2025-2026

Lake Elsinore Unified School District

Annual Employee Notification Handbook

8-4-25 Edition

LEUSD
545 CHANEY ST.
LAKE ELSINORE, CA 92530
951-253-7000

Through a shared commitment with our community, we ensure rigorous, relevant, and globally competitive opportunities for each student in a supportive learning environment.

Annual Notification

Dear LEUSD employee:

This publication includes important information about your legal rights as an employee with the Lake Elsinore Unified School District, as well as information that will help reduce the risk of employee injury in compliance with California and Federal OSHA standards.

We ask that you join us as we commit to improve and refine our numerous safety programs in order to provide the safest possible working environment and to comply with all applicable federal, state and local regulations. Your safety and health are a shared responsibility between you and the District. When each of us uses safe work practices as part of our employee culture, the students and parents we serve also benefit.

It is your responsibility to:

1) *Read this handbook and comply with policies and standards.*
2) *Read the instructions for use of the AED (Brochure attached at last page).*
3) *Complete the Mandated Child Abuse Training (AB1432) and Understanding Boundaries (AB 1913). Keenan Safe Schools.*
4) *Complete the Sexual Harassment Training (SB 1343 non-supervisors or AB 1825 supervisors). Keenan Safe Schools, every 2 years.*
5) *Ask questions or directions of your supervisor for any issue/s that needs clarification.*
6) *Safety & Risk Services and Personnel Support Services may also be contacted for information and questions.*

Keenan Safe Schools

LEUSD uses Keenan Safe Schools for online training courses.

Keenan Safe Schools Log-in

- Click here to access Keenan Safe Schools.
- Your Username is your Employee Number.
  - *If your Employee # begins with a 0, use the last 5 digits (ex.-012345 would be 12345)
- Your Mandatory Training(s) will be located on your Dashboard
  - Mandated Reporter: Child Abuse and Neglect
  - Understanding Boundaries
  - Sexual Harassment Prevention for Non-Managers (SB 1343)-non management or Sexual Harassment: Policy and Prevention (AB 1825)-management. *This training is required once every 2 years
- Click the "Start" button to begin the trainings.

*Additional trainings can be found in the "Extra Training" link on your Dashboard

Table of Contents

Section I – Introduction

Welcome to Employees ……4
District Support Services Directory 5
Non-Discrimination Statement.....7
AED: Automatic External Defibrillator 8

Section II – Employment

Employee Assistance Program (EAP) 8
Discrimination is Against the Law.....9
Uniform Complaint Procedures 10
Williams Uniform Complaint Procedures.....15
Employee Use of Technology 15
Drug and Alcohol Free Workplace 16
Tobacco Free District 16
Child Abuse and Neglect Reporting Procedures 16
Exposure Control Plan for Bloodborne Pathogens .17
Sexual Harassment 19
Sexual Harassment according to FEHA.....20
Employee Conflict of Interest 22
Fragrances in the Workplace – Environmental Safety 22
Staff & Student Relationships.....22
Use of District Vehicles 24
Food Sales 25
Absence Reporting.....26
Arranging for a Substitute.....26
Address/Telephone/Name Change Process.....26
Payroll Direct Deposit.....26
Health Benefits 27
Retirement Systems (PERS/STRS) 27
Dress and Grooming 27
Pay Dates and Paychecks 27
Disability Rights and the Interactive Process……..27
Family Medical Leave (FMLA) California Family Rights Act (CFRA).....28
Student Bullying Policy……34
FERPA and Confidentiality 34
Fees, Donations, and Fundraising..... 34
Energy and Water Conservation Guidelines 34

Section III Employee Safety

AED: Automatic External Defibrillator..... 35
Workers Compensation 35
Workplace Violence and Employee Safety..... 35
Security Begins and Ends With People 35
Cameras and Surveillance 36
See Something? Say Something!..... 36
Volunteers in Classrooms or Offices 36
Indoor Air Quality 36
Keep Pesticides Out of the Classroom..... 36
Wastes Banned From the Trash..... 37
Hazards of Sports Activities with Students 37
Clutter in the Workplace 37
Tool Safety..... 38
Ladder Safety 38
Lifting Safely 38
Emergency Preparedness - Incident Command Structure 39
Prepare Now for a Fire Emergency 39
Personal Preparedness 39
When to Use a Fire Extinguisher..... 40
Computer Ergonomics..... 40
Employee Safety Programs..... 40
Injury and Illness Prevention Program (IIPP) 40
Hazard Communication Standard 41
Heat Injury Prevention 41
Safe Classroom Set-up Standards..... 42
Pesticide Use Notifications 42
Instructions for Use of AED 45

Section I – Introduction-Welcome Employees

Dear LEUSD Team (Classified and Certificated),

On behalf of the Board of Trustees, it is my pleasure to welcome you to the 2025–26 school year!

As we begin this new chapter together, our shared commitment to LEUSD's mission — *to Educate, Equip, and Empower Every Student, Every Day* — continues to guide our work. This year, our focus is on aligning and enhancing the progress we've already made to deepen our impact across classrooms, campuses, and the community.

We remain committed to strengthening learning environments, advancing professional growth, and prioritizing student and staff safety and well-being. Our goal is to ensure every member of our school community is positioned for success.

Guided by our Board's vision, we will continue to center our efforts around the district's six key priorities:

- Academic Excellence
- Student Well-Being
- Effective Governance
- Empower Staff
- Educational Environment
- Family and Community Engagement

I encourage you to take full advantage of the resources, programs, and professional development opportunities available this year. Your voice, leadership, and dedication are what make LEUSD a place where students succeed and futures are shaped. I look forward to witnessing the positive impact we will collectively have on the lives of our students and the community we serve.

Best Regards,



Ryan Lewis, Ed.D.
Superintendent

School Site Directory

ELEMENTARY SCHOOLS			
Address	**Principal**	**AED**	**Main Phone**
Alberberhill Elementary (AES)	Jeff Marks	MPR	
4170 Brianna Cir., Lake Elsinore, CA 92530			(951) 253-7695
Cottonwood Canyon Elementary (CCE)	Dr. Fernando Betanzos	Teacher	(951) 253-7600
32100 Lost Road, Lake Elsinore, CA 92532		Lounge	
Donald Graham Elementary (DGE)	Leanne Edwards		(951) 253-7590
35450 Frederick St., Wildomar, CA 92595		MPR	
Earl Warren Elementary (EWE)	Christina Crain		(951) 253-7810
41221 Rosetta Canyon Road, Lake Elsinore, CA 92532		MPR	
Elsinore Elementary (EES)	Lorraine Burris		(951) 253-7615
512 West Sumner Street, Lake Elsinore, CA 92530		MPR	
Machado Elementary (MES)	Dr. Sandra Valles-Metzger		(951) 253-7500
15150 Joy Street, Lake Elsinore, CA 92530		MPR	
Railroad Canyon Elementary (RRC)	Lori Recatto	MPR	(951) 253-7510
1300 Mill Street, Lake Elsinore, CA 92530			
Rice Canyon Elementary (RCE)	Scott Poncy		(951) 253-7540
29535 Westwind Drive, Lake Elsinore, CA 92530		MPR	
Ronald Reagan Elementary (RRE)	Ericka Restad		(951) 253-7650
35445 Porras Road, Wildomar, CA 92595		MPR	
Tuscany Hills Elementary (THE)	Steve Fitch	Health	(951) 253-7530
23 Ponte Russo, Lake Elsinore, CA 92532		Office	
Wildomar Elementary (WES)	Michael Hoffman	MPR	(951) 253-7555
21575 Palomar Road, Wildomar, CA 92595			
William Collier Elementary (WCE)	Liana Kruse	MPR	(951) 253-7630
20150 Mayhall Drive, Wildomar, CA 92595			
Withrow Elementary (WTH)	Sara Egbert	MPR	(951) 253-7570
30100 Audelo Street, Lake Elsinore, CA 92530			
K-8 SCHOOLS			
Lakeland Village School (LVS)	Dr. Preston Perez	MPR	(951) 253-7400
18730 Grand Avenue, Lake Elsinore, CA 92530			
Luiseño School (LS)	Dawn Hernandez	Front	(951) 253-7480
13500 Mountain Road, Corona, CA 92883		Office	
MIDDLE SCHOOLS			
Canyon Lake Middle School (CLM)	Michael Ross	Front	(951) 253-7790

33005 Canyon Hills Road, Lake Elsinore, CA 92532		Office	
David Brown Middle School (DBM)		Main	
21861 Grand Avenue, Wildomar, CA 92595	Jeremy Cassara	Office	(951) 253-7430
Elsinore Middle School (EMS)		Front	
1203 West Graham Avenue, Lake Elsinore, CA 92530	Shawna Pedretti	Office	(951) 253-7350
Terra Cotta Middle School (TCM)		Teacher	
29291 Lake Street, Lake Elsinore, CA 92530	Erin Hill	Lounge	(951) 253-7380
	HIGH SCHOOLS		
Elsinore High School (EHS)		Front Office	
21800 Canyon Drive, Wildomar, CA 92595	Pauline Leavitt	Gym	(951) 253-7200
Lakeside High School (LHS)		Gym	
32593 Riverside Drive, Lake Elsinore, CA 92530	Jason Eldridge	Lounge	(951) 253-7300
Temescal Canyon High School (TCH)		Gym	
28755 El Toro Road, Lake Elsinore, CA 92532	Joshua Hill	Lounge	(951) 253-7250
Ortega Continuation High School & Valley Adult (OHS)		Front office	
520 Chaney Street, Bldg 100, Lake Elsinore, CA 92530	Arthur Lee Alfred II		(951) 253-7065
Keith McCarthy Academy (KMA) 1405 Education Way, Lake Elsinore, CA 92530	Dr. Peter Hopping	Front Office	(951) 253-7777
Jean Hayman Training Center Valley Adult School (VAS) 21330 Lemon St., Wildomar, CA 92595	Nohora Vasquez	Rm. 401	(951) 253-7460

District Support Services Directory

Office of the Superintendent
253-7005
Communications/Media
253-7174
Administrative & Fiscal Support Services
253-7095
Accounting and budget, Accounts Payable/Receivable, Payroll, Attendance
Food Services
253-5262
Purchasing/Records/Warehouse
253-7041
Reprographics
253-7042
Student & Instructional Support Services
253-7012
Curriculum and Instructional Material, Assessment, Library, Attendance
Elementary Curriculum and Instructional Support
253-7060
Secondary Curriculum and Instructional Support
253-7046
Special Education
253-7135
Student Services
253-7119
Administrative and Instructional Technology Support
253-7115
Early Childhood Education
253-7073
Headstart, SNAP, State Pre-school, Child Care
Facilities & Operations
253-7015
Facilities
253-7015
Maintenance & Operations
253-7030
Safety & Risk Services
253-7138
Employee Benefits, Workers' Compensation, Liability, Employee Training & Safety, Emergency & Disaster Preparedness
Technology
253-7025
Transportation
253-7829
Personnel Support Services
253-7037
Certificated, Classified, Substitute, Employee Support

Non-Discrimination Statement

The Lake Elsinore Unified School District (LEUSD) is committed to ensuring equal, fair, and meaningful access to employment and educational services. The District does not discriminate in any employment practice, educational program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy, and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination shall apply to both educational services and employment.

The Office of Equal Opportunity is charged with overseeing, leading, and directing the LEUSD's efforts to meet the legal obligations set forth in state and federal civil rights laws and regulations in LEUSD employment and delivery of educational services. Inquiries regarding nondiscrimination and civil rights should be directed to Title IX Coordinators of the Lake Elsinore Unified School District. Title IX Coordinators are: Nick Powers, Director III Classified Personnel (employee) at 951-253-7036 Nick.powers@leusd.k12.ca.us, and Gilbert Rodriguez, Director III Student Support Services (student) at 951-253-7033 Gilbert.rodriguez@leusd.k12.ca.us

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, of any student by anyone, based on the student's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy; childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; parental, marital, and family status; physical or mental disability; medical condition; 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.

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

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination could occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non- discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates, or participates, or refuses to participate in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation (Education Code 234.1, 234.6; 34 CFR 106.8).

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying in violation of law, Board Policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension

or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

When a student has been suspended, or other means of correction have been implemented against the student for an incident of racist bullying, harassment, or intimidation, the principal or designee shall engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee shall also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

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. Allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 – Uniform Complaint Procedures, when required by law. However, complaints alleging sex discrimination, including sex-based harassment, under Title IX shall be investigated and resolved in accordance with the procedures specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 5145.71 – Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

AED: Automatic External Defibrillator

AED's are located at every school site. What is an Automated External Defibrillator? An automated external defibrillator (AED) is a lightweight, portable device that delivers an electric shock through the chest to the heart. The shock can stop an irregular rhythm and allow a normal rhythm to resume in a heart in sudden cardiac arrest. Sudden cardiac arrest is an abrupt loss of heart function. If I's not treated within minutes, it quickly leads to death.

Most sudden cardiac arrests result from ventricular fibrillation. This is a rapid and unsynchronized heart rhythm starting in the heart's lower pumping chambers (the ventricles). The heart must be "defibrillated" quickly, because a victim's chance of surviving drops by 7 to 10 percent for every minute a normal heartbeat isn't restored.

