



# Annual Employee Handbook 2026-2027



**"Our Community, Our Children, Our Commitment, Our Future"**

# 2026-2027 ANNUAL NOTIFICATIONS

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# Ontario-Montclair

## School District

### BOARD OF TRUSTEES

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Kristen Brake  
Sarah S. Galvez  
Flora Martinez  
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**HUMAN RESOURCES DIVISION**

James Q. Hammond, Ed.D.  
*Superintendent*

Hector Macias, Ph.D.  
*Deputy Superintendent,  
Human Resources Division*

July 1, 2026

Veronica Bucheli  
*Executive Director  
Human Resources Division*

Dear OMSD Colleagues,

While the start of a new school year always brings essential administrative tasks, I want to begin by sharing my deepest gratitude for your dedication. You are truly the heart and soul of the Ontario-Montclair School District, and it is thanks to you that OMSD remains such a remarkable place to learn and grow.

Our students thrive because of your compassion and your unwavering belief in their potential. In our district, students know they are seen, valued, and supported—and that makes all the difference. Every day, you masterfully balance high academic expectations with genuine care, helping our students grow intellectually, socially, and emotionally. This is the true art of education, and you are its finest practitioners.

Because of your collective efforts, OMSD continues to stand out as a welcoming, award-winning community of learners. Together, we positively impact the lives of nearly 19,000 students and support over 2,700 colleagues. This level of influence does not happen by chance; it is the direct result of a unified team committed to student success and exceptional service.

As we step into the 2026–2027 school year, we anticipate both new challenges and exciting opportunities. Working together, we will continue to foster safe, inclusive, and inspiring environments where students feel empowered to reach their highest potential in both academics and citizenship.

Included with this letter is our annual notification booklet. This document contains important laws, regulations, and district policies designed to support you in making informed, ethical decisions in every aspect of your work. Please take the time to review it thoroughly and utilize it as a reference throughout the year.

For your convenience, a digital version is available online at: [2026-2027 Annual Employee Handbook](#)

If you have any questions or require further guidance regarding these policies, please do not hesitate to reach out to the Human Resources Office. We are always here to support you.

The future of our students is bright because of **YOU**. Thank you for your continued excellence and dedication.

With gratitude and pride,  
Dr. Hector Macias, Deputy Superintendent – Human Resources

2026-2027 District Calendar

| July 2026                 |    |    |    |    |    |    |
|---------------------------|----|----|----|----|----|----|
| Su                        | Mo | Tu | We | Th | Fr | Sa |
|                           |    |    | 1  | 2  | 3  | 4  |
| 5                         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12                        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19                        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26                        | 27 | 28 | 29 | 30 | 31 |    |
| Student Days 0 To Date: 0 |    |    |    |    |    |    |

| August 2026                 |    |    |    |    |    |    |
|-----------------------------|----|----|----|----|----|----|
| Su                          | Mo | Tu | We | Th | Fr | Sa |
|                             |    |    |    |    |    | 1  |
| 2                           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9                           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16                          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23                          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30                          | 31 |    |    |    |    |    |
| Student Days 19 To Date: 19 |    |    |    |    |    |    |

July 2026

July 3 Independence Day (observed)

August 2026

Jul 30- Aug 4 Teacher Preparation Days

Aug 5 First Day for Students

September 2026

Sept 7 Labor Day

Sep 28-30 Middle School Parent Conference

October 2026

Oct 1-2 Middle School Parent Conference

Oct 5 Non-School Day

November 2026

Nov 6 Elem. School Min. Day - Report Card

Nov 11 Veterans Day

Nov 16-20 Elementary School Parent Conference

Nov 23-27 Thanksgiving Break

December 2026

Dec 17 Middle School Min. Day - Report Card

Dec 18 - 31 Winter Break

January 2027

Jan 1 Winter Break

Jan 18 Martin Luther King Jr. Day

February 2027

Feb 8 Lincoln's Birthday

Feb 15 Presidents' Day

March 2027

Mar 1-5 Middle School Parent Conference

Mar 5 Elem. School Min Day - Report Card

Mar 22-26 Elementary School Parent Conference

Mar 29-31 Spring Break

April 2027

April 1 - 2 Spring Break

April 30 Middle School Min. Day - Report Card

May 2027

May 20 Last Day for Students

May 31 Memorial Day

June 2027

June 18 Juneteenth (observed)

