntled employee returning to the worksite to cause harm).
- **Type IV:** Violence by someone with Personal Relations with an Employee (e.g., domestic abuse where an employee's partner comes to the worksite to harm the employee or others).

Who is responsible for implementing and maintaining the BUSD Workplace Violence Prevention Plan?

The Workplace Violence Prevention Program Administrator, Sarah Rudchenko, Ed.D., the Assistant Superintendent of Human Resources, has the primary authority and responsibility for implementing and maintaining the WVPP. However, all BUSD employees are also responsible for their own safety and the safety of others, complying with the plan, attending training, following procedures, and reporting suspicious behavior. A WVPP Planning Group and District Workplace Violence Prevention Committee are also established to assist in assessment, training development, response planning, and auditing.

How does BUSD ensure active employee involvement in the Workplace Violence Prevention Plan?

BUSD ensures active involvement by requiring all employees to follow WVPP directives and procedures. Management works with employees and their representatives to participate in:

- Identifying, evaluating, and determining corrective measures through participation in District Safety Committee Meetings.
- Identifying potential hazards and suggesting mitigation strategies.
- Designing and implementing training through participation in District and Site Safety Committee Meetings.
- Reporting and investigating workplace violence incidents, with a requirement to complete the RM-2024-1 Workplace Violence Incident Report within 24 hours (or when safe).

What are the procedures for reporting workplace violence incidents or threats in BUSD?
Employees are expected to immediately report any suspicious persons or behaviors to their immediate supervisor or site administrator and alert proper authorities when necessary. Threats or acts of workplace violence should be reported to a supervisor or other service area who will inform the WVPP administrator. The employee must complete the Workplace Violence Incident Report (RM-2024-1) and submit it to their immediate supervisor within 24 hours or when safe. Anonymous reporting is also available through We Tip. In emergencies, employees should call 9-1-1.

How does BUSD handle workplace violence hazard identification and evaluation?
BUSD identifies and evaluates workplace violence hazards through inspections conducted when the plan is first established, after each workplace violence incident, and when a new or previously unrecognized hazard is identified. They review reported concerns, discuss them in District Safety Committee meetings, and analyze reported incidents for trends. Inspections may include assessing the physical environment, surveillance measures, emergency procedures, security systems, and communication practices. Members of the District Workplace Violence Prevention Program Committee perform annual inspections.

What actions are taken after a workplace violence incident occurs in BUSD?
Following a workplace violence incident or threat, BUSD procedures include providing immediate medical care or first aid, identifying all involved employees, offering resources to staff, conducting a debriefing with affected individuals and agencies, determining the effectiveness of implemented corrective measures, recording the incident in the Workplace Violent Incident Log, reviewing previous incidents, visiting the scene, interviewing involved parties and witnesses, examining the workplace for security risks, conducting a post-incident debriefing, determining the cause of the incident, taking corrective actions to prevent recurrence, and documenting findings and actions. An Incident Response Team is also designated to coordinate the response.

How often is the BUSD Workplace Violence Prevention Plan reviewed and revised?
The BUSD WVPP is reviewed for effectiveness at least annually, when a deficiency is observed or becomes apparent, after a workplace violence incident, and as needed. The review process involves obtaining active employee involvement, reviewing incident investigations and the violent incident log, assessing the effectiveness of security systems, and ensuring risks are properly identified, evaluated, and corrected. Necessary revisions are made promptly and communicated to all employees.

Burbank Unified School District - Human Resources Department

WORKPLACE VIOLENCE INCIDENT REPORTING FORM

This form is to be completed by Burbank USD Employees that have identified an incident, threat, or concern related to workplace violence. This form is to be submitted to the Employee's direct supervisor, or any member of the District's Workplace Violence Prevention Program Committee. Any witness statements or supporting documentation may be attached to this form.

IS THIS AN EMERGENCY? **Yes** (If YES call 911) **No**

❖ REPORTING BUSD EMPLOYEE / VICTIM INFORMATION:

Name: _____ Title: _____ Date: _____

Telephone: _____ Email: _____

Does the Reporting Employee / Victim feel their well-being or safety is threatened? _____YES ____NO

Were Emergency Services (Fire Dept. / Police Dept) notified? _____YES ____NO
If YES, please provide the Fire Dept. / Police Dept. report # and name of the officer:

Name of Officer: _____ Report #: _____ Date of Report: _____

❖ ASSAILANT INFORMATION:

Name: _____ BUSD Employee: _____YES ____NO

If Yes, what is their Position: _____ BUSD Work Location: _____

Contact Information, if known: _____

- ☐ Partner/Spouse of Victim
- ☐ Former Partner/Spouse of Victim
- ☐ Robber/Burglar
- ☐ Stranger
- ☐ Student
- ☐ Other:
- ☐ Parent
- ☐ Family or Friend of Student
- ☐ Relative of Victim
- ☐ Animal
- ☐ Outside Vendor
- ☐ Contract Services Worker
- ☐ Co-Worker/Supervisor/Manager
- ☐ Ex/Separated-Employee
- ☐ Person in Custody

❖ CLASSIFICATION OF OFFENDER (choose most applicable type):

- ☐ Type #1: Perpetrator has no legitimate relationship to BUSD or its employees and commits a crime on a BUSD site or employee.
- ☐ Type #2: BUSD students, parents, or anyone else that is known to BUSD and has legitimate reason to be there.
- ☐ Type #3: Coworkers, current or separated BUSD employee. Any person having employment at any time within the BUSD.
- ☐ Type #4: Personal relationships. Perpetrator does not have a relationship and is not an employee of BUSD, but does have a relationship with the intended victim.

❖ WITNESS INFORMATION:

Name: _____ BUSD Employee: _____YES ____N
If Yes, what is their Position: _____ BUSD Work Location: _____
Contact Information, if known: _____

Name: _____ BUSD Employee: _____YES ____N
If Yes, what is their Position: _____ BUSD Work Location: _____
Contact Information, if known: _____

Name: _____ BUSD Employee: _____YES ____N
If Yes, what is their Position: _____ BUSD Work Location: _____
Contact Information, if known: _____

❖ INCIDENT INFORMATION:

Date and Time of Incident: _____

Specific Location of Incident: _____

❖ CIRCUMSTANCES AT TIME OF INCIDENT:

- ☐ Employee Performing Normal Duties
- ☐ Employee Isolated or Alone
- ☐ Unable to Get Help or Assistance
- ☐ Other:
- ☐ Poor Lighting
- ☐ High Crime Area
- ☐ Working in a Community Setting
- ☐ Employee Rushed
- ☐ Low Staffing Level
- ☐ Unfamiliar or New Location

Please describe the incident, and how and/or why you were threatened (you may attach additional pages):

❖ ACTIONS OF INCIDENT:

Medical care provided? ☐ Yes ☐ No Care provided by: _____

If applicable, Mandated Reporter Report Made? ☐ Yes ☐ No Report #: _____ Date of Report: _____

Describe any additional actions taken by Burbank USD (Include additional pages if needed):

If applicable, the following witness statements and documents have been attached:

❖ THIS REPORT COMPLETED BY:

Name: _____ Title: _____ Date: _____

Telephone: _____ Email: _____

Signature: _____

OFFICE STAFF ONLY:

_____ **Date Superintendent Informed**

_____ **Date followed up with Site/Dept. Administrator**

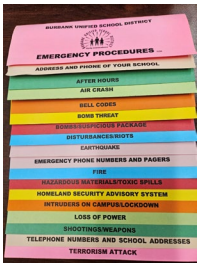
_____ **Date followed up with Student Services**

_____ **Date followed up with Police/Fire Dept.**

_____ **Date followed up with Employee**

_____ **Date Employee offered EAP Info**

EMERGENCY PREPAREDNES "RAINBOW" FLIP CHART



Each student and staff space have an "Emergency Procedures" (rainbow flip chart) posted. Familiarize yourself with the contents and locations of these flip charts throughout your site as they provide guidance for a variety of events.