Refer to pg. 44 of this handbook for instructions on using the AED.

Section II – Employment

Employee Assistance Program (EAP)

(BP 4159, 4259, 4359, 4212.42)

An EAP is available to ALL LEUSD staff, their family and household members by calling 800-999-7222 or explore wellness, work/life legal and financial information and resources. Log online at http://www.anthemeap.com Log in "SISC".

- Emotional Well-being
- Relationship Issues
- Legal and Financial Concerns
- Workplace Challenges
- Alcohol and Substance Abuse
- Covers spouses, dependents, significant others and any relative living in the employee's household
- Provides up to 6 Brief Counseling visits per situation/incident
- No limit on situations
- Services are provided at no cost to participant
- All EAP services are completely confidential

Discrimination is Against the Law





Civil Rights in California
The Department of Fair Employment and Housing (DFEH) enforces California state laws that prohibit harassment and discrimination in employment, housing, and public accommodations and that provide for pregnancy leave and family and personal medical leave. It also accepts and investigates complaints alleging hate violence or threats of hate violence.

What DFEH Does
DFEH enforces these laws by

- Investigating harassment, discrimination, and denial of leave complaints
- Assisting parties to voluntarily resolve complaints involving alleged violations of the laws enforced by DFEH
- Prosecuting violations of the law
- Educating Californians about the laws prohibiting harassment and discrimination by providing written materials and participating in seminars and conferences

Discrimination in Employment
The California Fair Employment and Housing Act (FEHA) prohibits harassment and discrimination in employment based on the following:

- Race
- Color
- Religion
- Sex (gender)
- Sexual orientation
- Marital status
- National origin (including language use restrictions)
- Ancestry
- Disability (mental and physical, including HIV and AIDS)
- Medical condition (cancer/genetic characteristics)
- Age (40 and above)
- Request for family care leave
- Request for leave for an employee's own serious health condition
- Request for Pregnancy Disability Leave
- Retaliation for reporting patient abuse in tax-supported institutions

Discrimination is prohibited in all employment practices, including the following:

- Advertisements
- Applications, screening, and interviews
- Hiring, transferring, promoting, terminating, or separating employees
- Working conditions
- Participation in a training or apprenticeship program, employee organization, or union

California workers are

- Guaranteed leaves if disabled because of pregnancy
- Guaranteed reasonable accommodation for pregnancy
- Guaranteed leaves for the birth or adoption of a child; for the employee's own serious health condition; or to care for a parent, spouse, or child with a serious health condition
- Protected from harassment because of their sex, race, or any other category covered under the law
- Protected from retaliation for filing a complaint with DFEH, for participating in the investigation of a complaint, or for protesting possible violations of the law

California workers with disabilities are also entitled to reasonable accommodation when necessary in order to perform the job.

Hate Violence
Under the Ralph Civil Rights Act, it is against the law for any person to threaten or commit acts of violence against a person or property based on race, color, religion, ancestry, national origin, age, disability, gender, sexual orientation, political affiliation, or position in a labor dispute.

(Refer also to LEUSD Board Policy(s) 1312.3, 1312.4, 1312.5, 0410, 1312.1, 4330, 4331, 5145.3.
For more information, contact DFEH toll free at
(800) 884-1684 (employment, public accommodation, and hate violence)
TTY number at (800) 700-2320
or visit our website at www.dfeh.ca.gov
In accordance with the California Government Code and ADA requirements, this publication can be made available in Braille, large print, computer disk, or tape cassette as a disability-related reasonable accommodation for an individual with a disability. To discuss how to receive a copy of this

publication in an alternative format, please contact DFEH at the numbers above. From Publication DFEH-15 (04/04) State of California Department of Fair Employment & Housing

Uniform Complaint Procedures
(AR 1312.3)

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

Compliance Officers

The district designates the individual identified below as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual also serves as the compliance officer responsible to handle complaints regarding sex discrimination. The individual shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Nick Powers (Employee)
Director III Classified Personnel
545 Chaney Street
Lake Elsinore, CA 92530
Telephone: (951) 253-7000
Nick.powers@leusd.k12.ca.us

Gilbert Rodriguez (Student)
Director III Student Support Services
545 Chaney Street
Lake Elsinore, CA 92530
Telephone: (951) 253-7000
Gilbert.rodriguez@leusd.k12.ca.us

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:

    a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
    b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
    c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
    d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
    e. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
    f. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
    g. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:

        (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed

        (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency

        (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

    h. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
    i. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
    j. Copies of the district's UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.
6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information.

The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
    a. Statements made by any witnesses
    b. The relative credibility of the individuals involved
    c. How the complaining individual reacted to the incident
    d. Any documentary or other evidence relating to the alleged conduct
    e. Past instances of similar conduct by any alleged offenders
    f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

    For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.
    The determination of whether a hostile environment exists may involve consideration of the following:
    a. How the misconduct affected one or more students' education
    b. The type, frequency, and duration of the misconduct
    c. The relationship between the alleged victim(s) and offender(s)
    d. The number of persons engaged in the conduct and at whom the conduct was directed
    e. The size of the school, location of the incidents, and context in which they occurred
    f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint
c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's right to appeal the district's decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

Williams Uniform Complaint Procedures

(E 1312.4) NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:
Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form can be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: http://www.cde.ca.gov/re/cp/uc.

Please file this complaint at the following location:

(Principal or Assistant Superintendent, Instructional Support Services)
545 Chaney Street, Lake Elsinore, CA 92530

Employee Use of Technology

(BP 4040)
The Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. 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 professional development 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 primarily for purposes related to their employment.

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

Online/Internet Services
The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

The Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement 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 may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

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 required to acknowledge in writing that they have read and understood the district's Acceptable Use Agreement.

Use of Cellular Phone or Mobile Communications Device
An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

Drug and Alcohol Free Workplace
(BP 4020)
An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty, means while an employee is on duty during both instructional and non-instructional time, in the classroom or workplace, at extra-curricular, or co-curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

Tobacco Free District
(BP 3513.3, AR 3513.3 EC § 48901)
The use of all tobacco products by anyone on district property, in district vehicles or at district-sponsored events is prohibited. District employees, students and members of the public are expected to observe this restriction. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from use and shall be subject to disciplinary action as appropriate.

Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic nicotine delivery systems (ENDS). E-cigarettes and related ENDS are prohibited from use on all district property and in district vehicles at all times, including hookah pens, cigarillos, and other vapor-emitting devices (with or without nicotine content) that mimic the use of tobacco products. ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

Child Abuse and Neglect Reporting Procedures
(BP 5151.4, AR 5151.4)
What Must Be Reported:
Any of the below acts involving anyone under the age of 18:
- ❑ Physical Abuse
- ❑ Sexual Abuse
- ❑ Emotional Abuse
- ❑ Neglect
- ❑ Boundary Breaking Grooming Activities

The mandated reporter must only have *reasonable suspicion* that a child has been mistreated; no evidence or proof is required prior to making a report. The case will be further investigated by law enforcement and/or child welfare services.

How to Report:
By Phone: Immediately, or as soon as possible, make a telephone report to child welfare services and/or to a Police or Sheriff's department.
1. Child Welfare Services phone: **800-442-4918 or 877-922-4453** (Riverside County)
2. Police Department phone: **951-245-3300** (Lake Elsinore non-emergency line)
3. Sheriff's Department phone: **951-776-1099** (Riverside County Sheriff's dispatch)

In Writing: Within 36 hours, a written report must be sent, faxed or submitted electronically. The written report should be completed on a State form called the 8572, which can be downloaded at https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf

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Other Information:
Safeguards for mandated reporters:
❑ The Child Abuse and Neglect Reporting Act (CANRA) states that the name of the mandated reporter is strictly confidential, although it is provided to investigative parties working on the case.
❑ As long as a report is filed in good faith, a mandated reporter cannot be held liable in civil or criminal court.
Failure to report:
❑ Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California by six months in jail and/or up to $1,000 fine.
For the complete law and a list of mandated reporters refer to California Penal Codes 11164-11174.3. or go to www.mandatedreporterca.com.
Penal Code 11165.7 currently specifies over 35 employment categories as mandated child abuse reporters. It is sufficient, however, to know that it covers ***anyone who is authorized to oversee a child's welfare or work with children, whether a permanent or temporary worker (substitute teacher, for example), whether credentialed or not, whether degreed or not.*** *If they are on campus conducting authorized work (teaching, administrative, management, maintenance), they are included in this law. Volunteers of public or private organizations are not mandated reporters, but are encouraged to report concerns of abuse or neglect. This does not mean that they cannot report concerns, only that they are not legally obligated to.*

Exposure Control Plan for Bloodborne Pathogens

(BP 4119.42, AR 4119.42, BP 4119.43, AR 4119.43)

Definitions
Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193(b))

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties. (8 CCR 5193 (b))

Parenteral contact means piercing mucous membranes or the skin barrier through such events as needle-sticks, human bites, cuts, and abrasions. (8 CCR 5193(b))

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

A sharps injury is any injury caused by a sharp, including but not limited to cuts, abrasions or needle-sticks. (8 CCR 5193(b))

Work practice controls are controls that reduce the likelihood of exposure by defining the manner in which a task is performed. (8 CCR 5193(b))

Engineering controls are controls, such as sharps disposal containers, needleless systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace. (8 CCR 5193(b))

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

Exposure Control Plan
The district's exposure control plan shall contain at least the following components: (8 CCR 5193(c))

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials. The district's exposure determination shall be made without regard to the use of personal protective equipment and shall include a list of:
    a. All job classifications in which all employees have occupational exposure
    b. Job classifications in which some employees have occupational exposure
        1. All tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure occurs and which are performed by employees listed in item #b above
2. The schedule and method of implementing:
    a. Methods of compliance required by 8 CCR 5193(d), such as universal precautions, general and specific engineering and work practice controls, and personal protective equipment
    b. Hepatitis B vaccination
    c. Bloodborne pathogen post-exposure evaluation and follow-up
    d. Communication of hazards to employees, including labels, signs, information and training
    e. Recordkeeping
3. The district's procedure for evaluating circumstances surrounding exposure incidents.
4. An effective procedure for gathering information about each exposure incident involving a sharp, as required for the log of sharps injuries.

5. An effective procedure for periodically determining the frequency of use of the types and brands of sharps involved in exposure incidents documented in the sharps injury log.
6. An effective procedure for identifying currently available engineering controls and selecting such controls as appropriate for the procedures performed by employees in their work areas or departments.
7. An effective procedure for documenting instances when a licensed healthcare professional directly involved in a patient's care determines, in the reasonable exercise of clinical judgment, that the use of an engineering control would jeopardize an individual's safety or the success of a medical, dental or nursing procedure involving the individual.
8. An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees in their respective work areas or departments.

The exposure control plan shall be reviewed and updated at least annually and whenever necessary to: (8 CCR 5193(c))

1. Reflect new or modified tasks and procedures affecting occupational exposure.
2. To the extent that sharps are used in the district, reflect progress in implementing the use of needleless systems and sharps with engineered sharps injury protection.
3. Include new or revised employee positions with occupational exposure.
4. Review and evaluate the exposure incidents which occurred since the previous update.
5. Review and respond to information indicating that the exposure control plan is deficient in any area.

The district's exposure control plan shall be accessible to employees upon request. (8 CCR 3204(e))

Preventive Measures
The Superintendent or designee shall use engineering and work practice controls to eliminate or minimize employee exposure, and shall regularly examine and update controls to ensure their effectiveness. (8 CCR 5193(d))

Hepatitis B Vaccination
The hepatitis B vaccination and vaccination series shall be made available at no cost to all employees who have occupational exposure. The hepatitis B vaccination shall be made available after an employee with occupational exposure has received the required training and within 10 working days of initial assignment, unless the employee has previously received the complete hepatitis B vaccination series, or antibody testing has revealed that the employee is immune, or vaccination is contraindicated by medical reasons. (8 CCR 5193(f))

Employees who decline to accept the vaccination shall sign the hepatitis B declination statement. (8 CCR 5193(f))

The Superintendent or designee may exempt designated first aid providers from the pre-exposure hepatitis B vaccine in accordance with 8 CCR 5193 (f).