| September 2026              |    |    |    |    |    |    |
|-----------------------------|----|----|----|----|----|----|
| Su                          | Mo | Tu | We | Th | Fr | Sa |
|                             |    | 1  | 2  | 3  | 4  | 5  |
| 6                           | 7  | 8  | 9  | 10 | 11 | 12 |
| 13                          | 14 | 15 | 16 | 17 | 18 | 19 |
| 20                          | 21 | 22 | 23 | 24 | 25 | 26 |
| 27                          | 28 | 29 | 30 |    |    |    |
| Student Days 21 To Date: 40 |    |    |    |    |    |    |

| October 2026                |    |    |    |    |    |    |
|-----------------------------|----|----|----|----|----|----|
| Su                          | Mo | Tu | We | Th | Fr | Sa |
|                             |    |    |    | 1  | 2  | 3  |
| 4                           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11                          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18                          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25                          | 26 | 27 | 28 | 29 | 30 | 31 |
| Student Days 21 To Date: 61 |    |    |    |    |    |    |

| November 2026               |    |    |    |    |    |    |
|-----------------------------|----|----|----|----|----|----|
| Su                          | Mo | Tu | We | Th | Fr | Sa |
| 1                           | 2  | 3  | 4  | 5  | 6  | 7  |
| 8                           | 9  | 10 | 11 | 12 | 13 | 14 |
| 15                          | 16 | 17 | 18 | 19 | 20 | 21 |
| 22                          | 23 | 24 | 25 | 26 | 27 | 28 |
| 29                          | 30 |    |    |    |    |    |
| Student Days 15 To Date: 76 |    |    |    |    |    |    |

| December 2026               |    |    |    |    |    |    |
|-----------------------------|----|----|----|----|----|----|
| Su                          | Mo | Tu | We | Th | Fr | Sa |
|                             |    | 1  | 2  | 3  | 4  | 5  |
| 6                           | 7  | 8  | 9  | 10 | 11 | 12 |
| 13                          | 14 | 15 | 16 | 17 | 18 | 19 |
| 20                          | 21 | 22 | 23 | 24 | 25 | 26 |
| 27                          | 28 | 29 | 30 | 31 |    |    |
| Student Days 13 To Date: 89 |    |    |    |    |    |    |

| January 2027                 |    |    |    |    |    |    |
|------------------------------|----|----|----|----|----|----|
| Su                           | Mo | Tu | We | Th | Fr | Sa |
|                              |    |    |    |    | 1  | 2  |
| 3                            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10                           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17                           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24                           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31                           |    |    |    |    |    |    |
| Student Days 19 To Date: 108 |    |    |    |    |    |    |

| February 2027                |    |    |    |    |    |    |
|------------------------------|----|----|----|----|----|----|
| Su                           | Mo | Tu | We | Th | Fr | Sa |
|                              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7                            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14                           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21                           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28                           |    |    |    |    |    |    |
| Student Days 18 To Date: 126 |    |    |    |    |    |    |

| March 2027                   |    |    |    |    |    |    |
|------------------------------|----|----|----|----|----|----|
| Su                           | Mo | Tu | We | Th | Fr | Sa |
|                              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7                            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14                           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21                           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28                           | 29 | 30 | 31 |    |    |    |
| Student Days 20 To Date: 146 |    |    |    |    |    |    |

| April 2027                   |    |    |    |    |    |    |
|------------------------------|----|----|----|----|----|----|
| Su                           | Mo | Tu | We | Th | Fr | Sa |
|                              |    |    |    | 1  | 2  | 3  |
| 4                            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11                           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18                           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25                           | 26 | 27 | 28 | 29 | 30 |    |
| Student Days 20 To Date: 166 |    |    |    |    |    |    |

| May 2027                     |    |    |    |    |    |    |
|------------------------------|----|----|----|----|----|----|
| Su                           | Mo | Tu | We | Th | Fr | Sa |
|                              |    |    |    |    |    | 1  |
| 2                            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9                            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16                           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23                           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30                           | 31 |    |    |    |    |    |
| Student Days 14 To Date: 180 |    |    |    |    |    |    |

| June 2027                   |    |    |    |    |    |    |
|-----------------------------|----|----|----|----|----|----|
| Su                          | Mo | Tu | We | Th | Fr | Sa |
|                             |    | 1  | 2  | 3  | 4  | 5  |
| 6                           | 7  | 8  | 9  | 10 | 11 | 12 |
| 13                          | 14 | 15 | 16 | 17 | 18 | 19 |
| 20                          | 21 | 22 | 23 | 24 | 25 | 26 |
| 27                          | 28 | 29 | 30 |    |    |    |
| Student Days 0 To Date: 180 |    |    |    |    |    |    |