Page 1 – Address and Phone of Your School

Emergency Procedures For:

Site: _____

Telephone: _____

Address: _____

Page 2 – After Hours

- ► Notify site custodian and/or fire / police depending on the nature of emergency.
- ► If site custodian cannot be reached, contact:
  Custodial Supervisor 818.378.9945 (Monday – Friday, 2:30 p.m. – 11:00 p.m.)
  Weekend Security (District): 818.400.9322 (Saturday – Sunday, 6:00 a.m. – 10:30 p.m.)
- ► In the event of an earthquake, be aware of surroundings and exit cautiously to a safe area (field, street, parking lot), considering the possibility of fallen power lines, etc.

Page 3 – Air Crash

Remain calm

- ► If inside, remain inside or in assigned area until instructed to evacuate, unless in imminent danger.
- ► If outside, immediately evacuate to a safe area and await further instructions.
  Safe area: Behind an undamaged building or structure (consider the possibility of explosions or fire hazards).
- ► Do not enter any damaged building until instructed by authorized personnel.

Page 4 – Bell Codes

For FIRE (● ● ●) – pause – (● ● ●) – pause – (● ● ●)

For EARTHQUAKE (———————————)

Page 5 – Bomb Threat

Threat received by telephone:

- ► If possible, alert other key personnel to monitor telephone call with you by using pre-arranged hand signals
- ► Question the caller – keep caller on telephone as long as possible:
  - When will bomb explode?
  - Where has the bomb been placed?
  - What does the bomb look like?
  - Why was it placed in that building?
  - Who put it there?
  - Who are you?
- ► Record information:
  - Time of call
  - Date of call

- Exact words of person
- Male or female
  - Age (approximate)
  - Speech pattern(s), accent(s)
  - Background noise(s)

► Dial 911 and notify office immediately

Page 6 – Bombs/Suspicious Packets

Suspicious: Unexpected and unexplainable after observation
Possible Bomb: Suspicious package / envelope received, suspicious sound coming from locker or other area or a suspicious object

If you think it may be a bomb, believe that it is!
Immediately:

► Turn off and do not use two-way radio or cellular telephone!
► Do not activate the fire alarm system
► Notify administration via classroom telephone or adult runner (do not use students as runners)
► Dial 911
► Do not handle the package
► Do not place anything over the package
► Evacuate immediate area – 100 yards, behind cover
► Secure area to prevent entry
► Be prepared to provide officials with the following information:
  - Who/why thought it looked like a bomb
  - What the article looks like
  - Size
  - Exact location

Page 7 – Disturbances / Civil Unrest / Riots

► If you are inside, stay inside. If you are outside, go inside. Lock door and do not allow people in that you do not know.
► Notify administration via classroom telephone, cell phone, or text so that the LOCKDOWN notification can be sounded.
► Contain all students and staff inside buildings.
► Secure and lock doors, windows, and gates leading in or out of the campus. Cover windows.
► Do not attempt to peek!
► Announce repeatedly (3 times minimum) over the public address system AND over radio that a LOCKDOWN has been initiated.
► Nobody may enter or exit the building once it is locked down, unless directed by law enforcement.
► Activate drop, cover and hold on procedures if needed because of use of weapons or explosive devices during disturbance or unrest.

Page 8 – Earthquake

Remain calm.

► Duck, Cover & Hold On
► When the shaking stops:

If Indoors

- Check for injuries – do not move a seriously injured person(s) unless they are in immediate danger of further injury.
- Take district Emergency Backpack and Bucket, and evacuate to pre-determined assembly area. Watch for downed power lines and damaged buildings.

- Take attendance.
- Report injuries and missing people to incident command post.

If Outdoors
- Stay clear of buildings, trees, and power lines.
- Keep class together and maintain order.
- Proceed to assembly area when shaking stops.
- Await further instructions.

Once Outside, Stay Outside

Page 9 – Emergency Phone Numbers and Pagers

Emergency Phone Numbers
Call 911 if it is an emergency! Then call District Personnel

Weekdays (Monday – Friday 6:00 a.m. – 4:30 p.m.) Facilities Services: 818.729.5500

Night (Monday – Friday 2:30 p.m. – 11:00 p.m.) Custodial Supervisor: 818.378.9945

Weekends (6:00 a.m. – 10:30 p.m.) Weekend Security (District): 818.400.9322

Burbank Police Department: 818.238.3000
Burbank Fire Department: 818.238.3473

Page 10 – Fire

► If you are in class and hear a fire alarm, take a moment to assess for a safe route to evacuate by checking for fire, smoke or threatening noises before proceeding.
► If you see smoke or a fire, activate fire alarm system, take Emergency Backpack and Bucket, and evacuate to the pre-determined assembly area.
► If fire is small, wastebasket sized, locate a fire extinguisher and attempt to put it out. Use the buddy system and be sure you can safely get away.
► If you can safely call 911 from inside, do so. If not, evacuate and call once outside and in assembly area.
► From a cell phone you may dial 911 or 818-238-3000 to reach Burbank Dispatch. Speak slowly and clearly and identify yourself:

"This is (your name) at _(site)_ with an emergency. We have a fire in: (building #, room number, or name of room/area)."

► Take attendance following evacuation of students and all personnel. Follow site disaster procedures
► Do not enter buildings until instructed to do so by authorized personnel

Page 11 – Hazardous Materials / Toxic Spills / Shelter in Place

Hazardous Materials / Toxic Spills / Shelter in Place

On Site Spills
► Contact Facilities Services immediately at: 818.729.5500
► Clear area immediately
► Notify site administration or designee
► If you think it is a toxic material – evacuate – do not take a chance!
► Secure and/or isolate area to prevent entry

Outside Airborne Environmental Hazards Affecting Site

- ► Dial 911 and/or notify office immediately
- ► Temporarily turn off air conditioning/heating system(s) by adjusting thermostat
- ► Shelter in Place
  - Close all interior and exterior doors
  - Close all windows
  - Seal windows, doors & vents with tape and plastic, if possible
- ► Follow the direction of the fire and/or police department

Page 12 – Homeland Security Advisory System

Threat Conditions

RED	Severe	Severe Risk of Terrorist Attack
ORANGE	High	High Risk of Terrorist Attack
YELLOW	Elevated	Significant Risk of Terrorist Attack
BLUE	Guarded	General Risk of Terrorist Attack
GREEN	Low	Low Risk of Terrorist Attack

Page 13 – Intruders on Campus / Lockdown

LOCKDOWN – SOFT LOCKDOWN - non-threatening incident on-campus or off-campus
When there is a threat on or near the campus, but no imminent danger is posed to the students or staff, (e.g., medical emergency, angry parent or student, police incident off-campus).

Principal, office manager or designee may announce a lockdown with a PA announcement OR radio communication OR group text OR email.

"This is _____. Due to a non-threatening nearby police event/medical situation/etc., we are locking down the campus. All students, staff and visitors safely get to your classrooms or closest classroom. Lock the doors and cover the windows. Teaching may continue. This is not a drill."

- ► Everyone move to the closest lockable room.
- ► Lock doors, cover windows, and continue teaching.
- ► More information will be relayed to classrooms as it is available.
- ► Restroom or nutrition breaks will be determined by administrators.

LOCKDOWN – HARD LOCKDOWN - due to active threat on campus
Principal, office manager or designee may announce a lockdown with a PA announcement OR radio communication OR group text OR by activating the lockdown button/auto-announcement.

"This is _____. We are locking down the campus. All students, staff and visitors safely get to the closest classroom. Lock the doors and cover the windows. More information will come. This is not a drill."

- ► Everyone immediately move to closest lockable room
- ► Lock doors, cover windows
- ► Barricade doors
- ► Turn out lights
- ► SILENCE cell phones
- ► No social media
- ► Evaluate options for RUN-HIDE-FIGHT
  - Consider options to RUN away (e.g., out a window)

- If no RUN options, then HIDE (e.g., in a closet, behind furniture)
- If in HIDE mode, prepare to FIGHT (e.g., what can be used as a weapon? Make a plan with the others in the room.)

► Buckets in classroom for bathroom needs, use tarp to create privacy.
► Information may be relayed via email, group texts, BUSD app, or phone if possible.