Information and Training

The Superintendent or designee shall ensure that all employees with occupational exposure participate in a training program containing the elements required by state regulations, during working hours and at no cost to the employee. This program shall be offered at the time of initial assignment to tasks where occupational exposure may take place, at least annually thereafter, and whenever a change of tasks or procedures affects the employee's exposure. (8 CCR 5193(g))

Designated first aid providers shall receive training that includes the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. (8 CCR 5193(g))

Reporting Incidents
All exposure incidents shall be reported as soon as possible to the Superintendent or designee.
Unvaccinated designated first aid providers must report any first aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first aid incident. (8 CCR 5193(f))

Sharps Injury Log
The Superintendent or designee shall establish and maintain a log recording each exposure incident involving a sharp. The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district. (8 CCR 5193(c))

The information recorded shall include the following, if known or reasonably available: (8 CCR 5193(c))

1. Date and time of the exposure incident.
2. Type and brand of sharp involved in the exposure incident.
3. A description of the exposure incident, including:
   a. Job classification of the exposed employee
   b. Department or work area where the exposure incident occurred
   c. The procedure that the exposed employee was performing at the time of the incident
   d. How the incident occurred
   e. The body part involved in the incident
   f. If the sharp had engineered sharps injury protection, whether the protective mechanism was activated and whether the injury occurred before, during or after the protective mechanism was activated

g. If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury

h. The employee's opinion about whether any other engineering, administrative or work practice could have prevented the injury

Post-Exposure Evaluation and Follow-up

Following a report of an exposure incident, the Superintendent or designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation and follow-up. The Superintendent or designee shall, at a minimum: (8 CCR 5193(f))

1. Document the route(s) of exposure and the circumstances under which the exposure incident occurred.
2. Identify and document the source individual, unless that identification is infeasible or prohibited by law.
3. Provide for the collection and testing of the employee's blood for hepatitis B, hepatitis C and HIV serological status.
4. Provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
5. Provide for counseling and evaluation of reported illnesses.

The Superintendent or designee shall provide the health care professional with a copy of 8 CCR 5193; a description of the employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records maintained by the district relevant to the appropriate treatment of the employee, including vaccination status. (8 CCR 5193(f))

The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (8 CCR 5193(f))

Records

Upon an employee's initial employment and at least annually thereafter, the Superintendent or designee shall inform employees with occupational exposure of the existence, location and availability of related records; the person responsible for maintaining and providing access to records; and the employee's right of access to these records. (8 CCR 3204)

Medical records for each employee with occupational exposure shall be kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by law. (8 CCR 5193(h))

Upon request by an employee, or a designated representative with the employee's written consent, the Superintendent or designee shall provide access to a record in a reasonable time, place and manner, no later than 15 days after the request is made. (8 CCR 3204(e))

Records shall be maintained as follows: (8 CCR 3204(d), 5193(h))

1. Medical records shall be maintained for the duration of employment plus 30 years.
2. Training records shall be maintained for three years from the date of training.
3. The sharps injury log shall be maintained five years from the date the exposure incident occurred.
4. Exposure records shall be maintained for at least 30 years.
5. Each analysis using medical or exposure records shall be maintained for at least 30 years.

Sexual Harassment

(BP 1312, 4119.11, 4219.11, 4319.11, 5145.7)

If an employee or student has a sexual harassment complaint which cannot be resolved at the school site, such complaint can be made in a confidential manner to:

Title IX Coordinators

LEUSD Employee Complaints may be referred to Nick Powers, Director III: Personnel, 951-253-7036 Nick.powers@leusd.k12.ca.us

LEUSD Student Complaints may be referred to Gilbert Rodriguez, Director III: Student Support Services, 951-253-7033 Gilbert.rodriguez@leusd.k12.ca.us

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 - Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

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

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual harassment under any circumstances.
3. Encouragement to report observed incidents of sexual harassment even while the alleged victim of the harassment has nor complained.
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.
5. A clear message that, regardless of the complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent reoccurrence, and address any continuing effect on students.
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made.
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues.
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation.

Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

In accordance with law and district policies and regulations, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Sexual Harassment according to FEHA

The Facts About Sexual Harassment - The *Fair Employment and Housing Act* (FEHA) defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser. The following is a partial list of types of sexual harassment:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Actual or threatened retaliation
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
- Making or using derogatory comments, epithets, slurs, or jokes

- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, or invitations
- Physical touching or assault, as well as impeding or blocking movements

Employers' Obligations

All employers must take the following actions against harassment:

- Take all reasonable steps to prevent discrimination and harassment from occurring. If harassment does occur, take effective action to stop any further harassment and to correct any effects of the harassment.
- Develop and implement a sexual harassment prevention policy with a procedure for employees to make complaints and for the employer to investigate complaints. Policies should include provisions to:
- Fully inform the complainant of his/her rights and any obligations to secure those rights.
- Fully and effectively investigate. The investigation must be thorough, objective, and complete. Anyone with information regarding the matter should be interviewed. A determination must be made and the results communicated to the complainant, to the alleged harasser and, as appropriate, to all others directly concerned.
- Take prompt and effective corrective action if the harassment allegations are proven. The employer must take appropriate action to stop the harassment and ensure it will not continue. The employer must also communicate to the complainant that action has been taken to stop the harassment from recurring. Finally, appropriate steps must be taken to remedy the complainant's damages, if any.
- Post the Department of Fair Employment and Housing (DFEH) employment poster (DFEH - 162) in the workplace (available through the DFEH publications line [916] 478-7201 or Web site).
- Distribute an information sheet on sexual harassment to all employees. An employer may either distribute this pamphlet (DFEH 185) or develop an equivalent document that meets the requirements of Government Code section 12950(b). This pamphlet may be duplicated in any quantity. However, this pamphlet is not to be used in place of a sexual harassment prevention policy, which all employers are required to have.
- All employees should be made aware of the seriousness of violations of the sexual harassment policy and must be cautioned against using peer pressure to discourage harassment victims from complaining.
- Employers who do business in California and employ 50 or more part-time or full-time employees ***must*** provide at least two hours of sexual harassment training every two years to each supervisory employee and to all new supervisory employees within six months of their assumption of a supervisory position.
- A program to eliminate sexual harassment from the workplace is not only required by law, but is the most practical way for an employer to avoid or limit liability if harassment should occur despite preventive efforts.

Employer Liability

All employers, regardless of the number of employees, are covered by the harassment section of the FEHA. Employers are generally liable for harassment by their supervisors or agents. Harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassing an employee or coworker or for aiding and abetting harassment.

Additionally, the law requires employers to take "all reasonable steps to prevent harassment from occurring." If an employer has failed to take such preventive measures, that employer can be held liable for the harassment. A victim may be entitled to damages, even though no employment opportunity has been denied and there is no actual loss of pay or benefits.

In addition, if an employer knows or should have known that a **non-employee** (e.g. client or customer) has sexually harassed an employee, applicant, or person providing services for the employer and fails to take immediate and appropriate corrective action, the employer may be held liable for the actions of the non-employee.

An employer might avoid liability if

- the harasser is not in a position of authority, such as a lead, supervisor, manager or agent.
- the employer had no knowledge of the harassment
- there was a program to prevent harassment; and
- once aware of any harassment, the employer took immediate and appropriate corrective action to stop the harassment.

Filing a Complaint

Employees or job applicants who believe that they have been sexually harassed may file a complaint of discrimination with DFEH within **one year** of the harassment.

DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a formal accusation. The accusation will lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed by DFEH on behalf of the complaining party.

If the Commission finds that discrimination has occurred, it can order remedies including:

- Fines or damages for emotional distress from each employer or person found to have violated the law
- Hiring or reinstatement
- Back pay or promotion
- Changes in the policies or practices of the involved employer

Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.

For more information, see publication DFEH-159 "Guide for Complainants and Respondents."

For more information, contact DFEH toll free at **(800) 884-1684**
Sacramento area & out-of-state at **(916) 478-7200**
TTY number at **(800) 700-2320**
or visit our Web site at ***www.dfeh.ca.gov***

In accordance with the California Government Code and ADA requirements, this publication can be made available in Braille, large print, electronically, or audio as a disability-related reasonable accommodation for an individual with a disability. To discuss how to receive a copy of this publication in an alternative format, please contact DFEH at the numbers above.

Employee Conflict of Interest

(BP 4136, BP 4135, BP 4137, BP 3315)
When employees of a public university, county office of education or other public agency serve as consultant or resource persons for the district, they shall certify as part of the consultant agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for this district.

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

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

Outside paid activities are incompatible with district employment if they require time periods that interfere with the proper, efficient discharge of the employee's duties, if they entail compensation from an outside source for activities which are part of the employee's regular duties, or if they involve using for private gain the district's name, prestige, time, facilities, equipment or supplies.

Employees shall not solicit district staff, students or their families with the intent to sell general merchandise, books, equipment or services for their own personal profit or benefit. Solicitation of students and staff on behalf of the school or other charitable organizations shall be conducted in accordance with applicable Board policy and administrative regulation.

Staff members shall respect the confidentiality of district employees and students and shall not use their status as district employees to secure information such as names, addresses, e-mail addresses, and telephone numbers for solicitations or use in personal profit-making or beneficial ventures.

Educational tours may be promoted on school premises only if they are sponsored by the district. Employees engaged in planning, organizing or leading tours as private, non-district-sponsored businesses shall make it clear that they do not represent the school or district. All activities related to such tours must be carried on outside of school hours and off school premises.

To preclude conflicts of interest, teachers may not accept any kind of remuneration for tutoring a student enrolled in any of their classes. Teachers who tutor other students must perform this service outside of school facilities and make their own arrangements with parents/guardians for the fees to be charged. The Board encourages teachers to tutor only in subjects or grade levels for which they are certificated.

No district employee or Governing Board member shall accept personal gifts, commissions or expense- paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This Policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

Fragrances in the Workplace – Environmental Safety

(BP 3514, AR 3514)
Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.

Staff & Student Relationships

(BP 4119.21)
Think back to your grade school or high school days. What teachers or staff come to mind? Those that you think of probably fall into two categories: those you didn't like and those you did. Probably the first thoughts that came to mind were of the individuals who you really felt a bond with or those who made you feel special. It is common for students to look up to and admire those adults with whom they interact every day at the school site. However, school staff (even volunteers) needs to understand that accepting or encouraging these normal feelings in any sexual way is taking advantage of them.

We know that sexual contact with students can happen; however, it is difficult to accept that it could happen in "our school," be

perpetrated by our fellow staff members, or even be involved on a personal basis. Don't be fooled, denial only adds to the risks for our students.

There are appropriate ways for adults to interact and respond to the students they supervise; the supervision of children and teens **never** includes sexual contact, sexual behavior, or flirting or innuendos. Period.

Inappropriate Behavior
In some cases of sexual abuse, inappropriate, if not illegal behavior, comes first. Staff should be aware that all of the following may seem innocent, but all of the following are inappropriate.

- ✓ telling sexual jokes or stories
- ✓ "making eyes at" or giving seductive looks
- ✓ discussions of one's sex life or relationships
- ✓ sitting too close or lying next to a student
- ✓ finding ways to be alone with a student (including giving a ride home in your personal vehicle)
- ✓ confiding in a student about personal issues
- ✓ giving personal gifts
- ✓ unnecessary touching

If you notice yourself in any of the above behaviors take a moment to truly ponder your intentions. Take the opportunity now to discontinue any inappropriate behaviors and seek help if you believe you may have feelings for a student that are inappropriate. Don't fool yourself, trying to dismiss inappropriate behaviors as "innocent" or "I have it under control" is a dangerous game. Not only is your career, family, and freedom in jeopardy, but you are also jeopardizing the emotional well-being of a student.

For the most part, ignoring practices that are meant to protect students is not the sign of an incompetent or uncaring person. In fact, such individuals may be motivated to act in what they feel is in the best interests of the student, never imagining that their actions may place the student in emotional danger. Such denial of risk is common.

Prohibited Behavior

A good rule of thumb is, "If you would not do it in front of your supervisor, your spouse, or another adult, don't do it at all!" Behavior that at first may seem innocent may quickly escalate into something completely illegal. The following general guidelines are intended to help you recognize behavior that should be **absolutely avoided**.

- ✓ Engage in suggestive or sexually explicit discussions
- ✓ Wear suggestive or provocative clothing
- ✓ Favor one student over another
- ✓ Refer to any student as "Baby," "Sweetie," "Honey," "Babe," or other intimate or suggestive names
- ✓ Engage in any activity that may be interpreted as sexual in nature
- ✓ Talk about, joke about, or ask about anyone's sex life
- ✓ Discuss your personal life with students
- ✓ Contact a student outside of your duties with the school district; including social-media
- ✓ Touch a student on the breast, buttocks, or genitalia
- ✓ Spend your personal money for special gifts for a student
- ✓ Take a student on personal errands (A student should **not** be in your vehicle for personal or for “business” errands.)
- ✓ Take a student to your personal residence

Use Caution ◁

The following behaviors are not outright inappropriate - but use caution. Make sure your intentions are clear and your actions could not be misunderstood before engaging in any of the following:

- One-on-one situations with a student without anyone else present (this is a special concern if you find yourself looking for ways to be alone with a student)
- Answering personal questions asked by a student
- Hugging or touching a student (best limited to touching a shoulder or a pat on the back)

Even a false allegation is difficult and potentially damaging, so protect yourself!
Proceed Freely -- The following behaviors/actions are appropriate and may serve to prevent a situation from getting out of hand.

- ➢ Talk to your supervisor or co-workers about any behavior of which you are unsure
- ➢ Talk to your supervisor about any behavior that you have observed that you think may be inappropriate
- ➢ Discourage students from relating to you in a suggestive or flirtatious manner - correct such behaviors when they occur
- ➢ Encourage students to report any unwelcome or inappropriate behavior by employees, volunteers, or other students

Illegal Behavior

Although there may be some room for argument here - the following behaviors should be considered "illegal."