|                    |                         |            |
|--------------------|-------------------------|------------|
| Elementary Schools | 1st Trimester : 61 days | 10/30/2026 |
|                    | 2nd Trimester: 65 days  | 2/26/2027  |
|                    | 3rd Trimester: 54 days  | 5/20/2027  |
| Middle Schools     | 1st Progress Report     | 9/18/2026  |
|                    | 2nd Progress Report     | 10/30/2026 |
|                    | 1st Semester: 89 days   | 12/17/2026 |
|                    | 1st Progress Report     | 2/19/2027  |
|                    | 2nd Progress Report     | 4/16/2027  |
|                    | 2nd Semester: 91 days   | 5/20/2027  |

|  |                                         |
|--|-----------------------------------------|
|  | First/Last Day for Students             |
|  | All Schools Closed/Non-School Days      |
|  | District Closed                         |
|  | Teacher Preparation Days                |
|  | Elem. School Minimum Day - Report Card  |
|  | Middle School Minimum Day - Report Card |



## IMPORTANT INFORMATION ABOUT YOUR AB528 CONTINUATION COVERAGE RIGHTS

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### **What is AB528 continuation coverage?**

State law requires California schools and community college districts to allow certificated employees who lose their eligibility to continue their health care coverage upon retirement to enroll in health and welfare benefit plans or dental care benefit plans currently provided for its current certificated employees. Any former certificated employee, who retired from a CSEBA covered school district under any public retirement system, and his or her spouse, or any surviving spouse of a former certificated employee, may continue his or her health care benefits for life by paying the full premiums.

This law does not apply to either the new spouse upon the remarriage of a surviving spouse of a former certificated employee, or, the children of a certificated or former certificated employee.

AB528 continuation coverage is the same coverage that the CSEBA covered school district's Health Plans give to other participants under the Plan. Each qualified participant who elects continuation coverage will have the same rights under the Plan as other participants covered under the Plan, including open enrollment and special enrollment rights. Please note that this law does not create a vested retirement right in health and dental care benefits, nor should it be construed as requiring or permitting the impairment of any contract, board rule, or regulation affecting retired certificated personnel. Further, it is not intended to reduce or conflict with any benefit provided in the federal Consolidated Omnibus Reconciliation Act of 1986 (COBRA), nor mandate the provision of life insurance or vision care.

### **Disability**

A member of the California State Teachers' Retirement System (Cal-STRS) or a school member of the California Public Employees' Retirement System (Cal-PERS) who is disabled as a result of an injury that is a direct consequence of a violent act perpetrated on his or her person while performing duties in the scope of employment, and upon qualifying for and while receiving an allowance for the disability, may continue in the

CSEBA covered school district's health care plan and dental care plan, by paying the entire premium and related administrative costs of CSEBA.

## **Medicare**

Enrollment in Medicare is not a prerequisite for enrollment if the CSEBA covered school district's AB528 medical plans. However, if the retiree or survivor is eligible for Medicare, it is recommended that he or she enrolls in Medicare Part A and Part B. Some medical premiums are discounted by insurance carriers for those subscribers who are enrolled in Medicare Part A and Part B. Please be aware that there is a cost for Medicare Part B and it is based on the individual's income.

### **How can you elect continuation coverage?**

CSEBA covered school districts must allow these retirees and their spouses to enroll in the coverage within 30 days of losing active employee coverage. If retired certificated employees and/or spouses do not enroll in the health or dental care plans during this initial enrollment period or drop coverage after their initial enrollment, the CSEBA covered school district is not obligated to offer them another opportunity to enroll. However, if retired certificated employees and/or their spouses lose other coverage and can provide documentation of that loss, they may be allowed to enroll in the health or dental plan if they do so within 31 days of losing their coverage.

A retired certificated employee or a surviving spouse of a former certificated employee may elect AB528 continuation coverage. Retired certificated employees may enroll their eligible spouses when completing the Election Form. Failure to elect AB528 continuation coverage within 30 days of retirement will result in the loss of the right to elect continuation coverage under the Plan.

