



TRACY
UNIFIED SCHOOL DISTRICT

*"The future belongs
to the educated"*

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To: All TUSD Staff
From: Jason Davis, Director of Special Education

CC:

Date: August 25, 2025

Re: Safety Equipment Request Procedures for SPED Staff

Comments: The Tracy Unified Special Education Department maintains an inventory of safety equipment for staff use when working with students with disabilities. This includes, but is not limited to, nitrile gloves, bite guards, and safety glasses. This memo is intended to create awareness of the availability of these resources and the procedure for staff to request them.

Background: According to the Master Agreement between Tracy Unified and the California School Employees Association in Article 31.1, "the District shall make a reasonable effort to provide employees in the bargaining unit with safe working conditions. Should the employment duties of an employee require use of any equipment or gear to insure the safety of the employee or others, the District shall furnish such equipment or gear." (P.39).

The Master Agreement between Tracy Unified School District and the Tracy Educators Association in Article XVII (c) describes that, "the District shall make every effort to provide unit members with a safe place in which to work." (P.49).

Action Item: When needed for employee safety while working with students with disabilities, employees shall fill out the attached equipment request form and turn it in at their school sites to the site secretary. School site secretaries will contact the SPED Clerical team to request the safety equipment to be delivered to the school site within 24 hours (or as soon as possible if the requested item is out of stock). When equipment arrives at the school site, site secretaries will promptly notify staff of the arrival of the safety equipment. A member of the SPED Clerical Team will log the staff equipment requests and maintain an appropriate inventory in the SPED Department.

Should you have any questions please contact the TUSD Special Education Department at (209) 830-3270. Thank you for your prompt attention to this matter. To submit SPED Safety Equipment Request Forms Site Secretaries can email: Sped-ClericalStaff@tusd.net .

SPED Safety Equipment Request Form

Purpose: This form should be completed by staff members "that require equipment to ensure the safety of the employee or others" while performing their duties when they provide support to students with disabilities. To request equipment, please complete the form below and turn it in to the school site secretary. Please also communicate any student safety related concerns to the student’s case manager and the school site administrator. A Workplace Violence Reporting Form may also need to be completed if applicable.

Date of Request: _____

Name of Staff: _____

School Site: _____

Classroom Teacher’s Name: _____

Student Initials: _____

Student Behavior Related Concern (circle one): Yes / No

Personal Protective Equipment Need for Health or Medical Procedure

(Circle One): Yes / No

Classroom Teacher or Case Manager Notified of the Concern

(Circle One): Yes / No

What Equipment is Needed (Circle all that apply or describe):

- **Bite Guard Sleeves**
- **Safety Glasses**
- **Nitrile Gloves (Small, Medium, or Large)**
- **Other (describe)** _____
- _____

Comments: _____

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