- ✓ any activity that is, or that could possibly be interpreted as, sexual in nature
- ✓ touching a student in a sexual nature, or having a student touch you
- ✓ sexual jokes, comments of a sexual nature, kissing, sensual massages or sexual gestures
- ✓ revealing personal information about one's sex life to a student
- ✓ showing students pornographic videos, sexually explicit magazines or pictures
- ✓ showing videos with questionable sexual content, even as part of a treatment/counseling group

It doesn't matter if you think the "maturity" of the student is sufficient for him or her to participate willingly. All sexual activity with a student is inappropriate and illegal. Remember, once you step over the line it is impossible to make it right.

The Fallout

What starts as something innocent can lead to something damaging and dangerous. It is up to you as the adult to take charge of your interactions with students and to make sure there are no misunderstandings of your good intentions. The fallout is simply too great when it comes to this issue. Possible outcomes for you if you engage in inappropriate behaviors include:

- ✓ jail time for illegal offences
- ✓ loss of teaching credential
- ✓ civil fines or civil lawsuits (recent awards have been over one million dollars)
- ✓ loss of career
- ✓ loss of family
- ✓ loss of dignity

Possible outcomes for the student include: emotional disturbances, lifelong struggles with sexuality and boundaries, loss of innocence, loss of trust for caregivers. The risks are simply too great. Be the adult. Respect the authority you have over the students, respect the trust they have given you, respect the impact you have on their lives!

Use of District Vehicles

(AR 3513)

The following procedures and requirements shall be adhered to for use of district-owned vehicles. District-owned vehicles shall include district-owned passenger vehicles or vans, work trucks, utility carts (electric or gas operated), and any other vehicle for the purpose of transporting employees in their work assignments or students to field trips, athletic events, and other academic programs in accordance with the laws of California.

1. The acquisition of all district-owned vehicles will be subject to Board approval.
2. Only district employees may drive district-owned vehicles, subject to the following:

    a) Prior to start of school each year, site or department administrators where district-owned vehicles may be used are to submit a completed driver information form to Safety and Risk Services for each intended district-employed driver. Each driver will read and acknowledge instructions to drivers of district-owned vehicles, which notifies the driver of operating requirements. Any drivers added during the year must be processed subject to these regulations before hire. School Bus Drivers must maintain a commercial license and maintain those license requirements.
    b) Proposed applicants shall have an active driver's license and be able to show evidence of insurability.
    c) Safety and Risk Services will request from the Department of Motor Vehicles (DMV) a printout on all applicant drivers through our Employee Pull Notice (EPN) program. New applicant drivers must submit EPN enrollment form at least five working days before driving a district vehicle. A DMV self-requested H6 form may be brought to Safety and Risk Services if a driver applicant must drive a district vehicle before the 72 hour processing time.

3. The district reserves the right to withdraw approval of a driver at any time for poor driving record, abuse or neglect of district-owned vehicle, excessive driving speeds, use or transport of alcohol or drugs.
4. The district will maintain a set of keys for each district-owned vehicle.
5. All district-owned vehicles shall be brought into a district authorized service center for service every 3,000 miles.
6. District-owned vehicles will be brought into a district authorized service center for service immediately if there is detection of fluid leakage, deficiency in braking, missing door handles, mirrors, malfunctioning of lights, telltale oil or fuel odors, broken accessories or any other item considered a safety problem.
7. All service and repair work to be performed will be accompanied with a written work order from the school site or department using the vehicle noting all deficiencies and the type of service being requested. A copy of all service and repair orders will be sent to Transportation Services.
8. All school sites using district-owned vehicles will maintain a usage log or vehicle pre-trip checklist for each vehicle, to be filled out prior to and after each use. If any safety items are not functioning properly or appear to be in an unsafe condition, the district-owned vehicle must be checked by the Transportation Services Department or authorized service center before use.
9. All district-owned passenger vehicles will be equipped with the following:
    a. Fire extinguisher
    b. First aid kit

c. Spare tire
d. Jack and lug wrench
e. District logo
f. Insurance information

10. Seat belts shall be used at all times by all occupants. The maximum number of occupants in any district passenger vehicle is determined by the number of working seat belts. If a seat belt is broken, that reduces the number of occupants allowed in the vehicle until the seat belt is repaired.
11. It is the responsibility of the vehicle driver to complete the Pre-trip Checklist before using the district-owned vehicle.
12. All drivers shall maintain possession of necessary emergency information for all student passengers.
13. District-owned vehicles are to be maintained with necessary fuel for use. Each district-owned vehicle will be assigned a district authorized fuel card. All receipts for fuel must be submitted at the end of each trip. Failure to submit receipts may result in the district authorized fuel card being revoked. In the event that it is necessary to purchase fuel while on an authorized field trip or activity, the receipt shall be submitted for reimbursement on the Request for Reimbursement form. It is the responsibility of the school site or department administrator to ensure that the district authorized fuel card is used in accordance with Administrative Regulations.
14. District owned vehicles shall be secured at district-owned facilities when not in use.
15. Alcoholic beverages and illegal drugs may not be transported or used in a district owned vehicle.
16. Drivers of all district-owned vehicles will obey all traffic laws at all times. Tailgating and speeding are prohibited.
17. District-owned vehicles will only be used for district purposes with the prior approval of site or department administrator.
18. Alcohol, tobacco and/or drug use is prohibited in district-owned vehicles and on district property.

Definitions of Responsibilities

1. Site or Department Administrator's Responsibilities
   a. Budgeting all costs of maintenance, fuel, and repairs
   b. Providing a list of drivers to Safety and Risk Services
   c. Schedule vehicle for service every 3,000 miles
   d. Ensure that vehicle log or pre-trip checklist is completed for each use
   e. Storage of the vehicle on district property
   f. Ensure that vehicles are used for school-related business only
   g. Ensure that vehicles are not vandalized or physically abused
   h. Ensure that vehicles are thoroughly cleaned, inside and outside
2. District Responsibility
   a. Assist in purchase of vehicles
   b. Check of DMV records and ability to prohibit drivers with poor driving records. The Assistant Superintendent of Personnel or designee will notify sites of change in driver's safe record and meet with drivers if removal from driving list is warranted
   c. Provide access to the district's fuel account and process reimbursement for other fuel purchases
   d. Provide vehicle storage
   e. Provide vehicle insurance
3. Driver Responsibility
   a. Be aware of operating procedures and emergency procedures and maintain student emergency information card
   b. Abide by all vehicle traffic laws
   c. Inspect vehicle prior to use and complete the Vehicle Pre-trip Checklist. Notify the site or department administrator and Transportation Services of any safety concern immediately
   d. Do not drive vehicle if vehicle is unsafe
   e. If mechanical problems occur or if smoke and odors are noticed, pull over immediately and inspect the vehicle. If service or assistance is needed, contact Transportation Services or the site or administrator to make arrangements for service and alternative transportation

Food Sales

(BP 3554)

The Governing Board believes that foods and beverages sold to students on school campuses during the school day should promote student health and reduce childhood obesity. Any food sales conducted outside the district's child nutrition program shall meet nutritional standards specified in law, Board policy, and administrative regulations and shall not reduce student participation in the district's Child Nutrition program. All foods and beverages sold or served during school hours shall meet nutritional standards and other guidelines set by the federal and state government and the district.

Child Nutrition Services and other campus groups will take every measure to ensure that student access to foods and beverages meets federal, state and local laws and guidelines. Nutrition Services and other campus groups will offer healthy food and beverage selections for all students.

The Board authorizes the Superintendent or designee to approve the sale of foods and beverages outside the district's Child Nutrition program during normal school hours, including sales by student or adult organizations, sales through vending machines, and/or sales at secondary school student stores for fundraising purposes.

Food sales are prohibited during school hours, and within one half hour before and after school hours, unless the organization is legally organized as a nonpartisan, charitable organization, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved in accordance with Board policy. (Education Code 51520)

When vending machines are sponsored by the district or an approved student or adult organization, the Superintendent or designee shall determine how and where vending machines may be placed at school sites, district offices, or other school facilities.

Other Food Sales
AR 3554
For any district school participating in the National School Lunch and/or Breakfast Program, food and beverage sales conducted outside the district's food service program on school campuses during the school day shall comply with applicable nutritional standards specified om 7 CFR 210.11 and 220.12 or with state nutrition standards in Education Code 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578, whichever rule is stricter.

These standards shall apply to all competitive foods and beverages sold from midnight before the school day to one-half hour after the end of the school day. The sale of foods and beverages must be approved by the Director of Food Services and must meet the conditions outlined in the AR 3554.

Child Nutrition Services Operations
The Child Nutrition Services program will aim to be financially self-supporting. The Child Nutrition Services program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.

The district, Child Nutrition Services and school sites will strive to increase participation in the federal child nutrition programs offered (e.g. school lunch, school breakfast, after-school snack).

Every effort will be taken to schedule lunch periods as near the middle of the school day as possible and time allotted coincides with student enrollment and participation in the school lunch program to sufficiently serve the student population.

Food is not used as a punishment or reward for student behaviors.

Food Safety/Food Security
All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.

Storage of food and supplies shall be done so as to prevent waste, spoilage, or pilferage, and the issuance of food and supplies shall be restricted to purposes of the school Child Nutrition programs and catering only.

For the safety of all students, commercially purchased and/or wrapped foods and beverages are the only foods allowed for class parties or fundraisers.

For the safety and security of the food and facility, access to the Child Nutrition operations (both at the Central food-processing site and at the school sites) are limited to Child Nutrition staff and authorized personnel.

Eating Environment
Cafeterias include enough serving areas so that students have adequate time for unhurried eating and enough seating area so they can enjoy their meal. All schools shall contain pleasant eating areas for students while fostering good manners and respect for fellow students and their environment.

Absence Reporting
Under penalty of perjury, employees sign the Monthly Absence Report summary each month, their signature certifying that the Monthly Absence Report Summary is an accurate reporting of their absences for the month. It is the responsibility of each employee to make sure any absence is documented correctly prior to signing the report.

Arranging for a Substitute
Employees can arrange for their substitute through the SmartFindExpress* system phone number (951-253-7136) or the website at www.leusd.k12.ca.us (go to Employee Resources, then Report and Absence). For phone or website reporting you will need your user ID (same as access ID) and your password (same as PIN). The phone number for the classified help desk is 951-253-7064; certificated help desk is 951-253-7069.

Address/Telephone/Name Change Process
Any employee who has a change of address, phone number, emergency contact change, or name change must complete an Employment Record Change Form and send to Personnel Support Services, Building A of the district offices. All name changes must be accompanied by a new signed social security card and brought in person for confidential purposes. For Anthem & Kaiser, the employee must complete a SISC Membership Change form and submit to Safety & Risk Services. www.leusd.k12.ca.us

Payroll Direct Deposit
Any employee wishing to have their paychecks directly deposited into a personal checking or savings account may submit a Payroll Direct Deposit Authorization Form (with a voided check) to LEUSD Payroll in Building B of the district offices.

Health Benefits

Health and welfare benefits are offered through Safety & Risk Services. Open enrollment takes place August 1-26. Any benefit changes an employee may make will take effect October 1 of each year. Call the 800 number on the back of your benefits card for specific information about your benefits or go to "Employee Health Insurance Benefits" under District Departments at www.leusd.k12.ca.us for current information regarding benefit plans or to log on to a health, dental, or vision plan website. The SISC change form is available to add/delete dependents, change of address and name change.

The district offers eight medical plans per association. These plans are administered by SISC (Self-Insured Schools of California) JPA (Joint Powers Authority). The plans include five PPO's through Anthem, two HMO's through Anthem and one HMO through Kaiser. In addition, there are two Delta Dental PPO plans, Anthem Dental and three vision plans. Every benefit eligible employee is covered by a $50,000 life insurance policy through MetLife.

The district has a "Temporary Employee Offer of Health Insurance" that complies with the Affordable Care Act. The plan is a health plan only and is available to variable hour, temporary or seasonal employees of LEUSD. This plan is a two-tier Anchor Bronze Plan and can be purchased at open enrollment or within two weeks of hire. Contact Safety & Risk Services at 951-253-7138 for more information.

Retirement Systems (PERS/STRS)

CalPers (www.calpers.ca.gov) provides complete information for the California Public Employees' Retirement System for classified employees including your member statement.
Certificated teachers considering retirement will find their information by going to www.calstrs.com.

Dress and Grooming

(BP4119.21, 4119.22, 4219,21, 4219.22, 4319.21, 4319.22)
The Governing Board 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.

Pay Dates and Paychecks

Check with site or department secretaries for cut-off days for substitute or extra duty time sheets in order to be paid for that time in the following pay period.