Page 14 – Loss of Power

Determine whether loss of power is site-based or community wide.

► When facts of power outage are determined, ensure evacuation of any areas that lack access to natural or emergency lighting.
  ● Move students to multi-purpose room, gymnasium, auditorium, library or supervised outdoor area as appropriate.
► After 4 minutes, if power is not restored, inform the District Service Center (Facilities Services) that power is lost.
► Use cell or emergency telephone to advise Superintendent's Office of power outage.
► Turn two-way radio to your sector channel.
► When an extended outage is confirmed:
  ● Evaluate impact on Food Services and determine contingency plan for feeding cycles.
  ● Notify faculty of extent of known outage.
  ● Evaluate impact on education services and develop alternate curriculum as needed.

Page 15 - Medical – Diabetic Reactions, Epi-Pens, Seizures

► **DIABETIC REACTIONS**
- LOW BLOOD SUGAR – Blood sugar less than 70mg/dl also called insulin reaction or hypoglycemia
  - WHAT TO LOOK FOR
    - Anxiety
    - Shakiness
    - Irritability
    - Confusion
    - Lightheadedness or dizziness
    - Hunger and nausea
    - Blurred vision
    - Tingling in lips or tongue
    - Headache
    - Weakness or fatigue
    - Seizures
  - WHAT TO DO
    - Notify school nurse
    - If individual has a glucometer, check blood sugar
    - If conscious, give juice, milk, yogurt, raisins, honey or sugar
    - If unconscious call 911 and administer glucagon, following directions
    - Turn individual on his/her side to keep airway open
    - When individual regains consciousness, they may have nausea/vomiting

- HIGH BLOOD SUGAR – Blood sugar >180 two hours after eating or 140 one hour after eating.
  - WHAT TO LOOK FOR
    - Notify school nurse
    - Frequent urination
    - Increased thirst or hunger
    - Blurred Vision

- Fatigue
- Dry mouth, itchy skin
- Fruity breath
- Listlessness or coma

➢ WHAT TO DO
- If conscious, check blood sugar
- Follow physician's orders for monitoring blood sugar and administer meds
- Recheck blood sugar per physician's order
- If unconscious (diabetic coma) CALL 911

► **ANAPHYLAXIS (Severe allergic reaction)**

- IMMEDIATE ACTION IS REQUIRED!
- Severe, potentially life-threatening allergic reaction. May be to nuts, peanuts, bees, or medications or other.
- Occurs within seconds of being exposed to something that someone is allergic to.

➢ WHAT TO LOOK FOR
- Hives or welts
- Difficulty breathing
- Itching
- Wheezing or coughing
- Skin redness
- Difficulty swallowing
- Swelling of the tongue or lips
- Stomach cramps or vomiting or diarrhea
- Throat tightening
- Dizziness

➢ WHAT TO DO
1. Call the school nurse
2. Call 911
3. If the individual has an EPI-PEN, administer in the outer thigh:
   - Remove the cap
   - Place tip against outer thigh, swing arm out and firmly press into outer thigh – Count slowly to 3 and remove.
4. If the person stops breathing, begin CPR - 30 chest compressions and 2 breaths, 5 times. Check for breathing. If not breathing, repeat until help arrives.
5. Treat for shock by keeping person warm.
6. When EMS arrives, give them the used EPI-PEN(S).

► **SEIZURES**

- PETIT MAL – (Mild/Blackout/Dream-like State)
  1. Guide individual to a safe area, if standing.
  2. Contact School Nurse.
  3. Note length of occurrence and symptoms.

- GENERALIZED TONIC/CLONIC (SUDDEN UNCONTROLLABLE MUSCULAR CONTRACTIONS)
  1. KEEP CALM. Ease the individual to the floor, put soft padding under head.
  2. Clear the area around individual of any hazards or other people, loosen constrictive clothing.
  3. Ease individual to his/her side to keep airway open; do not put anything in mouth.
  4. Do not restrain individual's movements; the seizure must run its course.
  5. If breathing stops, start CPR - 30 chest compressions and 2 breaths, 5 times. Check for breathing. If not breathing, repeat until help arrives.
  6. Call School Nurse and 911.

Page 16 – Public Address Notifications

Any emergency may be announced site-wide using the P/A function of the classroom/office phones.

Pick up the handset and dial #01, wait for the prompt and make a clear, concise announcement of the nature of the emergency (fire, medical emergency, etc.) and the action that should be taken (evacuation, lockdown, shelter in place, etc.).

Page 17 - Shootings / Weapons

If intruder poses a threat or if a weapon (gun/knife, etc.) is evident or an actual shooting is occurring:

REMAIN CALM!

- ► If inside, stay inside, lock the door, and barricade the door.
- ► Instruct students to escape through windows or alternate door. If unable to leave the room, have students grab items / hard objects to throw at shooter.
- ► Initiate a LOCKDOWN

Page 18 – Terrorism Attack

REMAIN CALM!

Contact District Office via telephone or two-way radio.

- ► Activate Lockdown Procedure (refer to “LOCKDOWN” section of this flip chart).
- ► Dial 911.
- ► Identify school site and location.
- ► Provide the following information:
  1) Describe the nature of attack and provide specific details.
  2) Identify EXACT location of the attack.
  3) Provide information on the numbers of students and staff who are victims or hostages.
  4) If terrorist(s) are believed to still be on campus, identify the area (include building and room numbers).
  5) If terrorist(s) have left area, identify direction of escape route.
  6) Provide description of all weapons.
  7) If explosive device used, describe in detail and refer to “BOMBS/SUSPICIOUS PACKAGES” section of this flip chart.
  8) Use the public address system to provide instant announcements.
  9) Secure all emergency cards.

Page 20 – Widespread Illness / Pandemic Flu

Steps you and your family can take now to prepare:

- ► Wash your hands often. This will help protect you and others against germs.
- ► When coughing or sneezing, cover your mouth and nose with a tissue. If you don’t have a tissue, cough or sneeze into your sleeve, not your hands.
- ► Avoid close contact with people who are sick, stay at least 3 feet away.
- ► If you are sick, stay home and away from other people, as much as possible, to protect them from getting sick as well; get plenty of rest and check with your doctor.
- ► Get an annual flu shot.

CODE OF ETHICS OF THE EDUCATION PROFESSION

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

Principle I. Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
    - Exclude any student from participation in any program
    - Deny benefits to any student
    - Grant any advantage to any student
6. Shall not use professional relationships with students for private advantage
7. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

Principle II. Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons. In fulfillment of the obligation of the profession, the educator:

1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
2. Shall not misrepresent his/her professional qualifications
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position

5. Shall not assist a non-educator in the unauthorized practice of teaching
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
7. Shall not knowingly make false or malicious statements about a colleague
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

CODE OF ETHICS: CLASSIFIED EMPLOYEES

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, the California School Employees' Association proposes this Code of Ethics as a standard for its members.

As a School Employee I will:

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

Source: California School Employees' Association; (BP 4219.21)

PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS

Preamble

The administrator(s) at a school site have numerous responsibilities that ultimately lead to the improvement of the performance of all students in the school. By acquiring the skills, attitudes and behaviors as outlined in the following Professional Standards for School Leaders, students have the best opportunity to achieve the mission and vision of the district and to meet the expectations of high standards for student learning.

Standards

A school administrator is an educational leader who promotes the success of all students by:

1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community

2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth
3. Ensuring management of the organization, operations, and resources for a safe, efficient and effective learning environment
4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources
5. Modeling a personal code of ethics and developing professional leadership capacity
6. Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context

Source: California Professional Standards for Educational Leaders, 2001 (BP 4319.21, Adopted: July 3, 2008)

BUSD BOARD POLICY 4119.21 - PROFESSIONAL STANDARDS - CODE OF ETHICS OF THE EDUCATION PROFESSION

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards. The educator recognizes the magnitude of the responsibility inherent in the teaching process.

The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

Principle I. Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
    a. Exclude any student from participation in any program
    b. Deny benefits to any student
    c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage
8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

Principle II. Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession

directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons. In fulfillment of the obligation of the profession, the educator:

1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
2. Shall not misrepresent his/her professional qualifications
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
5. Shall not assist a noneducator in the unauthorized practice of teaching
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
7. Shall not knowingly make false or malicious statements about a colleague
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

The Board of Education expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.
Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.

Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity.

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire

Reports of Misconduct

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

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline. The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the areas of our workplace. Report any workplace hazards to your supervisor, administrator or Facilities Services. District-wide Material Safety Data Sheets (MSDS) are available in the Purchasing Services and online at MSDSonline.com. Site-specific MSDS are available online at MSDSonline.com with a binder maintained in the site office and main custodial room.

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition.
- Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Accident/Exposure Reporting and Investigation

Procedures for reporting workplace accidents, blood borne pathogens, bodily fluids and hazardous substance exposures include:

- Report all accidents, injuries/illnesses and exposures to your supervisor, administrator and/or Human Resources Services immediately after occurrence.
- Contact Company Nurse to report incident at (877) 518-6702
- Secure and complete the necessary paperwork including State and District forms with your supervisor or administrator and submit to Human Resources Services.
- Procedures for investigating workplace accidents and hazardous substance exposures include:
- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

MANDATED SUSPECTED CHILD ABUSE REPORTING

All Burbank Unified School District employees are mandated to report suspected child abuse. All employees will participate annually in Child Abuse Mandated Reporter Training. (BP 5141.4)

Definition: Any conduct, acts, or omissions that endanger a child's physical or emotional health and development. A child is under 18 years of age.

Types of child abuse:

- **Physical abuse – non-accidental act resulting in injury;** cutting twisting limbs**,** shaking, hitting, beating, burning, biting, or any other extreme physical mistreatment. (report to Burbank Police Department, BPD-see below for details)
- **Sexual abuse -** incest, any forced sexual activity, exposure to sexual stimulation not appropriate of the child's age, sexual exploitation of a minor. (report to BPD)
- **Neglect – negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury has occurred;** pattern of failure to provide for the child's emotional needs. (report to Department of Children & Family Services, DCFS 1-800-540-4000)
- **Emotional abuse -** constantly blaming or demeaning; excessive yelling or shaming; frequently interacts with child in hostile manner. (report to DCFS 1-800-540-4000)

NOTE: It is not up to the reporter to investigate or decide if the child's complaint is valid or not. All BUSD employees are mandated reporters, and must:

- Report suspected child abuse immediately
- Prior to calling, make sure to have all information needed to complete the written Suspected Child Abuse Report, (SCAR) http://ag.ca.gov/childabuse/pdf/ss_8572.pdf
- **Contact site administrator for assistance >** If the mandated reporter has any question – call DCFS- they will advise the mandated reporter.
  - If possible, make report in presence of site administrator or inform site administrator that you are making a report.
  - Site administrator can cover class so reporter can leave their classroom. DCFS handles only in-home abuse.
  - **Physical Abuse and Sexual Abuse – if child is in immediate physical danger** report to BPD. All schools call BPD (818) 238-3000.
    - Complete on-line SCAR found at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf and hand deliver to officer (does not need to be in an envelope) or contact DCFS and complete on-line form, see next line below.

- **Neglect and Emotional Abuse** – if child is not in immediate danger report to DCFS 1(800) 540-4000. They will give you a 19 digit number to be used to complete the on-line SCAR at https://mandreptla.org/index.asp?OpenStatus=Return

- **Items below apply to all reports:**
  - In the field, Mandated Reporter Category, insert "Educator"
  - Once completed, print and sign the form
  - Send a copy of all SCAR's in a sealed envelope to the Director of Student Services
    - Student Services shall complete annual statistical report to the Los Angeles County
    - Office of Education
  - Reporter may keep a copy but the document **must be kept confidential.**
  - **SHALL NOT** be placed in cum or with any other student records
    - Administrator may keep a separate secure file for child abuse reports

TOBACCO-FREE SCHOOLS DISTRICT POLICY

Burbank Unified is a Tobacco-Free District that offers cessation services for all staff members**.**
(BP 3513.3)

The Burbank Unified School District became tobacco-free on July 1, 1995. In order to receive funding from any State or Federal categorical program, the District must sign assurances that all buildings, vehicles, properties, and activities will be tobacco-free. Notices are posted at each site to remind our parents and community visitors that we are tobacco free. Announcements are made at all activities sponsored by the school district that Burbank schools are tobacco free and we appreciate the cooperation of parent and community participants in providing a tobacco free environment for our students.

Board Policy 3513.3 defines the District policy and states that violations of this policy by District employees will be met with progressive disciplinary measures. The District also offers a number of cessation services including the Behavioral Health Employee Assistance Program (EAP) offered through CIGNA. Other District health benefit providers (for example, Kaiser) offer tobacco cessation classes, and smokers are urged to contact either the local Cancer Society, or the Smoker's Helpline: 1 (800) NO BUTTS for cessation services.

Thanks to all Burbank Unified School District employees for your help in complying with this requirement.

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

The Board of Education believes that the maintenance of drug-and alcohol-free workplaces is essential to school and district operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace. These prohibitions apply before, during, and after school hours. A school district workplace is any place where school district work is performed; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.
(BP 4020)

NOTICE TO TEACHERS IN ACCORDANCE WITH EDUCATION CODE SECTION 49079, BOARD POLICY 4158, 4258 AND 4358

In accordance with EC 49079 and Board Policy 4158, 4258 and 4358, your receipt of this document indicates that you have been informed of pupils who have engaged in, or are reasonably suspected to have engaged in, any of the acts described in any of the subdivisions of EC 48900, have had an asterisk placed beside their name in the attendance screen on the Aeries Browser Interface, (ABI). Teachers may review the suspension(s) by reviewing the discipline screen in ABI. Below is Education Code section 48900 listing the grounds for suspension or expulsion of a pupil in subdivisions (a) through (w) and .2; .3; .4 .7 and 48915 (a) and (c).

You are hereby also informed of your responsibility to hold this information in strict confidence. Discussion of this information outside of this process could result in a violation of Federal and State laws concerning the privacy rights to students. If you have specific questions or concerns you may discuss these with the principal. EC 49076, BP 5125

EDUCATION CODE SECTION 48900.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2(commencing with Section 11053) of Division 10 of the Health and Safety **Code**, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety **Code**, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety **Code**.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
(1) While on school grounds.
(2) While going to or coming from school.
(3) During the lunch period whether on or off the campus.
(4) During, or while going to or coming from, a school sponsored activity.
(t) A pupil who aids or abets, as defined in Section 31 of the Penal **Code**, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

EDUCATION CODE SECTION 48900.2 - SEXUAL HARASSMENT

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

EDUCATION CODE SECTION 48900.3 - HATE VIOLENCE

In addition, to the reasons specified in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5.

EDUCATION CODE SECTION 48900.4 - HARASSMENT, THREATS, OR INTIMIDATION

In addition to the grounds specified in Section 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, or school district personnel that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

EDUCATION CODE SECTION 48900.7 - TERRORISTIC THREATS

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000); with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Education Code Section 48915(a)

Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c)

The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

ANNUAL FRAUD REPORTING NOTIFICATION

BUSD is entrusted each year with not only the care, education and well-being of our students and staff but also the proper stewardship of all district resources. This includes appropriate maintenance and upkeep of facilities and grounds and accountability for all district finances.

To this end, we meet or exceed the state requirements to maintain a 5-Year deferred Maintenance Plan for our buildings. We also have just completed approximately $250M dollars of modernization and reconstruction of district facilities which was funded over the past 10 years by a combination of local General Obligation Bond, matching state facilities funds, local Developer Fees, City building funds and selected federal facilities funds. BUSD has also begun to study and plan for future facilities improvements and new construction.

Additionally, we meet or exceed the state requirement to account for all our district finances through required use of the state's Standardized Account Code System (SACS). This is required for all school districts and also reviewed and monitored by all County Offices of Education. BUSD also enlists an external auditor to audit all district finances annually and report all findings to the School Board and public.