### **How much does continuation coverage cost?**

The CSEBA covered school districts may require that retired employees pay the entire cost of premiums (including any premium increases) as well as CSEBA's administrative costs. It is also allowable for CSEBA to develop an experience claims rating for these enrollees and may require those persons to pay different rates as a class. AB528 continuation coverage will be terminated if any required premium is not paid on time, if a qualified participant becomes covered under another group health plan that does not impose any pre-existing condition exclusion for a pre-existing condition of the qualified participant, or if the employer ceases to provide any group health plan for its employees.



Generally, a retired certificated employee or surviving spouse of a retired certificated employee may be required to pay the entire cost of continuation coverage for himself or herself and his/her spouse, if applicable. Currently, the amount a participant is required to pay is up to 200 percent of the cost to the CSEBA covered school district's Group Health Plan.

### **When and how must payment for continuation coverage be made?**

If you elect continuation coverage, send the first monthly payment due for AB528 continuation coverage along with your Election Form to the district's plan administrator. If you do not make your first payment for continuation coverage at the time you apply for coverage, you will lose all continuation coverage rights under the Plan following your 30-day initial enrollment period.

Your payment must cover the entire cost of monthly premiums due, otherwise your payment will be returned and you will lose your right to continuation coverage once your 30-day initial enrollment period ends. You are responsible for making sure that the amount of our first payment is enough to cover this entire period. You may contact your district's plan administrator to confirm the correct amount of your first payment.

Your first payment for continuation coverage should be sent to: **Ontario-Montclair School District, Benefits Department.**

### **Periodic payments for AB528 continuation coverage**

After you make your first payment for AB528 continuation coverage, you will be required to pay for continuation coverage for each subsequent month of coverage. Under the Plan, these periodic payments for continuation coverage are due on or before the 5<sup>th</sup> day of each month. If you make a periodic payment before its due date, your coverage under the Plan will continue for that coverage period without any break. The Plan will not send periodic notices of payments due for these coverage periods.

Monthly payments for continuation coverage should be sent to: **Ontario-Montclair School District, Benefits Department.**



**Grace periods for periodic payments**

Although periodic payments are due on the dates shown above, you will be given a grace period of 30 days to make each periodic payment. Your continuation coverage will be provided for each coverage period as long as payment for that coverage period is made before the end of the grace period for that payment. If you fail to make a periodic payment before the end of the grace period for that payment, you will lose all rights to AB528 continuation coverage under the Plan.

**For more information**

This notice does not fully describe AB528 continuation coverage or other rights under the Plan. More information about AB528 continuation coverage and your rights can be found in the California Education Code, Section 7000-7008.

**Keep your plan informed of address changes**

In order to protect your rights, you should keep your district informed of any changes in your address. You should also keep a copy, for your records, of any notices you send to your district.



## ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

TO: All Employees  
FROM: Accounting Department  
SUBJECT: Accounting/Reimbursement Electronic Fund Transfer (EFT)

---

The Accounting Department now offers employee reimbursements through Electronic Funds Transfer (EFT).

EFT is a process by which funds are deposited directly into an employee's checking or savings account. EFTs are also commonly referred to as direct deposits.

**Please note that the EFT account information used for employee reimbursements is maintained separately from payroll EFT information. Financial institution details cannot be shared between departments; therefore, separate enrollment is required.**

To enroll in EFT for employee reimbursements, employees must complete an EFT Authorization Form, which is available on MyOMSD or by contacting the Accounting Department. The completed form must include two forms of verification of your account and routing numbers. Acceptable verification documents include a blank, voided check **plus** one of the following options.

- The financial institution section of the form completed and signed by a bank representative.
- A letter on your financial institution's letterhead that includes your name, account number, and routing number.

In the absence of a voided, blank check, the Accounting Department may contact the employee to verify financial institution information through alternative methods. These exceptions will be considered on a case-by-case basis and do not guarantee approval for EFT enrollment.

Original, wet, signatures are required, except for forms auto-generated through your financial institution's online system.

To update your financial institution information or cancel EFT enrollment, a new EFT Authorization Form must be submitted.

There is no "pre-note" period required for EFT activation. However, to ensure accuracy, the Accounting Department may contact you to verify your information before activating EFT payments. Once your information has been verified and processed, your next reimbursement will be deposited directly into your account.



# Ontario-Montclair School District

## BOARD OF TRUSTEES

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**BUSINESS SERVICES DIVISION**

James Q. Hammond, Ed.D.  
*Superintendent*

February 2, 2026

Phil Hillman, CPA  
*Chief Business Official*

Brooke Murray  
*Director, Facilities Planning &  
Operations*

## RE: AHERA Notification

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This Act required inspection and testing of building materials suspect for containing asbestos and those materials found to contain asbestos be reported in the District's AHERA Management Plan. These materials are to be reinspected every three (3) years by an outside company to ensure its condition has not changed and to update the plan to account for any materials abated. In addition to these inspections, the District also conducts semi-annual inspections of these materials. The District is committed to ensuring a safe environment exists for its students, staff, and visitors.