2025 - 2026 PERMANENT EXTRA DUTY PAYROLL SCHEDULE
TIMESHEETS MUST BE RECEIVED IN PAYROLL BY 4:30PM ON THE DUE DATE

MONTH	EXTRA DUTY PAY PERIOD	DUE TO PAYROLL	PAY DATE
JULY	06/01 - 06/30	07/01/25	no later than 07/31/25
AUGUST	07/01 - 07/31	08/05/25	08/29/25
SEPTEMBER	08/01 - 08/31	09/05/25	09/30/25
OCTOBER	09/01 - 09/30	10/06/25	10/31/25
NOVEMBER	10/01 - 10/31	11/05/25	11/26/25
DECEMBER	11/01 - 11/30	12/05/25	12/29/25
JANUARY	12/01 - 12/31	01/05/26	01/30/26
FEBRUARY	01/01 - 01/31	02/05/26	02/27/26
MARCH	02/01 - 02/28	03/05/26	03/31/26
APRIL	03/01 - 03/31	04/06/26	04/30/26
MAY	04/01 - 04/30	05/05/26	05/29/26
JUNE	05/01 - 05/31	06/05/26	06/30/26

NOTE: LATE TIMESHEETS WILL BE PAID ON THE EMPLOYEE'S NEXT PAY DATE.
PLEASE DO NOT HOLD ON TO TIMESHEETS – THE DISTRICT IS ASSESSED PENALTIES & INTEREST FOR LATE REPORTING.
Each timesheet must be signed by the employee and approved by a supervisor for payroll processing.

Disability Rights and the Interactive Process

(BP 4030, AR 4032)
If you have a medical condition which limits your abilities to perform one or more essential functions of your job, you may be entitled to certain civil rights under the California Fair Employment and Housing Act (FEHA), and the federal Americans with Disabilities Act (ADA). According to these statutes, you have the right to be free from discrimination on the basis of a disability. In order to protect your rights, we are required to engage in an informal good faith interactive process, which basically means that we need to communicate with each

other about your medical condition or disability, and if there are forms of reasonable accommodation which would enable you to perform the essential functions of your job.

If you'd like to learn more about, or participate in the Interactive Process, please don't hesitate to contact your supervisor, Safety & Risk Services, or Personnel Support Services.

To prepare for an interactive process meeting ask your doctor to provide the following information: 1) The nature of the disability/impairment. 2) Whether the disability/impairment limits (extent, duration, impact) a major life activity and if so, in what way. Specific limitations must be outlined as well as the prognosis of future limitation. 3) Verification of what proposed accommodation may be appropriate.

Family Medical Leave (FMLA) California Family Rights Act (CFRA)

(AR 4161.8, 4261.8, 4361.8)

The district shall not interfere with, restrain, or deny the exercise or attempted exercise by any eligible employee of his/her right to any family care and medical leave or pregnancy disability leave (PDL) provided through the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Fair Employment and Housing Act (FEHA), nor shall it discharge or discriminate or retaliate against any employee for his/her involvement in any inquiry or proceeding related to any leave under any of these laws or his/her opposition to or challenge of any unlawful district practice in relation to any rights granted by any of these laws. (Government Code 12945, 12945.2; 29 USC 2615)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child (son or daughter) means a biological, adopted, or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis as long as the child is under 18 years of age or an adult dependent child. (Government Code 12945.2; 29 USC 2611)

Eligible employee for FMLA and CFRA purposes means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the previous 12-month period. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 29 USC 2611; 29 CFR 825.110)

Employee disabled by pregnancy means a woman who, in the opinion of her health care provider, is unable because of pregnancy to perform any one or more of the essential functions of her job or to perform any of them without undue risk to herself, her pregnancy's successful completion, or other persons; or who is suffering from severe "morning sickness" or needs to take time off for any pregnancy-related condition including, but not limited to, prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, post-partum depression, childbirth, loss or end of pregnancy, or recovery from childbirth or loss or end of pregnancy. (2 CCR 7291.2)

Parent means a biological, foster, or adoptive parent; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. Parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR 7297.0; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves either of the following: (Government Code 12945.2; 29 USC 2611; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility.
2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
    a. A period of incapacity of more than three consecutive full days
    b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
    c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
    d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
    e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300. In addition, for purposes of CFRA, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5, 300; 2 CCR 7297.0; 29 CFR 825.122)

Eligibility

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Family Code 297.5; Government Code 12945.2; 29 USC 2612; 29 CFR 825.112)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child.
2. To care for the employee's child, parent, or spouse with a serious health condition.
3. The employee's own serious health condition that makes him/her unable to perform one or more essential functions of his/her position.
4. Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty).
5. To care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin, as defined, of the service member.

In addition, the district shall grant any pregnant female employee PDL during pregnancy, when she is disabled by pregnancy, childbirth, or any related medical condition. (Government Code 12945; 2 CCR 7291.4)

Terms of Leave
An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered service member as provided under "Military Caregiver Leave" below. (Government Code 12945.2; 29 USC 2612)

This 12-month period shall coincide with the fiscal year. (29 CFR 825.200)

In addition, for each pregnancy, a female employee shall be entitled to PDL for the period of the disability not to exceed four months. (Government Code 12945; 2 CCR 7291.9)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks for the reason of the birth of her child, if the child has been born by this date (e.g., baby bonding), whether or not she or the child has a serious health condition or disability. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945, 12945.2; 2 CCR 7291.13, 7297.6)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. The basic minimum duration of leave for the birth or placement of a child shall be two weeks. However, the district shall grant a request for leave of less than two weeks' duration on any two occasions. (2 CCR 7297.3; 29 USC 2612)

If both parents of a child work for the district, their family care and medical leave related to the birth or placement of the child shall be limited to a combined total of 12 weeks. This restriction shall apply whether the parents are married, not married, or registered domestic partners. (Government Code 12945.2; 2 CCR 7297.1; 29 USC 2612)

New Education Code Section 44977.5 extends Differential Pay for maternity and paternity leave for teacher and other certificated employees who are absent on account of maternity or paternity leave. Under the old law teachers and other certificated school employees who exhausted all available sick leave were entitled to an additional period of “differential pay” for up to five (5) months. Differential pay is defined as the difference in the amount of money that would have been paid to the absent certificated employee, had she been present, and the amount of money that is actually paid to the substitute who replaced the certificated employee. Under the new law, if a certificated employee’s absence is on account of maternity or paternity leave, there will be an additional twelve (12) week period of differential compensation available to that employee.

Use/Substitution of Paid Leave
An employee shall substitute his/her accrued vacation leave, other accrued time off, and any other paid or unpaid time off negotiated with the district for any FMLA or CFRA leave not involving his/her own serious health condition or pregnancy disability. For the employee's PDL or FMLA or CFRA leave due to his/her own serious health condition, the employee shall use accrued sick leave pursuant to the collective bargaining agreement and/or Board policy and may use accrued vacation leave and other paid or unpaid time off at his/her option. (Government Code 12945, 12945.2; 2 CCR 7291.11; 29 USC 2612)

Intermittent Leave/Reduced Work or Leave Schedule
PDL and family care and medical leave for the serious health condition of an employee or his/her child, parent, or spouse may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district may limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave, not to be greater than one hour. (2 CCR 7291.9, 7297.3; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position if the employee is pregnant and provides medical certification from her health care provider of the medical need for intermittent leave or leave on a reduced work or leave schedule or if the employee's need for the intermittent leave or leave on a reduced work or leave schedule is foreseeable based on his/her planned medical treatment or that of a family member. This alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 7291.8, 7297.3; 29 USC 2612)

Request for Leave
An employee shall provide at least verbal notice sufficient to make the district aware of the need to take PDL or family care and medical leave and the anticipated timing and duration of the leave. (2 CCR 7291.17, 7297.4)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement; however, he/she must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 7297.4)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. (2 CCR 7297.4)

When the need for the PDL or family care and medical leave is foreseeable, the employee shall provide the district with at least 30 days advance notice before the leave. The employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 7291.17, 7297.4)

When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. (2 CCR 7291.17, 7297.4)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for his/her own or his/her child's, parent's, or spouse's serious health condition, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 7297.4; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 7297.0; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for a child, parent, or spouse with a serious health condition, both of the following:
   a. Statement that the serious health condition warrants the participation of the employee to provide care during a period of the treatment or supervision of the child, parent, or spouse
   b. Estimated amount of time the health care provider believes the employee needs to care for the child, parent, or spouse
4. If the employee is requesting leave because of his/her own serious health condition, a statement that due to the serious health condition, he/she is unable to work at all or is unable to perform one or more essential functions of his/her job.
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave.

In addition, at the employee's option, the certification may include a diagnosis identifying the serious health condition. (2 CCR 7297.0)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA as long as there is no harm to the employee. (29 CFR 825.301)

If the Superintendent or designee doubts the validity of a certification that accompanies a request for leave for the employee's own serious health condition, he/she may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 29 USC 2613)

For PDL, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if he/she has reason to question the appropriateness of the leave or its duration. (2 CCR 7291.17)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 7291.17)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because she is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 7291.17)

The Superintendent or designee shall not request any genetic information, as defined in 42 USC 2000ff, from any employee or his/her family member except as necessary to comply with a certification requirement for PDL or FMLA/CFRA leave purposes or with the prior written authorization of the employee. Any such genetic information received by the district shall be kept confidential in accordance with law. (42 USC 2000ff-1, 2000ff-5)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 7291.17; 29 USC 2613)

Fitness for Duty Certification/Release to Return to Work
Upon expiration of an employee's PDL or family care and medical leave taken for his/her own serious health condition, the employee shall present certification from the health care provider that he/she is able to resume work.

The certification from the employee's health care provider shall address the employee's ability to perform the essential functions of his/her job.

Rights to Reinstatement
Upon granting an employee's request for PDL or family care and medical leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 7291.10; 29 USC 2614)

However, the district may refuse to reinstate an employee returning from family care and medical leave to the same or a comparable position if all of the following apply: (Government Code 12945.2; 29 USC 2614)

1. The employee is a salaried "key employee" who is among the highest paid 10 percent of district employees who are employed within 75 miles of the employee's worksite.
2. The refusal is necessary to prevent substantial and grievous economic injury to district operations.
3. The district informs the employee of its intent to refuse reinstatement at the time it determines that the refusal is necessary, and the employee fails to immediately return to service.

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 7291.10)

Maintenance of Benefits/Failure to Return from Leave
During the period when an employee is on PDL or family care and medical leave, he/she shall maintain his/her status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 29 USC 2614)

For up to a maximum of four months for PDL or 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before he/she took the leave. The employee shall reimburse the district for premiums paid during the leave if he/she fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond his/her control. (Government Code 12945.2; 2 CCR 7291.11; 29 USC 2614; 29 CFR 825.213)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not be required to make plan payments for an employee during the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 7291.11)

Military Family Leave Resulting from Qualifying Exigencies
An eligible employee may take up to 12 work weeks of unpaid leave during the 12-month period established by the district while a military member is on covered active duty or call to covered active duty status for one or more qualifying exigencies. (29 USC 2612; 29 CFR 825.126)

Military member means an employee's spouse, son, daughter, or parent on covered active duty or call to covered active duty status. (29 CFR 825.126)

Covered active duty means duty during the deployment of a member of the regular Armed Forces to a foreign country or duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or order to active duty in support of a contingency operation pursuant to law. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment (up to seven calendar days from the date of receipt of call or order of short notice deployment).
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status.
3. Arrange childcare or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings.
4. Make or update financial and legal arrangements to address a military member's absence.
5. Attend counseling provided by someone other than a health care provider.
6. Spend time (up to 15 days of leave per instance) with a military member who is on short-term, temporary, Rest and Recuperation leave during deployment.
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings.

8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty.
9. Address any other event that the employee and district agree is a qualifying exigency.

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting such leave for the first time shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of his/her accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave
The district shall grant up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date of leave taken, to an eligible employee to care for a covered service member with a serious illness or injury. In order to be eligible for such military caregiver leave, an employee must be the spouse, son, daughter, parent, or next of kin of the covered service member. This 26-week period is not in addition to, but rather is inclusive of, the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered service member may be: (29 CFR 825.127)
1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness.

2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

Son or daughter of a covered service member means the biological, adopted, or foster child, stepchild, legal ward, or a child of any age for whom the covered service member stood in loco parentis. (29 CFR 825.127)

Parent of a covered service member means the covered service member's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered service member (except "parents in law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered service member, or as designated in writing by the covered service member. (29 USC 2611, 2612)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)
1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
    a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered him/her unable to perform the duties of his/her office, grade, rank, or rating
    b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
    c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to his/her military service or that would do so but for treatment received by the veteran
    d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered service member with a serious injury or illness shall provide the Superintendent or

designee with certification from an authorized health care provider of the service member that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of his/her accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications
The Superintendent or designee shall provide the following notifications about state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the FEHA and FMLA/CFRA and employee rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 7291.16, 7297.9; 29 USC 2619)
   The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least a 30 day notice of the need for the leave, when the need for the leave is reasonably foreseeable. (2 CCR 7291.17, 7297.4)
2. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of his/her eligibility to take such leave. (2 CCR 7291.16; 29 CFR 825.300)
3. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as appropriate: (29 CFR 825.300)

   a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
   b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
   c. The employee's right to substitute paid leave, whether the district will require substitution of paid leave, conditions related to any substitution, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
   d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
   e. If applicable, the employee's status as a "key employee," potential consequence that restoration may be denied following the FMLA leave, and explanation of the conditions required for such denial
   f. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
   g. The employee's potential liability for health employee not return to service after the leave

   Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of his/her receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

4. Designation Notice: When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, he/she shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

If the district requires paid leave to be substituted for unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a fitness-for-duty certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

Records
The Superintendent or designee shall maintain records pertaining to an individual employee's use of family care and medical leave in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

Student Bullying Policy
(BP 5131.2, AR 5131.2)

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

FERPA and Confidentiality
(BP 5121, 5125, 5141.23, 5141.3, 5141.31, 5141.6)
Important information for you and your volunteers:
By virtue of your employment at the Lake Elsinore Unified School District, you may have access (in the course of your duties) to student information, the disclosure of which is prohibited by the Family Education Rights and Privacy Act of 1974 (FERPA). Along with the right to access comes the responsibility to maintain the privacy rights of students. There is a responsibility to maintain confidentiality.