Finally, it is important to have multiple avenues to hold our systems accountable. We encourage all staff and community members to bring concerns and questions to appropriate school site/district staff and School Board. We also provide an easy and effective tool to report any suspected concerns through use of our BUSD Fraud Hotline. The number is 1-888-372-8325. Thank you in advance for your care and support of BUSD.

BUSINESS ON DISTRICT PROPERTY

Except as provided by Administrative Regulations, no individual may conduct any business by advertising or offering for sale any article or service to students or employees on school district property. Advertisement in designated locations and sales outside of working hours may be permitted for employees, but only for personally-owned articles and/or personally-provided services.

BULLYING

BP 5131.2

Bullying is a form of violence. The acts involve real or perceived imbalance of power with the more powerful student, person, or group attacking those who are less powerful.

Bullying is subjecting a person to abusive actions. Typically, bullying behavior is unprovoked, intentional, and repeated over time, and includes the use of hurtful words and/or acts.

Bullying may include, but is not limited to gestures or written, verbal, or physical acts that are reasonably perceived as being motivated by general disrespect or by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, gender identity or expression, sexual orientation, a mental, physical, or sensory disability, or on the basis of association with an individual who falls into one of the protected categories, that takes place on school property, on any school sponsored function, or on a school bus, or that (1) places student or school employee in reasonable fear of harm to his or her person or well-being; or damage to his or her property or (2) has the effect of substantially interfering with the student's educational performance, opportunities, or benefits; or (3) has the effect of substantially disrupting the orderly operation of the school.

Possible Indicators of Bullying Behavior

1. Bullying can occur face to face or via written, telephonic or online communication. Bullying behaviors are usually repetitive in nature and may include, but are not necessarily limited, to the following:
2. Verbal: Hurtful name-calling, teasing, gossiping, taunting, making threats, making rude noises, or spreading hurtful rumors.
3. Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, stealing, or destroying property.
4. Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
5. Cyber Bullying: Includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.
6. Any act that has the effect of insulting or demeaning any individual or group of individuals in such a way as to cause distress, reluctance to attend school, a decline in quality of work, or problem behaviors.

The Board of Education is committed to providing a safe working and learning environment. The district will not tolerate bullying or any behavior that infringes upon the safety or well-being of students, employees, or any persons within the district's jurisdiction. The district will not tolerate retaliation in any form, when bullying has been reported. District policy requires all schools and all personnel to promote among students and employees mutual respect, tolerance, and acceptance. "All students and staff of public primary, elementary, junior high [middle school], and senior high have the inalienable right to attend campuses which are safe, secure and peaceful."
(Article 1, Section 28 (c) of the California State Constitution)

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer or his or her designee identified in AR 1312.3 - Uniform Complaint Procedures. (cf. 1312.3 - Uniform Complaint Procedures)

The Board desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. To this end, the Board also recognizes the harmful effects of bullying on student learning and school attendance and desires to protect students from physical and emotional harm. The environment at every school should be characterized by positive interpersonal relationships among students and between students, employees, and community members.
(cf. 0410 - Nondiscrimination in District Programs and Activities), (cf. 3515 - Campus Security),
(cf. 3515.2 - Disruptions), (cf. 5030 - Student Wellness), (cf. 5131 - Conduct), (cf. 5131.4 - Student Disturbances) (cf. 5142 - Safety), (cf. 5145.3 - Nondiscrimination/Harassment

No individual, student, or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.
(cf. 5131 - Conduct), (cf. 5136 - Gangs), (cf. 5145.3 - Nondiscrimination/Harassment), (cf. 5145.7 - Sexual Harassment), (cf. 5145.9 - Hate-Motivated Behavior)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.
(cf. 0420 - School Plans/Site Councils), (cf. 0450 - Comprehensive Safety Plan), (cf. 6020 - Parent Involvement) (cf. 1220 - Citizen Advisory Committees), (cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students, parents, and staff shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.
(cf. 5137 - Positive School Climate), (cf. 6164.2 - Guidance/Counseling Services)

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.
(cf. 6163.4 - Student Use of Technology), (cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.
(cf. 4131 - Staff Development), (cf. 4231 - Staff Development), (cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. A telephone hotline, (818) 729-4589, an email, and portal (StopBullying@burbankusd.org) have been established for the purpose of anonymously reporting claims of bullying. This information will be posted on our district website and at every school site. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9), (cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures as specified in AR 1312.3 - Uniform Complaint Procedures.
(cf. 1312.3 - Uniform Complaint Procedures)

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance

officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal, in accordance with applicable collective bargaining agreements and Board Policies.
(cf. 5138 - Conflict Resolution/Peer Mediation), (cf. 5144 - Discipline),
(cf. 5144.1 - Suspension and Expulsion/Due Process),
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)

SUICIDE PREVENTION

AR 5141.52

Student identification cards shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.
(cf. 4131 - Staff Development), (cf. 4231 - Staff Development), (cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a

recent severe stressor or loss, family instability, impulsivity, and other factors (cf. 5131.6 - Alcohol and Other Drugs)
3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups (cf. 5141.6 - School Health Services), (cf. 6164.2 - Guidance/Counseling Services)
7. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed
8. District procedures for responding after a suicide has occurred

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. 5131.6 - Alcohol and Other Drugs), (cf. 5141.6 - School Health Services),
(cf. 6142.8 - Comprehensive Health Education), (cf. 6164.2 - Guidance/Counseling Services)

Intervention

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal or school counselor, who shall implement district intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602), (cf. 5141 - Health Care and Emergencies)

School employees shall act only within the authorization and scope of their credential or license. An employee is not authorized to diagnose or treat mental illness unless specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults. (cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:
1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

(cf. 0450 - Comprehensive Safety Plan), (cf. 5141 - Health Care and Emergencies)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat. (cf. 5125 - Student Records)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether it is necessary, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.
(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school and determine the need for ongoing support.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. The Superintendent or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources. (cf. 1112- Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

INTEGRATED PEST MANAGEMENT

AR 3514.2

Definitions

Integrated pest management (IPM) means a strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. (Education Code 17609; Food and Agricultural Code 13181)

School site means any facility used as a child day care facility or for kindergarten, elementary, or secondary school purposes and includes the buildings or structures, playgrounds, athletic fields, vehicles, or any other area of property visited or used by students. (Education Code 17609)

Program Components

The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an IPM strategy that incorporates effective, least toxic pest management practices.

- The IPM coordinator shall prepare and annually update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR).
- The IPM plan shall include the name of the district and/or school IPM coordinator, the pesticides expected to be applied at the school site by district employees and/or pest control applicators, and a date that the plan shall be reviewed and, if necessary, updated. (Education Code 17611.5)
- The district shall use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment. Such pesticides shall only be used after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. (Food and Agricultural Code 13181)
- The IPM plan and this administrative regulation shall not apply to reduced-risk pesticides, including self-contained baits or traps, gels or pastes used for crack and crevice treatments, antimicrobials, and pesticides exempt from registration by law. (Education Code 17610.5; 3 CCR 6147)

The district's program shall include, but not necessarily be limited to, the following components:

1. Identifying and monitoring pest population levels and identifying practices that could affect pest populations. Strategies for managing the pest shall be influenced by the pest species and whether that species poses a threat to people, property, or the environment.
   Setting action threshold levels to determine when pest populations or vegetation at a specific location might cause unacceptable health or economic hazards that would indicate corrective action should be taken.
   Modifying or eliminating pest habitats to deter pest populations and minimize pest infestations.
2. Considering a full range of possible alternative cost-effective treatments. Such alternative treatments may include taking no action or controlling the pest by physical, horticultural, or biological methods. Cost or staffing considerations alone will not be adequate justification for the use of chemical control agents
3. Selecting nonchemical pest management methods over chemical methods whenever such methods are effective in providing the desired control or, when it is determined that chemical methods must be used, giving preference to those chemicals that pose the least hazardous effects to people and the environment. No pesticide that is prohibited by DPR or the U.S. Environmental Protection Agency, as listed on the DPR web site, shall be used at a school site. (Education Code 17610.1)
4. Limiting pesticide purchases to amounts needed for the year. Pesticides shall be stored at a secure location that is not accessible to students and unauthorized staff. They shall be stored and disposed of in accordance with state regulations and product label directions.
5. Informing parents/guardians and employees regarding pesticide use as described in the sections "Notifications" and "Warning Signs" below.
6. Ensuring that persons applying pesticides follow label precautions and are sufficiently trained in the principles and practices of IPM as described in the section "Training" below.