The AHERA Management Plan is available for their inspection between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday in the District's Facilities Planning and Operations department located at 950 West D Street, Ontario, CA, 91762.

If you have any questions, please contact me at 909-418-6366.

Thank you,  
Doug Jones  
Supervisor of Operations





# Ontario-Montclair School District

## BOARD OF TRUSTEES

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**BUSINESS SERVICES DIVISION**

James Q. Hammond, Ed.D.  
*Superintendent*

Phil Hillman, CPA  
*Chief Business Official*

February 2, 2026

Brooke Murray  
*Director, Facilities Planning & Operations*

## ONTARIO-MONTCLAIR SCHOOL DISTRICT ANNUAL NOTIFICATION OF PLANNED PESTICIDE USE

Dear Parents, Guardians and Staff Members,

In accordance with the Healthy Schools Act of 2000, the following is a listing of pesticides that may be used at the District's schools or support facilities during the 2026-27 school year.

| Name of Pesticide                      | Active Ingredient                                               |
|----------------------------------------|-----------------------------------------------------------------|
| Advion Fire Ant Bait                   | Indoxacarb 0.045%                                               |
| Alpine WSG                             | Dinotefuran 40%                                                 |
| Audible 90                             | Glycerin, Diethylene Glycol 90%                                 |
| BASF PT 565 Plus XLO                   | Pyrethrins .5%, Piperonyl Butoxide 1.0%                         |
| BASF PT Alpine Flea & Bed Bug          | Dinotefuran .25%, Pyriproxyfen .10%, Prallethrin .05%           |
| BASF PT Cy-Kick CS                     | Cyfluthrin 0.1%                                                 |
| Bayer Maxforce FC                      | Fiproni 1.0045%                                                 |
| Bayer Maxforce Quantum                 | Imidacloprid .03%                                               |
| Bayer Tempo Ultra WP                   | Cyfluthrin 10%                                                  |
| Burnout Weed and Grass*                | Citric Acid 24%, Clove Oil 8%                                   |
| Contrac ALL Weather Blox               | Bromadiolone .005%                                              |
| Cy-Kick CS                             | Cyfluthrin 6%                                                   |
| Dimension 2EW                          | Dithiopyr 24%, Cyclohexanone 13%                                |
| Ecomazapyr 2 SL                        | Isopropylamine 27.8%                                            |
| EcoVia CA*                             | Thyme Oil .88%, Rosemary Oil .53% Cinnamon Oil .26%             |
| Eco Via EC*                            | Thyme Oil 20%, Pencythyl Propionate 14%, Rosemary Oil 8%        |
| Eco Via G*                             | Thyme Oil 2.4%, Clove Oil 2.4%, Lemongrass Oil 2%               |
| Eco Via WH*                            | Sodium Lauryl Sulfate 4%, Clove Oil 1%, Peppermint Oil 1%       |
| Essentria Wasp and Hornet Spray*       | Peppermint Oil 1.5%, Sodium Lauryl Sulfate 0.15%                |
| Essentria G*                           | Eugenol 2.9%, Thyme Oil 0.6%, Wintergreen Oil 96.5%             |
| Essentria IC3*                         | Rosemary Oil 10%, Geraniol 5%, Peppermint Oil 2%                |
| FMC CB-80                              | Pyrethrins.50%, Piperonyl Butoxide 4%                           |
| FMC DOS Flea and Crawling Insect Spray | Pyrethrins .05%, Permethrin .20%                                |
| Gopher Scram*                          | Castor Oil 13%, Clove Oil 1.25%, Garlic Oil 13%, Linseed Oil 3% |