Grades, Social Security numbers, financial information, class schedules, and medical information should never be released to anyone other than the student or parent/guardian while the student is less than 18 years of age. Disclosure by an employee or volunteer of this information to any unauthorized person could subject the District to administrative sanctions for violating federal law. Therefore, agree to maintain the confidentiality of student records.

Recognition of Religious Beliefs and Customs
(AR 6141.2)
Staff shall make every effort to schedule one-time events, such as examination, school-sponsored trips, special laboratories, picture-taking days and class parties, to minimize conflict with major religious holidays of all faiths.

Fees, Donations, and Fundraising
(BP 1321)All school districts and charter schools are required to review how fees are charged for everything from special field trips at the elementary level to cheerleader apparel at the high school level. According to one source, *California's law, outlined in a state Supreme Court ruling from 1984, states that mandatory fees for "extracurricular" activities violate the state constitutional guarantee to a free public education. Sports, the court found, are an essential part of education — even if they are extracurricular — because they encourage community involvement and instruct students in the democratic process.*

As a result, LEUSD and other Districts have changed the way we look at fees or “suggested donations” for curricular and extracurricular events. Check with your site Principal before planning future events to make sure plans meet all current legal requirements.

Energy and Water Conservation Guidelines
(AR 3511)
It is essential that energy conversation guidelines be observed and practiced in the operation of the cooling and heating equipment. These guidelines apply to all District employees at the District office, school sites and support facilities. All staff members are responsible for abiding by and implementing conservation guidelines as practicable during daily work hours. The District Energy Specialist will be responsible for developing and monitoring conservation guidelines. Department and site leaders will be responsible for implementing the guidelines during the workday at their respective sites. Teachers will be responsible for implementing conservation guidelines during the school day when classrooms are in use. The principal is responsible for the total energy consumption of their school facility. Where departments are located in separate facilities, the department leader or onsite supervisor

will be responsible for the total energy consumption of the separate facility. The principal and department leaders will be provided information reflecting the energy consumption at their facility on a monthly basis.

To maintain an environment that is conducive to the educational process and work environment, as practicable the classroom and office temperature shall be maintained between 68 and 74 Degrees.

Section III Employee Safety

AED: Automatic External Defibrillator

AED's are located at every school site. What is an Automated External Defibrillator? An automated external defibrillator (AED) is a lightweight, portable device that delivers an electric shock through the chest to the heart. The shock can stop an irregular rhythm and allow a normal rhythm to resume in a heart in sudden cardiac arrest. Sudden cardiac arrest is an abrupt loss of heart function. If I's not treated within minutes, it quickly leads to death.

Most sudden cardiac arrests result from ventricular fibrillation. This is a rapid and unsynchronized heart rhythm starting in the heart's lower pumping chambers (the ventricles). The heart must be "defibrillated" quickly, because a victim's chance of surviving drops by 7 to 10 percent for every minute a normal heartbeat isn't restored.

Workers Compensation

(BP 4157.1, 4257.1, 4357.1)
The District is self-insured under workers compensation. If you are injured at work, please do the following:

- Immediately report all work-related injuries to your actual supervisor, and go to your site secretary for a DWC (Dept. of Workers Comp) claim form and Employee Statement of Injury.
- The Site Secretary will report the "who, what, when, where, how" information by email or phone to Safety & Risk Services.
- Your supervisor will conduct an investigation as to the root cause(s) of the incident to help prevent future injuries.
- For any medical emergency, whether it is work related or not work related—call 911.

Should you need ongoing medical attention for a work-related injury you must receive care from doctors within the District's Medical Provider Network (MPN).

Workplace Violence and Employee Safety

NOTE: **Threats or assaults that require immediate attention by security or police should be reported first by calling 911.**

The Lake Elsinore Unified School District is committed to creating and maintaining an environment that is free from intimidation, threats, and violent acts. **Threats, intimidation, and acts of violence will not be ignored, condoned or tolerated. These behaviors are defined as follows:**

- Intimidation - An act toward another person, the purpose of which is to coerce and the result of which could reasonably cause the other person to fear for his or her safety or the safety of others.
- Threat of violence - A communicated intent to inflict physical or other harm on any person or on property
- Act of violence - Exercise of physical force against another person or against property. Any and all acts of intimidation, threats or acts of violence will be considered serious misconduct and will be the basis of disciplinary action, up to and including dismissal. These acts will be referred, when appropriate, to legal authorities.

To minimize the possibility for violence in the workplace, the District encourages the following action:

a. All employees must report any suspicions or discussions of violent behavior to their immediate supervisor or the appropriate school administrator, whether the violent behavior involves staff, students or community members.
b. Supervisors and administrators are to investigate thoroughly all reports of violent behavior, even if reports are just suspicions.
c. If the violent behavior involves employees, supervisors must work with Personnel Support Services to ensure that violent behavior is properly addressed and the employees exhibiting violent behavior receive appropriate assistance.
d. If the violent behavior involves students, school administrators must work with Child Welfare and Attendance to ensure that violent behavior is properly addressed and that appropriate authorities are notified and community assistance is made available.

A copy of the Workplace Violence Prevention Plan and link to report a Workplace Violence incident is located on the District's website on the Safety and Risk Services Dept. page.

Security Begins and Ends With People

People are our greatest security asset. They are what make our security and safety measures work. For example, an alarm is useless if no one responds to it, or if it is not turned on. A lock is ineffective if a door is propped open. As a District, we all play an important role in the sense of security at each site and for each individual. Employees can be effective in the security at each site in the following ways:

- Foster a broad sense of responsibility and security awareness among everyone
- Recognize that each of us has a personal stake in maintaining a safe environment
- Each of us can make a difference through observation, action, and reporting
- Foster a climate of mutual respect

(Taken from FEMA IS-360 Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship)

Cameras and Surveillance

(BP3515)The Lake Elsinore Unified School District has installed surveillance cameras at all school sites. Employees should be aware that their actions and activities will be recorded when they are in camera scanned areas. Employees are reminded that the District expects each employee's work performance and interpersonal contact with students and other staff members to be appropriate at all times.

See Something? Say Something!

If you see something that is not right, say something to the person doing it or to someone in authority. We use this phrase when telling students how to stop bullying; it is also a slogan that applies to resolving other societal "wrongs" such as vandalism, graffiti, theft, and workers' compensation fraud.

Volunteers in Classrooms or Offices

(BP 1240, AR 1240)
Volunteers in our schools are important to the culture and learning in the classroom. Those parents who are currently registered volunteers and wish to volunteer this year must fill out the "Intent to Renew as a Volunteer" form which **must include current teacher and Principal signatures**. Many may also need to get another TB test if it has been four years since their last TB test.

The one-page "Intent to Renew" form may also be used by District employees or substitutes who wish to become registered volunteers. Those volunteers with a B badge who do not renew as a volunteer may lose their fingerprint clearance status.

Both new volunteers and those who intend to renew their volunteer status may pick up the **appropriate forms from the school site secretary or on the District website www.leusd.k12.ca.us .**

- A red badge "A" volunteer requires a current TB test and a valid picture ID to check through the Megan's Law website. These volunteers may NEVER be alone with students. Therefore, a teacher MUST BE PRESENT at all times when a red badge volunteer is working with students.

- A purple badge "B" volunteer requires a current TB test and fingerprint clearance. These volunteers MAY work alone with students and/or chaperone students on field trips under the direct or indirect supervision of a teacher.

- Neither the red-A nor purple-B volunteer badge gives a volunteer permission to "hang out" with their student during meals or visit with other adults while on campus. Un-enrolled siblings/children of volunteers or employees are not permitted in the classroom during the school day (instructional time). A volunteer may be asked to leave the campus at the discretion of the site administrator.

A volunteer, walk-on coach, or any person who supervises or directs a student activity program sponsored by or affiliated with the district (such as ASB, PTA, or Booster Club) whether or not a stipend is offered or received must be cleared through Personnel Services and may be required to meet the requirements of AB 1025 and obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing (CTC).

Indoor Air Quality

(BP 3514, 5141.23, 6163.2)
The indoor air quality in a classroom or office depends largely on each of us. Because of increased rodent problems and asthma problems in students and/or staff, it is in everyone's best interest not to allow eating or drinking (other than water) in a classroom.

California Building Code (Sec. 1202.2) requires that classroom "ventilation be continuous during normally occupied hours." Proper ventilation in a room will prevent drowsiness and/or headaches due to high Co2 levels.

Train students to pick up after themselves and practice good housekeeping. It will make everyone's job easier. **If you notice any leaks or water damage, report them for repair immediately.**

Keep Pesticides Out of the Classroom

You can prevent a pest invasion by:

1. Keeping surfaces clean and dry
2. Using soapy water to clean up ant trails
3. Storing food in tight-fitting containers
4. Reducing clutter, like cardboard boxes and old files
5. Making sure trash cans are emptied at the end of each day.
6. Eating in places designated for eating and not in classrooms.

REMEMBER: Sanitation is the key to eliminating pests. Refer to LEUSD pesticide "*Notice for 2014-2015 School Year."*

Wastes Banned From the Trash

Regulations to protect public health and the environment have been changing. This is because we now know that some common items having traditionally been thrown in your household's or business' trash cannot be safely disposed in landfills. These common items are referred to as hazardous waste and some of them as "universal waste" (u-waste). As of **February 9, 2006**, all "u-waste" items are banned from the trash.

Fluorescent lamps and tubes, batteries (AAA, AA, C, D, button cell, 9-volt etc.), aerosol cans (unless completely empty), computer and television monitors, and a variety of other electronic devices may no longer be thrown in the trash. For more information on specific items **from your home** and where to take those for disposal go to: http://www.ciwmb.ca.gov/HHW/.

At **your site or department** there should be a box or bucket for old batteries used in the course of your work. As a bucket or box fills up, it can be turned in to the Maintenance and Operations Department for appropriate disposal. Site custodians will collect used fluorescent tubes for appropriate disposal through our Maintenance & Operations Department.

Any other electronic equipment that has been purchased by the District and is no longer working should be collected by your site and reported to the Purchasing Department for removal.

Avoiding Flu Viruses

Individuals have an important role in protecting themselves and their families from flu viruses. http://www.cdc.gov/flu/.

Stay informed. Health officials will provide additional information as it becomes available. Everyone should take these everyday steps to protect your health and lessen the spread of a flu virus:



- ✓ Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- ✓ Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- ✓ Avoid touching your eyes, nose or mouth. Germs spread this way.
- ✓ Try to avoid close contact with sick people.
- ✓ If you are sick with a flu-like illness, stay home for 7 days after your symptoms begin or until you have been symptom-free for 24 hours. This is to keep from infecting others and spreading the virus further.
- ✓ Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.

Hazards of Sports Activities with Students

Employees are **not** to take chances or endanger the lives of themselves or others in the performance of their duties. You are expected to never take chances or guess when safety is at stake! When in doubt, ask your supervisor to explain any task or risk.

Unfortunately, this means that there may be some fun sports and games that staff will have to avoid. "*Adults are charged with the duty to properly supervise students. They should not put themselves or students in jeopardy because they are acting as a participant where they may overpower and injure a student, or where their attention may be diverted and therefore are not providing proper supervision for the activity*"

Staff safety is also at stake when employees decide to jump rope, dance at a talent show, play a game of basketball with students, or join in a flag football match.

Clutter in the Workplace

An overcrowded, unorganized storeroom, classroom, or teacher workroom is an accident ready and waiting to happen. An improperly stored broom or mop may cause you to trip and injure yourself. Improperly stored chemicals can cause serious injuries as well as property damage. Items improperly stored overhead can fall and cause injuries. Papers, books, or magazines on the floor can pose a slip hazard.

- ✓ **Store tools safely.** Each tool should have its designated place in the storeroom. Tools should be stored after cleaning and inspecting them for safety hazards. Electrical cords should be neatly wrapped and secured on the tool. Keep extension cords neatly stored when not in use.
- ✓ **Store chemicals safely.** Store flammable materials in a properly-vented, flammable liquids cabinet away from sources of ignition. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels and Safety Data Sheets (SDS).
- ✓ **Weight can be a safety hazard.** Heavier items should be stored on the middle and lower shelves at a height between the shoulders and knees. Be careful not to overload shelves.
- ✓ **Electrical and water heater rooms are not storerooms.** Rooms with electric distribution panels and transformers are not usually designed as storerooms. However, if these rooms must be used to store tools, equipment and supplies, make sure there is a clear area at least 36 inches from electric panels, transformers and water heaters. Floors in electric rooms must be free of liquids. **Liquids must never be stored in electric and transformer rooms**. Do not store wet mops or other damp items in electric and transformer rooms. A water heater is a source of ignition, **so do not store flammable materials or gas powered tools in rooms with water heaters, electric panels or transformers.**
- ✓ **Keep it neat.** Keep at least one aisle of the storeroom open at all times. Protruding nails and torn or sharp corners can cause cuts and abrasions. Remove or pad them. Be alert to the careless acts of others.