7. Evaluating the effectiveness of treatments to determine if revisions to the IPM plan are needed.

Training

The IPM coordinator and any employee or contractor who may be designated to apply a pesticide at a school site shall annually complete a DPR-approved training course on IPM and the safe use of pesticides in relation to the unique nature of school sites and children's health. Any district employee who handles pesticides shall also receive pesticide-specific safety training prior to applying pesticides and annually thereafter in accordance with 3 CCR 6724. (Education Code 17614; Food and Agricultural Code 13186.5)

Notifications

Staff and parents/guardians of students enrolled at a school site shall be annually notified, in writing, regarding pesticide products expected to be applied at the school site in the upcoming year. The notification shall include at least the following:
(Education Code 17612)

1. The name of each pesticide product expected to be applied in the upcoming year and the active ingredient(s) in it
2. The Internet address (http://www.cdpr.ca.gov/schoolipm) used to access information on pesticides and pesticide use reduction developed by the DPR pursuant to Food and Agricultural Code 13184
3. If the school has posted its IPM plan, the Internet address where the plan may be found
4. The opportunity to view a copy of the IPM plan in the school office
5. An opportunity for interested persons to register to receive prior notification of each application of a pesticide at the school site
6. Other information deemed necessary by the IPM coordinator

Whenever a person registers to receive notice of individual pesticide application pursuant to item #5 above, the IPM coordinator shall notify such registered persons of individual pesticide applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient(s) in the product, and the intended date of application. (Education Code 17612)

- If a pesticide product not included in the annual notification is subsequently intended for use at a school site, the IPM coordinator shall provide written notification of its intended use to staff and parents/guardians of students enrolled at the school, at least 72 hours prior to the application. (Education Code 17612)
- If a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5, it shall post the school or district IPM plan on the school's web site or, if the school does not have a web site, then on the district web site. If neither the school nor district has a web site, then the IPM plan shall be included with the annual notification sent to staff and parents/guardians pursuant to Education Code 17612 as described above. When not required, the IPM coordinator may post or distribute the IPM plan at his/her discretion. (Education Code 17611.5)

Whenever the IPM coordinator deems that the immediate use of a pesticide is necessary to protect the health and safety of students, staff, or other persons at the school site, he/she shall make every effort to provide the required notifications prior to the application of the pesticide. (Education Code 17612)

Warning Signs

The IPM coordinator shall post a warning sign at each area of the school site where pesticides will be applied that shall be visible to all persons entering the treated area. The sign shall be posted at least 24 hours prior to the application and shall remain posted until 72 hours after the application. The warning sign shall prominently display the following information:
(Education Code 17612)

1. The term "Warning/Pesticide Treated Area"
2. The product name, manufacturer's name, and the EPA's product registration number
3. Intended areas and dates of application
4. Reason for the pesticide application

When advance posting is not possible due to an emergency condition requiring immediate use of a pesticide to protect the health and safety of students, staff, or other persons or the school site, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. (Education Code 17609, 17612)

Records

At the end of each calendar year, the IPM coordinator shall submit to DPR, on a form provided by DPR, a copy of the records of all pesticide use at the school site for that year, excluding any pesticides exempted by law and any pesticide use reported by the pest control operator pursuant to Food and Agricultural Code 13186. The IPM coordinator may submit more frequent reports at his/her discretion. (Education Code 17611)

Each school site shall maintain records of all pesticide use at the school for four years, and shall make the information available to the public, upon request, in accordance with the California Public Records Act. A school may meet this requirement by retaining a copy of the warning sign posted for each pesticide application with a recording on that copy of the amount of the pesticide used. (Education Code 17611)

Pesticide Use near School Site

Upon receiving notification pursuant to 3 CCR 6692 that a grower expects to use agricultural pesticides within one-quarter mile of a school site Monday through Friday from 6:00 a.m. to 6:00 p.m., the principal or designee shall notify the Superintendent or designee, IPM coordinator, staff at the school site, and parents/guardians of students enrolled at the school.

The principal or designee may communicate with any grower within one-quarter mile of the school to request that the grower not apply pesticides during evenings or weekends when school activities are scheduled.

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

AR 5141.21

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements:
(Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)
3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration
4. Contain an acknowledgment that the parent/guardian understands the responsibilities to provide a written statement from the authorized health care provider, to ensure that the medication is

delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that the student be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)
1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to the student, the parent/guardian's written statement shall clearly identify the individual and shall state:
1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include:
1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)
2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)
4. If a parent/guardian has requested that the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)
6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
7. Possible side effects of the medication
8. Name, address, telephone number, and signature of the student's authorized health care provider

For self-administration of inhaled asthma medication, the district shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351.2. Such written statement shall be in English and Spanish, and shall include the name and contact information for the physician or surgeon. (Education Code 49423.1)

District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:
1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to

be administered
4. Maintain for each student a medication log which may:
   a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
5. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
   Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained
7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities
8. Report to a student's parent/guardian and the site administrator any refusal by the student to take the medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance
14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference.
(Education Code 49414)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be

provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

NON-SCHOOL EMPLOYMENT

BP 4136, BP 4236, BP 4336

In order to help maintain public trust in the integrity of district operations, the Board of Education expects all employees to give the responsibility of their positions precedence over any other outside employment. A district employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties. An outside activity shall be considered inconsistent, incompatible, or inimical to district employment when such activity: (Government Code 1126)

1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
2. Entails compensation from an outside source for activities which are part of the employee's regular duties
3. Involves using the district's name, prestige, time, facilities, equipment, or supplies for private gain

4. Involves service which will be wholly or in part subject to the approval or control of another district employee or Board member

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the district and determine whether to grant authorization for such employment. The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the Superintendent or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

Tutoring

A certificated employee shall not accept any compensation or other benefit for tutoring a student enrolled in his/her class(es). An employee who wishes to tutor another district student shall first request authorization from his/her supervisor in accordance with this Board policy. If authorization is granted, the employee shall not use district facilities, equipment, or supplies when providing the tutoring service.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

AR 5141

When an automated external defibrillator (AED) is placed in a district school, the Superintendent or designee shall notify an agent of the local emergency medical services agency of the existence, location, and type of AED acquired. (Health and Safety Code 1797.196, 1797.200)

The Superintendent or designee shall ensure that any AED placed at a district school is maintained and tested according to the operation and maintenance guidelines set forth by the manufacturer. (Health and Safety Code 1797.196)

The Superintendent or designee shall develop a written plan which describes the procedures to be followed in the event of a medical emergency, including an emergency that may involve the use of an AED. These procedures should include, but not be limited to, requirements for immediate notification of the 911 emergency telephone number in the event of an emergency that may involve the use of an AED. The principal of any district school with an AED shall annually provide information to school employees that describes: (Health and Safety Code 1797.196)

1. Sudden cardiac arrest
2. The school's emergency response plan
3. The proper use of an AED

Instructions on how to use the AED, in no less than 14-point type, shall be posted next to every AED. In addition, school employees shall be notified annually of the location of all AED units on campus. (Health and Safety Code 1797.196)

Each AED shall be checked for readiness at least biannually and after each use. In addition, the Superintendent or designee shall ensure that an inspection is made of all AEDs at least every 90 days for potential issues related to operability of the device, including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED. The Superintendent or designee shall maintain records of these checks.
(Health and Safety Code 1797.196)

LACTATION ACCOMMODATIONS

BP 4033

The Board of Education recognizes the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any district employee to express milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while at work.