“Our Community, Our Children, Our Commitment, Our Future”

|                                     |                                                         |
|-------------------------------------|---------------------------------------------------------|
| In2Mix                              | Pyriproxfen 74.03%, Beauveria bassiana 10%              |
| Inzecto Mosquito Trap               | Permethrin .022%, Pyriproxifen .00031%                  |
| Lifeline Herbicide                  | Glufosinate-ammonium 24.5%                              |
| Oxadiazon 2G                        | Oxadiazon 2.0%, Titanium Dioxide .92%, Naphthalene .42% |
| Precor 2000 Plus                    | Methoprene .085%, Permethrin 0.35%, Phenothrin .3%      |
| Ranger Pro                          | Glyphosate 41%                                          |
| Specticide G                        | Indaziflam .0224%                                       |
| Skeeter Mosquito Control Larvicide* | Garlic Oil 20%, Soybean Oil 1%                          |
| Terro-PCO                           | Sodium Tertaborate Decahdrate 5.4%                      |
| Termidor SC                         | Fibronil 9.1%                                           |
| Termidor HE                         | Fibronil 8.73%                                          |
| Weed Zap*                           | Cinnamon Oil, Clove Oil                                 |

*\*These chemicals are exempt from notification regulations established by AB2260*

More information regarding these pesticides and pesticide use reduction is available on the Department of Pesticide Regulation's website at <http://www.cdpr.ca.gov>.

If you have any questions, please contact me at (909) 418-6366.

Thank you,  
Doug Jones  
Supervisor of Operations



# Ontario-Montclair School District

## BOARD OF TRUSTEES

Sonia Alvarado  
Kristen Brake  
Sarah S. Galvez  
Flora Martinez  
Elvia M. Rivas

950 West D Street, Ontario, California 91762 • (909) 418-6369 • FAX: (909) 459-2550  
**BUSINESS SERVICES DIVISION**

James Q. Hammond, Ed.D.  
*Superintendent*

Phil Hillman, CPA  
*Chief Business Official*

February 2, 2026

Dear Parents, Guardians and Staff Members,

Brooke Murray  
*Director, Facilities Planning & Operations*

Under the Healthy Schools Act of 2000 school districts using registered pesticides are to notify parents, guardians, and staff annually of pesticides expected to be applied during the school year. School districts that have adopted integrated pest management (IPM) practices that employs the use of least-toxic, non-regulated, products and practices, are exempt from notification and posting because of the reduced risk to the public.

Effective January 1, 2020, the District adopted integrated pest management (IPM) that employs the use of least-toxic, non-regulated, products and practices. Should the District's IPM products prove to be ineffective at addressing conditions posing a serious threat to the health and safety of students, staff, or the community, or to maintain the integrity of a structure, the use of regulated products would be considered. During such instances, whenever possible, the application of such products will occur during non-school hours, following the required notification process for such regulated products.

A warning notification will be posted at the application site of your child's school 24-hours in advance of the application of a regulated product. The warning notification will remain posted for 72-hours after the application. A copy of the warning notification will be on file in the school office. The pest management product list, indicating the names of the pesticides and their active ingredients that may be used by the District, is attached to this communication.

For more information regarding these pesticides and pesticide use reduction, visit the Department of Pesticide Regulation's website at <http://www.cdpr.ca.gov>. You can also find information on our District website <https://www.omsd.net/main-facilities-planning-operations/integrated-pest-management-ipm>

If you have any questions, please contact me at 909-418-6366.

Thank you,  
Doug Jones  
Supervisor of Operations

If you wish to receive 72-hour advance notification of a planned pesticide application, please complete the information below and submit it to your child's school by **August 31, 2026**.

Today's Date: \_\_\_\_\_ School Site: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

**How would you prefer to be notified, please check one.**

☐ Cell phone: \_\_\_\_\_ ☐ Email: \_\_\_\_\_

"Our Community, Our Children, Our Commitment, Our Future"





## ONTARIO-MONTCLAIR SCHOOL DISTRICT RISK MANAGEMENT

**TO:** All Employees  
**FROM:** Risk Management  
**DATE:** July 1, 2026  
**SUBJECT:** **Automated External Defibrillator (AED) Employee Notification**

---

Effective July 1, 2019, Ontario-Montclair School District has installed Automated External Defibrillators (AEDs) in each of the District's schools and administrative facilities. Assembly Bill 2009 requires that if a district or charter school elects to offer any interscholastic athletic programs, the district or charter school shall acquire at least one AED for each school and administrative facility within the school district or the charter school.

The AEDs have been strategically placed at each site and readily accessible to predetermined AED users to maximize rapid use. Each site/department will develop a CERT (cardiac emergency response team) that will be trained and CPR/AED certified. The AED will be available during school hours and after school during on-site school activities.