- ✓ **Reduce the fire load** by removing furniture, excess books, pillows, or stuffed animals brought from home.

Tool Safety

Each power and hand tool has potential risks that must not be ignored. Regardless of the equipment type, care must be exercised to minimize the possibility of accident or injury. Do not take tools and the risks they pose for granted.

- ✓ **Read the user manuals.** All tools and equipment come with user manuals. Read the manual before using the tool, and keep the manual handy for reference.
- ✓ **Familiarize yourself with the tool or piece of equipment before use.** Have an experienced user provide instructions on using the tool properly. Practice on a small area before taking the tool on the job. Remember, read the manual. On classroom tools or equipment, students should be required to adequately pass a safety test before beginning class-work on that tool or equipment.
- ✓ **Prepare the tool and yourself for work.** Inspect your tools before you use them. Check electrical cords for frayed wiring and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Examine the tool or equipment for cracks and safety defects. Cutting and boring tools must have sharp, clean cutting surfaces. Check for loose or missing bolts, screws and knobs. *Wear all required personal protective gear!*
- ✓ **Avoid hazards when using tools.** Clear your work area of trip and slip hazards and anything that might get in the way while working or teaching. Designate the work area with safety cones or barrier tape when possible. Keep a tight grip on the tool, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect from the power supply.

Ladder Safety

Ladders are one of the most commonly used tools. Be mindful of their potential hazards. You can fall from ladders and drop objects, possibly injuring others.



- ✓ Use a ladder when it is needed. Your site has ladders on site to use—take the time to locate it and use it. Do not stand on boxes, chairs, desks or other items not designed as ladders.
- ✓ **Use the right type and size ladder for the job.** Use a straight ladder if you must lean the ladder against a support. Do not use an "A" frame ladder in this situation—it is not the correct equipment for the job. Metal ladders may not be used when working on or near electrical circuits or power lines. "A" frame ladders are safest when they are ten feet or less high—never use one over 20 feet high. Extension ladders can be used to reach up to 44 feet.
- ✓ **Inspect the ladder before you use it**. No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and any sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, mark the ladder "UNSAFE – DO NOT USE" and report it to your supervisor for disposal.
- ✓ **Set up your ladder safely**. If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that might be opened in to the ladder. Keep the area around the ladder base uncluttered and free of trip, slip and fall hazards. Avoid side-to-side tilting by resting the ladder base on a solid, level surface. When using a stepladder, make sure it is fully open and the spreader is locked. Position a straight ladder at a four-to-one ratio—this means the base of the ladder is one foot away from the wall or other vertical for every four feet of the ladder length to the support point. When using a ladder to climb onto a roof or platform, allow the ladder to extend at least three feet beyond the roof edge or other support. To avoid shifting, tie down straight ladders as close to the support point as possible. Never lean a ladder against an unstable surface. Never leave a ladder unattended.
- ✓ **Climb and descend ladders cautiously**. Face the ladder and hold on with both hands. If you need tools, carry them on a tool belt or raise and lower them with a hand line. Do not take a chance on slipping. Check ladder rungs and the bottom of your shoes for slippery substances.
- ✓ **Use common sense when working on ladders**. Never reach or lean too far to either side. Move the ladder if needed to maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top of a stepladder or the third rung from the top of a straight ladder. Only one person may be on a ladder at a time. Do not place tools on the rungs or at the top of a ladder.

Lifting Safely

Moving objects from one place to another is a task you commonly perform. Many times the only tool you use to do this job is your body. Therefore, it is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavy ones if you don't lift properly and if your body is not in shape for the job. Lifting is a thinking person's job.

- ✓ **Before you lift anything, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or heavy, ask someone to help you, or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- ✓ **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Tighten your stomach muscles and keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in and your stomach muscles tight.
- ✓ **Turn, don't twist.** Twisting is one of the most common causes of back injuries. Instead of twisting with the load, turn your whole body in the direction you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

- ✓ **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or hand truck, push the load. Pushing puts less strain on your back.
- ✓ **Don't store heavy objects higher than your shoulders.** If heavy objects are not stored higher than your shoulders, then you won't have to lift them higher than your shoulders. Lifting objects overhead, even light objects, puts a lot of undue stress on your back. It is one of the surest ways to injure your back.
- ✓ **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to learn, and the payoffs will be well worth the time and effort you put into it.

Emergency Preparedness - Incident Command Structure

(BP 3516, AR 3516.3)

As school personnel or volunteers working with children, it is our duty and responsibility to protect the children entrusted to the care of the Lake Elsinore Unified School District. All school personnel, without exception are obligated to prepare themselves for competent service in the emergency/ disaster preparedness program in the District and to render this service willingly in all of its ramifications—planning and evaluation, training, execution of plans, and recovery. During a disaster situation, all school district personnel will perform their responsibilities with a singleness of purpose—the protection of students, staff and district property for the length of time necessary to fulfill those responsibilities or until they are relieved.

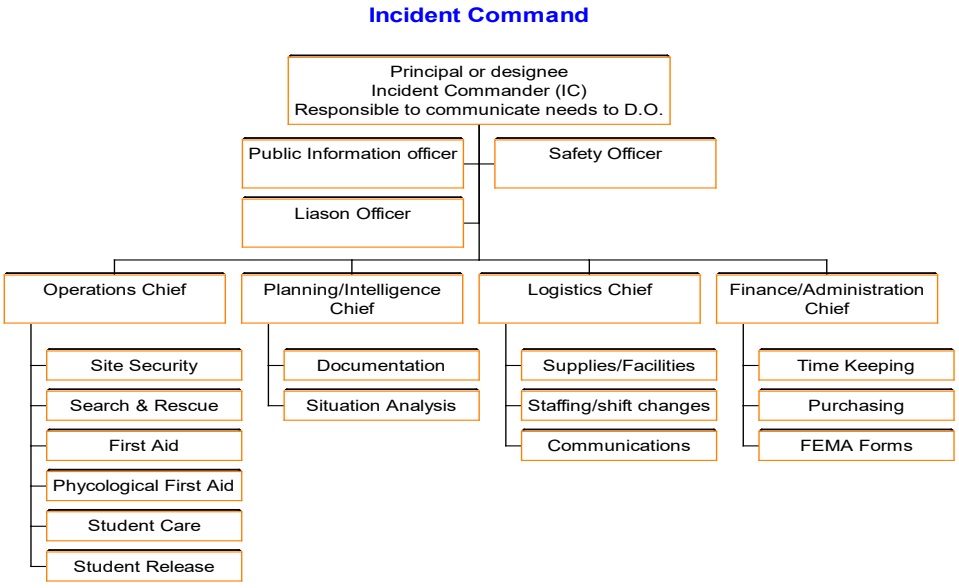


The National Incident Management System (NIMS) and incident command structure (ICS) will be followed in responding to emergency situations.

As California State Employees, school personnel are designated as Disaster Service Workers subject to service as may be assigned to them by their supervisors or by law. Should a disaster strike during school hours, all employees and volunteers are to remain at their assignment unless officially released by the Superintendent or the Superintendent's designee. Should a disaster take place in the middle of the night, employees must report to work at their regular work time if reasonably possible for assignment as a Disaster Service Worker, unless otherwise instructed by their supervisor (Government Code, Chapter 8, Section 3100).

School personnel and volunteers are strongly encouraged to have an emergency plan clarified with their families. Assign the task of picking up your children to your spouse, friend, or neighbor. Assure your children that they will be safe and cared for at school or home. Inform a neighbor that your responsibilities at school may make it impossible for you to get home. Ask someone to turn off your utilities if it becomes necessary to do so. Update your family emergency plan yearly.

Prepare Now for a Fire Emergency



1. Learn evacuation procedures and established escape routes.
2. Keep aisles and exit routes free of obstructions at all times. When you need to get out, you need to get out without delay.
3. Know where fire alarm pull stations and fire extinguishers are located throughout your workplace.
4. Do not block access to fire-fighting equipment and alarm systems. When you need it, you need it without delay.
5. Inspect fire extinguishers in your immediate work area at least once a month. Extinguishers which appear to be in doubtful condition should be reported immediately.

Personal Preparedness

- ✓ Do you have a 3 to 7-day water and emergency food supply at home? Rotate water and canned goods into everyday use, always keeping a healthy supply on hand.
- ✓ Do you have supplies for your pets to grab and take with you if evacuation is necessary?
- ✓ Other items to keep in your vehicle include a first aid kit, bottled water, extra cash, sturdy shoes, extra clothes and underwear, flashlights and blankets.
- ✓ Do you fill your gas tank when it is only half empty?

✓ It is so simple to place a few extra preparedness items in your car and home. Garbage bags and duct tape solve any number of little and not-so-little problems: they make clothes, diapers, rain gear, wind or privacy screens, waterproofing, and temporary plumbing if you can't flush. Consider the recommendations from www.ready.gov or www.earthquakecountry.com.

When to Use a Fire Extinguisher

IMMEDIATELY REPORT ALL FIRES! IN A FIRE EMERGENCY, EVERY SECOND COUNTS

Extinguish the fire yourself only when:

1. You are certain the fire is small and can be successfully fought with a portable extinguisher.
2. You have established a safe exit route from the area of the fire.
3. If the fire is blocking your exit to a safe area, use a fire extinguisher to clear your exit.

How to Use a Fire Extinguisher—PASS
P – **Pull** the safety pin
A – **Aim** the nozzle at the base of the fire
S – **Squeeze** the handle trigger
S – **Sweep** the nozzle from side to side toward the base of the fire

REMEMBER: If you are not certain of the situation, evacuate the area and alert other employees!

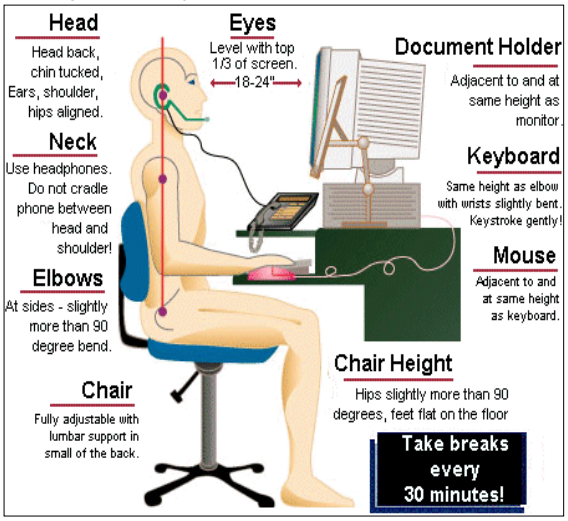
Computer Ergonomics

(BP 4157.2, 4257.2, 3457.2)

One of the biggest misconceptions workers have is that gel pads in front of a keyboard or mouse are designed for placing the wrist down while typing or while using the mouse. **This is an incorrect assumption.** To avoid a repetitive motion injury to your wrist, always remember to keep your wrists level, avoid turning the wrist from side to side, and keep "an inch of air" between the bottom of your wrist and any surface.

Adjusting the angle of your computer can also make a big difference when it comes to ergonomics or eye fatigue. Your eyes will be most happy if the center of your screen is roughly 15-20 degrees below eye level and your screen itself is about **20-28 inches away from your eyes.** For optimum effectiveness, be sure you have good posture. Keep your feet flat on the ground, back straight, shoulders back, and neck vertical and not jutting forward.

Other small adjustments you can make to help prevent discomfort and computer-related vision problems include:



- Adjusting the brightness and contrast on your screen
- Giving your eyes a 20-second break every 20 minutes while looking at something at least 20 feet away (what we call the 20-20 rule).
- Placing reference materials on a stand at an angle similar to that of your computer screen
- Making a point to blink often

Self-assess your work area using the illustration. Call Safety & Risk Services (253-7180) if you would like help with an ergonomic assessment of your work area.

Employee Safety Programs

The District has designed and implemented several employee safety programs for the purpose of providing a safe and healthful workplace. Employees have rights and responsibilities relative to these programs and receive detailed information about them during the District hiring process. Your supervisor will provide you with information about safety programs (other than the three listed below) that may apply specifically to your job or task. Following is an overview of employee safety programs that apply to all employees.