An employee shall notify the employee's supervisor or other appropriate personnel in advance of the intent to request an accommodation. The supervisor shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless limited circumstances exist as specified in law.
(Labor Code 1031, 1032; 29 USC 207)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

ASBESTOS MANAGEMENT

AR 3514

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing building materials; options for controlling asbestos-containing building materials; asbestos management programs; and relevant federal and state regulations. (40 CFR 763.84)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing building materials as necessary in accordance with the following:
   a. Any school building that is leased, acquired, or otherwise used by the district shall be inspected for asbestos-containing building materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
   b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
   c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)
3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)
   The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84, 763.93)
4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84, 763.90)
   Asbestos inspection and abatement work, preparation of a management plan, and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)
6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84) All district maintenance and custodial staff who may work in a building that contains asbestos-containing building materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing building materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)
7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)
8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-

containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode.
(40 CFR 763.94)

USE OF COPYRIGHTED MATERIALS

BP 6162.6

Instruction

The Board of Education recognizes the importance of ensuring that the district complies with federal law regarding copyrights. District staff and students are expected to maintain the highest ethical standards in using copyrighted materials. (cf. 1113 - District and School Web Sites)
(cf. 4119.21/4219.21/4319.21 - Professional Standards) (cf. 6163.1 - Library Media Centers)

When selecting appropriate supplementary instructional materials, it is each staff member's responsibility to adhere to the provisions of federal copyright law, Board policy, and administrative regulation. The district shall not be responsible for any violation of copyright laws by its staff or students. If a staff member is uncertain as to whether reproducing or using copyrighted material complies with the law, he/she shall contact the Superintendent or designee for clarification and assistance. At no time shall it be necessary for a district employee to violate copyright laws in order to perform his/her duties.
(cf. 4040 - Employee Use of Technology) (cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 6161 - Equipment, Books and Materials) (cf. 6161.11 - Supplementary Instructional Materials)

The Superintendent or designee shall ensure that the district observes all publisher licensing agreements between vendors and the district, including monitoring the number of users permitted by an agreement. Unless the applicable licensing agreement authorizes multiple users of a single program, the district shall not make multiple copies of a computer program or software. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.
(cf. 0440 - District Technology Plan) (cf. 3300 - Expenditures and Purchases)
(cf. 3312 - Contracts) (cf. 6163.4 - Student Use of Technology)

The Superintendent or designee shall ensure that staff and students receive information and training about copyright laws and the penalties for violating such laws.
(cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

Legal Reference

EDUCATION CODE 35182 Computer software
UNITED STATES CODE, TITLE 17101-122 Subject matter and scope of copyright, especially:
102 Definitions, 107 Fair use, 110 Limitations on exclusive rights: Exemption of certain performances and displays
COURT DECISIONS Marcus v. Rowley, (9th Cir., 1982) 695 F.2d 1171

Management Resources

U.S. COPYRIGHT OFFICE PUBLICATIONS Circular 21: Reproduction of Copyrighted Works by Educators and Librarians, 1995
WEB SITES Copyright Clearance Center: http://www.copyright.com
Copyright Society of the USA: http://www.csusa.org
U.S. Copyright Office: http://www.copyright.gov

Instruction

Each employee making a reproduction shall first determine whether the copying is permitted by law based on the guidelines below. If the copying is not permitted according to these guidelines, the principal/designee may request permission to reproduce the material from its copyright holders.
Requests for permission to use copyrighted materials shall include the following information:

1. Title, author(s), editor(s) or publisher, producer(s) or distributor.
2. Edition, copyright and/or production year.
3. Exact amount of material to be used (i.e., lines, pages, running time, etc.).
4. Nature of the use (i.e., how many times, when and with whom the material will be used).
5. Number of copies to be made.
6. How the material will be reproduced.
7. If an initial contact was made by phone, the request shall also include the name of the initial contact person.
8. Permission to use copyrighted materials shall be confirmed in writing.

The following guidelines differentiate between permitted and prohibited uses of printed material, sheet and recorded music, videotapes, films, filmstrips or slide programs, off-air taping (radio or television), and computer software.

Printed Materials Permitted Uses

1. Single copies at the request of an individual teacher
   a. A chapter of a book.
   b. An article from a magazine or newspaper.
   c. A short story, short essay or short poem, whether or not from a collective work.
   d. A chart, graph, diagram, drawing, cartoon or a picture from a book, magazine or newspaper.
2. Multiple copies at the request of an individual teacher for classroom use, not to exceed one copy per student in a course
   a. A complete poem if less than 250 words and if printed on not more than two pages.
   b. An excerpt from a longer poem, not to exceed 250 words.
   c. A complete article, story or essay of less than 2,500 words.
   d. An excerpt from a larger prose work not to exceed 10 percent of the whole or 1,000 words, whichever is less, but in any event a minimum of 500 words.
   e. One chart, graph, diagram, cartoon or picture per book or magazine issue.

All copies of printed material described above shall bear the copyright notice. They may be made only at the discretion of the individual teacher on occasions when a delay to request permission would preclude their most effective instructional use.

Printed Materials Prohibited Uses

1. Copying more than one work or two excerpts from a single author during one class term.
2. Copying more than three works from a collective work or periodical volume during one class term.
3. Copying materials for more than one course in the school where the copies are made.
4. More than nine sets of multiple copies for distribution to students in one class term.
5. Copying used to create, replace or substitute for anthologies or collective works.
6. Copying of "consumable" works such as workbooks, standardized tests, answer sheets, etc.
7. Copying that substitutes for the purchase of books, publishers' reprints or periodicals.
8. Repeated copying of the same item by the same teacher from term to term.

The above prohibitions do not apply to current news magazines and newspapers.

Sheet and Recorded Music Permitted Uses

1. Emergency copies for an imminent performance are permitted, provided they are replacing purchased copies and replacement is planned.
2. Multiple copies (one per student) of excerpts not constituting an entire performable unit or more than 10% of the total work may be made for academic purposes other than performances.
3. Purchased sheet music may be edited or simplified provided the character of the work is not distorted or lyrics added or altered.
4. A single copy of a recorded performance by students may be retained by the district or individual teacher for evaluation or rehearsal purposes.
5. A single copy of recordings of copyrighted music owned by the district or individual teacher may be made and retained for the purpose of constructing exercises or examinations.
6. A single copy of an excerpt that constitutes an entire performable unit (i.e., a movement or aria) may be made, provided it is either:
   a. Confirmed by the copyright proprietor to be out of print, or
   b. Unavailable except in a larger work. This may be done by or for a teacher only for scholarly research or in preparation for teaching a class.
7. A single copy of a portion of a sound recording may be made by or for a student, i.e., a song from a record, but not the entire recording. The copy may be used in the educational context in which it was made and may not be sold or performed for profit.

Sheet and Recorded Music Prohibited Uses

1. Copying to replace or substitute for anthologies or collections.
2. Copying from works intended to be "consumable."
3. Copying for purposes of performance except as noted in an emergency.
4. Copying to substitute for purchase of music.
5. Copying without inclusion of copyright notice on the copy.
6. Duplication of tapes, unless reproduction rights were given at time of purchase.
7. Reproduction of musical works or conversion to another format, e.g. record to tape.

Videotapes, Films, Filmstrips or Slide Programs Permitted Uses:

1. A single copy of a portion of a copyrighted film or filmstrip may be made by a student for educational purposes if the material is owned by the school which the student attends.
2. A single copy of a small portion of a film or filmstrip may be made by or for a teacher for scholarly or teaching purposes.
3. Selected slides may be reproduced from a series if reproduction does not exceed 10% of the total or excerpt the essence of the work.
4. A slide or overhead transparency series may be created from multiple sources as long as creation does not exceed 10% of photographs in one source (book, magazine, filmstrip, etc.). This may not be done when the source forbids photographic reproduction.
5. A single overhead transparency may be created from a single page of a "consumable" workbook.
6. Sections of a film may be excerpted for a local videotape (not to be shown over cable) if they do not exceed 10% of the total or excerpt the essence of the work.

Videotapes, Films, Filmstrips or Slide Programs Prohibited Uses:

1. Reproduction of an audiovisual work in its entirety.
2. Conversion from one media format to another, e.g., film to videotape, unless permission is secured.
3. No one is permitted to copy any portion of a film or filmstrip sent to the school for preview or rented or owned by another school or institution without the express written permission of the copyright holder. The copyright of a film governs its performance (showing) as well as the copying of it. It is permissible to show a film to students using closed-circuit television if the system is confined to one building. Showing a film via closed-circuit television outside the building is not permitted.