For additional questions, please contact us:

Brenda Rios – Health Services ext. 68406

Sara Garcia – Risk Management ext. 10543

Vanessa Eastland – Chief Financial Officer ext. 10446

Phil Hillman – Chief Business Official ext. 10450

## Overview:

The BESTNET Employee Self Service Site gives you direct access to your personal payroll data via the Web. You can review, print, or save your latest pay stub or annual W-2 tax form at your convenience from work or at home.

In addition, pay information will continue to reside in the self service site for the current calendar year plus two historical years. W-2 information will be available for five calendar years.



The Employee Self Service Site is a secure web site requiring authentication during the initial registration process as well as a login and password validation every time the site is accessed.



Future enhancements will include integrating benefit information and leave information into the Employee Self Service Site.



## Home

### Main Menu

- Home
- Earnings
- Benefits
- Taxes
- Preferences
- Change Password
- User Guide
- Logout

### News

- More News...

### Recent Earning Statements

- July 31, 2009
- June 30, 2009
- May 29, 2009
- April 30, 2009
- March 31, 2009

### Recent Tax Documents

- 2008 W-2

Each paystub is listed by the issue date and the W-2 information is listed by the "year". Click on one of the records to open either a paystub or W-2.

For assistance with your account or registration, contact your Payroll administrator.



601 North E Street  
San Bernardino, CA 92410-3093

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Business-Personnel Educational Software  
Technology and Network Consortium  
BESTNET

## Introducing the

# BEST NET Employee Self Service Site



<https://employeeselfservice.sbcsd.k12.ca.us>









## ONTARIO-MONTCLAIR SCHOOL DISTRICT

### RISK MANAGEMENT

**TO:** All Employees

**FROM:** Risk Management

**DATE:** July 1, 2026

**SUBJECT:** **Bloodborne Pathogens Exposure Control Plan**

---

Training regarding Bloodborne Pathogens is mandated for certain at-risk employee groups, but is available upon request to any employee. To request this training, please contact the Employee Testing Center at ext. 10475.

## CLASSIFIED AND CERTIFICATED TIMESHEET DEADLINES

It is ultimately the **Employees** responsibility to make sure that their timesheets are completed accurately and turned in by the 2nd of the following month (Contract) or the 17<sup>th</sup> (Substitutes) to the payroll dept. **Note: Timesheets are color coded for payroll processing; the wrong color timesheet for an employee will delay payment.**

### SUBSTITUTES

Pay period is from the 16<sup>th</sup> of the month through the 15<sup>th</sup> of the following month. **ALL** timesheets need to be signed and submitted to Payroll by the 17<sup>th</sup> of the month. If the 17<sup>th</sup> falls on the weekend, please submit timesheets to Payroll on the next business day.

**Blue** – for Certificated Non-Contract Employees (Substitute Teachers)

**Yellow** – for Classified Non-Contract Employees (Substitute clerical etc.)

Payday for all substitute employees is on the 9<sup>th</sup> of the month. If the 9<sup>th</sup> falls on the weekend or a holiday, payday will be the next working day.

### CONTRACT

**ALL** Certificated and Classified timesheets need to be submitted to Payroll by the 2nd of the month. If the 2nd falls on the weekend, please submit timesheets to Payroll on the next business day.

**Green** – for Certificated Contract Employees (Teachers/Management)

White – for Classified Contract Employees (Office Staff/Management)

**Certificated timesheets** (contract employees) pay period is from the 1<sup>st</sup> through the last day of each month. For hours worked during the previous month (e.g.) for pay period May 1<sup>st</sup> – May 31<sup>st</sup>, payday will be on July 1<sup>st</sup>, the first working day of the month.

**Classified** timesheets (contract employees) pay period is from the 1<sup>st</sup> through the last day of each month. For hours worked during the previous month (e.g.) for pay period May 1<sup>st</sup> – May 31<sup>st</sup>, payday will be on the last working day of June.

If any information is missing "they will be sent back" and it may cause a delay in payment.

#### CLASSIFIED / CERTIFICATED TIMESHEET (CONTRACT EEs) – WHITE or GREEN

**FORM NAME:** Classified / Certificated Timesheet (Contract EEs) – White or Green timesheet.

**WHEN TO USE:** Report on this timesheet all hours worked beyond the employee's normal work schedule such as; overtime or extra duty.

**PAY PERIOD:** From the 1<sup>st</sup> through the last day of each month.

**PAY DAY:** The last working day of the following month for hours worked during the previous month (Classified Contract). The first working day of the second month (Certificated Contract).