Injury and Illness Prevention Program (IIPP)

(C.C.R., Title 8, Section 3203)

This program includes:

1. A system for identifying and evaluating workplace hazards

2. Methods and procedures for correcting unsafe and unhealthful conditions and work practices
3. An employee communications system designed to encourage employees to report hazards at the workplace without fear of reprisal
4. A system for ensuring employee compliance with safe and healthful work practices to include disciplinary actions
5. A procedure to investigate workplace injuries and illnesses
6. An employee safety training program
7. Identification of a person responsible for implementing the program

Employees have the right to:
- Receive training specific to the tasks they are required to perform and the equipment/tools they are required to use
- *Report, anonymously if they choose, unsafe working conditions and unsafe work practices without fear of reprisal
- Have access to the District's written Injury and Illness Prevention Plan

*(*Refer to IIPP posted in your staff lounge or workroom for a Reporting Form for Unsafe Condition)*

Hazard Communication Standard

(C.C.R., Title 8, Section 5194)
http://www.osha.gov/dsg/hazcom/index.html
According to OSHA, the Hazard Communication Standard (HCS) is now aligned with the **Globally Harmonized System** of Classification and Labeling of Chemicals (**GHS**). Expect changes in the following areas:

- **Hazard classification**: Provides specific criteria for classification of health and physical hazards, as well as classification of mixtures.
- **Labels**: Chemical manufacturers and importers will be required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided.
- **Safety Data Sheets (SDS):** Will now have a specified 16-section format.
- **Information and training:** Employers are required to train workers by on the new labels elements and safety data sheets format to facilitate recognition and understanding.

EMPLOYEES HAVE THE RIGHT:
- To receive information about hazardous substances to which they may be exposed
- For their physician and collective bargaining agent to receive information about the hazardous substances to which the employee may be exposed
- Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substance Information and Training Act

EMPLOYEES ARE RESPONSIBLE FOR:
1. Reading and complying with the instructions on container labels and the MSDS/SDS
2. Only using substances as directed by container labels and MSDS/SDS
3. Only storing substances as directed by container labels and MSDS/SDS
4. Properly labeling all substance containers that are not labeled by the substance manufacturer
5. Not introducing to the workplace a substance that is not purchased and authorized for use by the District
6. Using personal protective gear provided

Heat Injury Prevention

Those employees who work outdoors in the heat must drink small quantities of water at the beginning of a shift and frequently throughout the remainder of the day.

- ❑ Approximately 1 cup every 15 minutes or 4 cups every hour.
- ❑ This equals up to 2+ gallons per day.
- ❑ Caffeine drinks such as soda, energy drinks and coffee are not recommended since these drinks are considered a diuretic and may cause the body to become dehydrated when working in the heat.
- ❑ Avoid drinking alcohol the day prior to working in heat.

Breaks & Shade
- ❑ Preventative recovery periods will be provided and should last at least 5 minutes.
- ❑ You should not wait until you feel sick to take a rest break.
- ❑ If you do not have access to air conditioned buildings, shade will be provided for your recovery periods and will block direct sunlight.
- ❑ Canopies, umbrellas, or other temporary structures or devices may be used to provide shade.
- ❑ Objects cannot cast a shadow in the area of blocked sunlight in order to be considered sufficient.
- ❑ Heat in the area of shade defeats the purpose of shade, which does not allow the body to cool.

Safe Classroom Set-up Standards

_____1. If the following standards are followed as a classroom is set up at the beginning of the year or bulletin boards are changed during the year, each learning environment will be safe from fire and other hazards, and you and your students will experience fewer injuries. Classroom hazards addressed here fall into four categories: fire hazards, earthquake hazards, trip hazards and indoor air quality hazards. These standards are designed to **proactively** address those hazards.
_____2. **No extension cords are used as permanent wiring. Zip cords (extension cords with 2-3 plug-in places at the end) are not allowed at all.**
_____3. **Storage should not be within *18-24 inches of ceiling.**
_____4. Fill filing cabinets **from bottom drawer up** so that cabinets are stable. *(Suggestion: put little used but heavy items in the bottom drawer.)*
_____5. Do not have any "piggybacked" surge protectors. The surge protectors must be adequate for the equipment plugged into them.
_____6. **There is no paper on doors or windows.** This is a safety and fire hazard blocking escape and blocking view for window.
_____7. Do not have more than 50% paper on walls. If there are designated bulletin boards on the walls, those can have paper on them. **Leave 18 inches (if ceiling sprinklers are in room) or 24 inches (for rooms with no sprinklers) clearance from ceiling and 18 inches clearance from floor of continuous paper (isolated laminated items may be in that space as long as the items fall at least 6" below ceiling line).*
_____8. Leave at least 6 inches of a "paper free zone" around all electrical plugs.
_____9. All fabric on windows, walls, or furniture has documentation that the fabric has been treated (soaked) with a fire retardant. This includes decorative pillows or bean bag chairs. An approved fire retardant has been used and is available to show to the fire inspector upon request. *(Hint: staple a copy of the label from the fire retardant solution on the corner of a sprayed fabric)*
_____10. No "three-dimensional" paper items are on walls and there are no freestanding three-dimensional paper creations as classroom decoration.
_____11. **The fire extinguisher and fire pulls are clear of any distracting paper or notices (approximately 36" diameter clearance). Access to fire extinguisher or fire pulls is not hampered by furniture**.
_____12. Any electrical panels in the back of the classroom are accessible and unblocked. The electrical panel is not covered or disguised in any way.
_____13. Anything hanging from the ceiling is hanging by non-combustibles such as a string of paper clips or metal pull string that is *18-24 inches long. Hanging items are kept to a minimum (no more than 5 or 6).
_____14. **Evaluate stored items and placement of files and mobile cabinets as to what type of hazard such items would pose should an earthquake cause it to fall from the shelf or project across the room and cause an injury. Rearrange file cabinets and stored items to avoid hazards above.**
_____15. **All wheel locks on storage cabinets or shelves are in the locked position when stationary.**
_____16. Arrange room in such a way that chairs, backpacks and electrical cords do not pose a trip hazard.
_____17. There are no candles in the classroom (or office) for decorating purposes or to burn for "aroma" purposes.
_____18. There are no electric heating elements in the classroom such as coffee cup heaters, or electric frying pans.

Pesticide Use Notifications

(BP 3514, AR 3514.2)
The Healthy Schools Act of 2000 requires all California school districts to notify parents, guardians and building occupants of pesticides that may be applied during the year. We may use one or more pesticides in your school or on your school grounds this coming fiscal year. As part of our Integrated Pest Management Plan, we will use as little pesticide as possible to minimize pest population at District sites. Notices will be posted at least 24 hours in advance of any pesticide used at a site, and all pesticide applications will be scheduled at times when students and staff are NOT present.
Pesticides include any chemical used to kill anything from ants to gophers to weeds. The pesticide used most in classrooms or kitchens to kill ants is "Tempo." This is a very mild, odorless pesticide used on an "as needed" basis only, except in our kitchens where it is sprayed monthly.

If you have a known allergy to ingredients commonly used in pesticides, you may want to request advance notification of pesticide use.

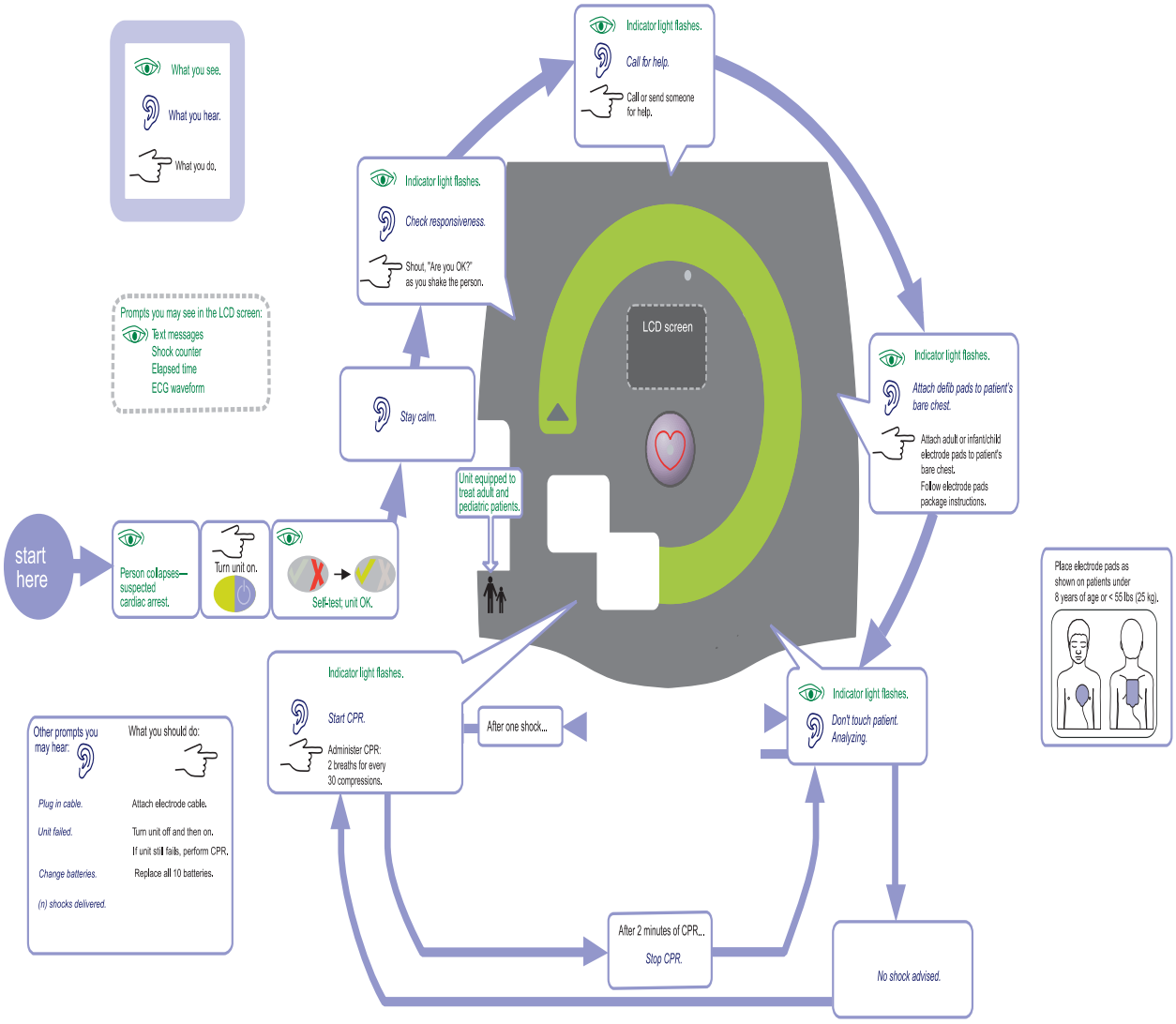
Effective July 1, 2016, a California law requires that anyone using any pesticide must be trained every year in integrated pest management and the safe use of pesticides around children. Bleach, sanitizing and deodorizing wipes are now considered a pesticide under this law. To register for training, log in at www.cdpr.ca.gov/schoolipm/training. You will receive an email within 48 hours with instructions on how to take the Basic Course. You must pass the test to obtain a certificate.

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Website at http://www.cdpr.ca.gov. If you have any questions, or if you would like detailed information about any pesticide listed below, please contact Maintenance & Operations Department, Josh Mativa: Director at (951) 253-7031.

Name	Active Ingredient
Advion Cochroach/Ant/Fire Ant Bait	Indoxacarb
Archer Insect Growth Regulator	Pyriproxyfen
Chloraphacinone Bait	Chloraphacinone

Deltadust Insecticide	Deltamethrin
Dimension Turf and Ornamental Herbicide	Dithiopyr
Distance Fire Ant Bait	Pyriproxyfen
Florel Brand Fruit Eliminator	Ethephon
Fumitoxin Tablets/Pellet/Cake/ Briquet	Aluminum Phosphide
Fusilade 2000 1E Herbicide	Fluazifop-Butyl
Garlon 4 Herbicide	Triclopyr, Butoxyethyl Ester
Goal 2XL	Oxysluorben
Misty Wasp Killer	Distillates (petroleum), hydrotreated light
Monterey Weed-Hoe	MSMA
Oust XP	Sulfometuron-methyl
Permethrin SFR	Permethrin
Prescription Treatment Brand P.I. Contact Insecticide Formula 1 (CB 80)	Pyrethrins, Piperonyl Butoxide
Primo Liquid	Trinexopac-Ethyl
Prosecutor/Lesco	Glyphosate, Isopropylamine Salt
P.C.Q. Rodenticide	Diphacinone CA-12455-50003 AA
Remuda	Glyphosate, N-(phosphonomethyl) glycine, in the form of its isopropylamine salt
Roundup Pro Herbicide	Glyphosate, Isopropylamine Salt
Surflan A.S.	Oryzalin
Suspend SC Insecticide	Delta Methrin
Talstar/P Insecticide/Termiticide	Bifenthrin
Tempo SC Ultra Insecticide	Beta-Cyfluthrin
Termidor/Taurus	Fipronil
Tri-Die	Pyrethins, pipernoyl butoxide, amorphous silica
Triazicide by Spectracide.	Lambid-Cyhalothrin
Trimec or Weed Whacker	Dimethylamine Salt
Wilco Ag. Bait	Strychnine
Zinc Phosphide	Zinc Phosphide

Instructions for Use of AED



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Chelmsford, MA 01824-4105
978-421-9655 • 800-348-9011
www.zoll.com

*Click here to access the AED Plus Training video. (Select desired product and language in the drop down box).

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Student Support Services

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Business

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Instructional Support Services

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