Appropriate Use of Videos

These regulations are specific and separate from the regulations concerning copyrighted material. In

no instance may such materials be presented for recreation, entertainment, fund raising, or time fillers.

1. The Board acknowledges that there is value in offering students a variety of instructional tools which lead to desired learning outcomes. These instructional tools may address the various learning modalities present in classrooms, considering that some students learn better through visual stimuli, kinesthetic experiences, or auditory activities. All instruction and related activities must serve an educational purpose, consistent with district learner outcomes and student expectancies.
2. Supplementary materials can enhance learning. However, teachers must be sensitive to the fact that teaching time is short. When considering the use of videos in the classroom as a tool for instructional enhancement, it is important to draw a distinction between the two types of video which are generally available for showing: those which have been produced for educational purposes, such as documentaries, and those which have been commercially produced for profit to be shown in theaters and later released for home viewing. Many people perceive that watching videos promotes passivity, and therefore their use in the classroom should be limited. In all instances, showing commercial films in their entirety is generally not a good use of instructional time, while showing film clips to punctuate a theme or a concept may be an extremely successful strategy.
3. It is the district's position that showing videos which are directly tied to the curriculum, such as those obtained from the County Office of Education, may complement the instructional program, but should not be shown in lieu of direct instruction. If a teacher is unsure of whether or not a video is appropriate to show to a class, the site principal should be consulted. There may be times that a teacher wishes students to see a commercial video; in this case, a recommendation can go home to parents/guardians for home rental, or it can be shown after school to those who are interested (providing that parental permission has been obtained). Teachers must keep in mind that instructional time must be maximized for optimum learning.
4. When considering the use of videos in the classroom, certain parameters must be observed, namely:
    a. The instructional appropriateness of the video: Questions to be addressed include, Is this video age appropriate? What is the instructional purpose of showing this video? How will the video enhance the lesson(s) being taught?
    b. The length of the video: How many minutes/class periods will it take to be shown? Is this the best use of classroom instructional time? Could the same objective be obtained if only a portion were shown, instead of the entire video?
    c. Alternatives to showing the video: Often, teachers choose to show a video because of thetime of the year. For instance, at the end of the year, textbooks may have been collected or the teacher may feel the students deserve a reward for all their hard work during the school year. Often, videos are left for substitutes to show when teachers are absent from class. Whatever the rationale, showing full length commercial videos is not an appropriate use of classroom time. Alternatives must be provided, such as competitions, speeches, debates, art projects, etc., which tie directly into the curriculum.
    d. The desires of parents/guardians: Communication to parents/guardians is essential. A parent/guardian may prefer to have his/her child read in the library rather than sitting through a class period dedicated to the showing of a video.
5. If a teacher determines that showing a commercially produced-for-profit video is appropriate and will enhance the instructional program, the teacher must first obtain approval from the site principal, and then receive written positive parental permission for each student who will be shown the video. Videos must be G rated for elementary school aged students, and may not exceed PG 13 for middle or high school students.

The copyright of a film governs its performance (showing) as well as the copying of it. It is permissible to show a film to students using closed-circuit television if the system is confined to one building. Showing a film via closed-circuit television outside the building is not permitted. However, the district has specific regulations concerning the showing of videotapes and commercially produced films. These should be referred to when considering the showing of a video in the classroom.

Radio - Off-Air Taping Permitted Uses

1. A single copy of a small portion of a copyrighted radio program may be made by a student for educational purposes. Such a copy may not be sold or performed for profit.

2. Copies of broadcasts by national public radio may be made by district employees and retained for an indefinite period for educational purposes.

Radio - Off-Air Taping Prohibited Uses

Copying broadcasts on commercial radio, except for copyrighted musical selections (see Sheet and Recorded Music), is governed by the same copyright laws that apply to off-air taping of commercial television; however, there is no special provision allowing libraries to tape radio news programs.

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed 45 days. All off-air recordings shall be erased or destroyed at the end of the retention period. Broadcast programs are television programs transmitted for reception by the general public without charge.
2. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary. These recordings may be shown in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar-day retention period.
3. Off-air recordings may be made only at the request of individual teachers, for use by those teachers. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines

Television - Off-Air Taping Permitted Uses

1. Each such additional copy shall be subject to all provisions governing the original recording. After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for teacher evaluation purposes; i.e., to determine whether or not to include the broadcast program in the teaching curriculum; they may not be used for student exhibition or any other non-evaluation purpose without authorization.
2. All copies of off-air recordings shall include the copyright notice on the broadcas programs as recorded.

Television - Off-Air Taping Prohibited Uses

1. Off-air recording in anticipation of teacher requests.
2. Using the recording for instruction after the 10-day use period.
3. Holding the recording for weeks or indefinitely because:
   a. Units needing the program concepts are not taught within the 10-day use period.
   b. An interruption or technical problems delayed its use.
   c. Another teacher wishes to use it, or for any other supposedly "legitimate" educational reason.
4. On occasion a special notice is provided with some materials specifically prohibiting reproduction of any kind. Permission to use any part of such works must be secured in writing from the author or producer in accordance with this regulation.
5. Off-air recordings need not be used in their entirety, but the content of recorded programs may not be altered. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

Software Copyright Permitted Uses:

Copies of district-owned software may be made only when:

1. The copy is needed as an essential step in using the computer program with a particular machine.
2. The copy is used for archival or "backup" purposes. This copy may be held only as a file copy and must be destroyed when the program is no longer rightfully owned by the district unless the copyright owner authorizes its sale, lease or transfer as part of the sale, lease or transfer of the original program. (17 USC 117)

Software Copyright Prohibited Uses:

1. Copies of copyrighted programs may not be made for any purpose other than the two permitted above.
2. When permission is obtained from the copyright holder to use software on a disk-sharing system, efforts will be made to secure software from copying.
3. Illegal copies of copyrighted programs shall not be made or used on school equipment.
   (cf. 4132/4232/4332 - Publication or Creation of Materials)

RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

Effective July 1, 2017, Labor code Section 230.1 requires employers to provide written notice to employees regarding the workplace rights of victims of domestic violence, sexual assault, or stalking. An employer is prohibited from discriminating or retaliating against an employee who is the victim of domestic violence, sexual assault or stalking; or who take time off from work to seek medical attention for resulting injuries, receive counseling, participate in safety planning or obtain services from a domestic violence shelter, program or rape crisis center.

Employees Have the Right To

- Take time off from work to get help to protect themselves and their children's health, safety, or welfare, which includes taking time off to get a restraining order or other court order.
- Use Available Vacation, Personal Leave, Accrued Paid Sick Leave, or Compensatory Time Off for such purposes, unless an employee is covered by a collective bargaining agreement that provides for different rights regarding use of leave. An employee without available paid time off may still take time off without pay for these purposes.
- Request a Reasonable Accommodation from their employer to help ensure the workplace is safe. Examples of accommodations may include putting in locks, changing work shifts or work phone numbers, transferring or reassigning employees to a different work location, or help with keeping a record of what happened to the employee.
- Be free from retaliation and discrimination; an employer cannot treat an employee differently or terminate an employee because the employee is a victim of domestic violence, sexual assault, or stalking, the employee asked for time off from work to get help, or the employee asked for help or changes in the workplace to ensure the workplace is safe.

Other Information

An employer may ask for a signed statement certifying the employee's request is for a proper purpose, and may also request proof showing the need for an accommodation. Proof can be a police report, court order or a doctor's, counselor's note or similar document.

When possible, employees should notify their employer before taking the time off. If the employees are not able to notify their employer before taking the time off, the employer cannot discipline the employee if proof is provided explaining the reason for taking time off work within a reasonable time.

An employee can file a complaint with the Labor Commissioner's Office against an employer if the employee believes to have been retaliated or discriminated against. The California Labor Commissioner's Office phone number is 213-897-6595, website www.dir.ca.gov/dlse/DistrictOffices.htm 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. 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.