**NOTES:**

1. Please write legibly.
2. Fill out card completely. If any information is missing "they will be sent back".
3. Indicate the number of hours worked (rounded to the nearest quarter of an hour) in each appropriate box.
4. An authorized party listed on the "timesheet signature form" must sign timesheet. Stamped signatures are not acceptable.
5. It is ultimately the Employees responsibility to make sure that their timesheets are completed accurately and turned in by the 10<sup>th</sup> of the following month to the payroll dept.

#### CLASSIFIED / CERTIFICATED TIMESHEET (HOURLY EEs) – BLUE or YELLOW

**FORM NAME:** Classified / Certificated Timesheet (Hourly EEs) – Blue or Yellow timesheet.

**WHEN TO USE:** Report on this timesheet all hours or days worked.

**PAY PERIOD:** From the 16<sup>th</sup> through the 15<sup>th</sup> of the following month.

**PAY DAY:** The 9<sup>th</sup> of the month.

**NOTES :**

1. Please write legibly.
2. Fill out card completely. If any information is missing "they will be sent back".
3. Indicate the number of hours worked (rounded to the nearest quarter of an hour) or days in each appropriate box.
4. An authorized party listed on the "timesheet signature form" must sign timesheet. Stamped signatures are not acceptable.
5. It is ultimately the Employees responsibility to make sure that their timesheets are completed accurately and turned in by the 17<sup>th</sup> of the following month to the payroll dept.





## ONTARIO-MONTCLAIR SCHOOL DISTRICT

Benefits/Payroll Department  
950 West D Street • Ontario, CA 91762

TO: ALL EMPLOYEES

SUBJECT: CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

---

On April 7, 1986, a Federal Law was enacted (Public Law 990272, Title X) requiring that employers sponsoring group insurance plans offer employees and their families the opportunity for a temporary extension of coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you of your rights and obligations under the continuation coverage provision of the new law. Both you and your spouse should read this notice carefully.

If you are an employee of the District and are covered by a medical, dental and/or vision insurance plan, you have a right to choose continuation coverage if you lose your group health coverage because of either: 1) a reduction in your hours of employment, or 2) the termination of your employment for reasons other than gross misconduct on your part.

If you are the spouse of an employee covered by the district medical, dental and/or vision insurance plan, you have the right to choose continuation coverage for yourself if you lose group coverage for ANY of the following four (4) reasons:

- 1) The death of your spouse;
- 2) A termination of your spouse's employment for reasons other than gross misconduct or reduction in your spouse's hours of employment;
- 3) Divorce or legal separation from your spouse; or
- 4) Your spouse becomes entitled to Medicare.

In the case of a dependent child of an employee covered by an Ontario-Montclair School District medical, dental and/or vision insurance plan, he or she has the right to continuation coverage if group coverage is lost for any of the following five (5) reasons:

- 1) The death of a parent;
- 2) The termination of a parent's employment for reasons other than gross misconduct or reduction in a parent's hours of employment;
- 3) A parents' divorce or legal separation;
- 4) A parent becomes entitled to Medicare; or
- 5) The dependent ceases to be a "dependent child" under the generally applicable requirements of the plan.

Under the law, the employee or a family member has the responsibility to inform the District of a divorce, legal separation, or if a child loses dependent status under a District medical, dental and/or vision insurance plan. The District has the responsibility to notify the employee or spouse of eligibility due to the employee's death termination of employment or reduction in hours, or Medicare entitlement. Under the law, you have 60 days from the date you would lose coverage because of one of the events described above to inform the District that you want continuation coverage.

If you do not choose continuation coverage: your group health, dental and/or vision insurance will end.

An employee's election to continue coverage will be deemed to include continuation for the employee's spouse and dependent children who have previously been covered, and for any dependents acquired after the qualifying event. The newly acquired dependent(s) may be added under the same rules governing active employees until the end of the COBRA period. A newly acquired dependent is not a qualified beneficiary for any subsequent events.

If you choose continuation coverage, the District is required to give you coverage which, at the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for three (3) years unless you lost group coverage because of a termination of employment or reduction in hours. In case of termination or reduction in hours, the required continuation period is 18 months. Health care continuation coverage will be extended from 18 months to 29 months for individuals who are disabled (in accordance with Title II or XVI of the Social Security Act) at the time the individual is terminated or suffers a reduction in hours of employment. The Social Security definition of disability is a very restrictive one, generally requiring the individual to be unable to engage in any substantial gainful activity by reason of a medical determinable physical or mental impairment that has lasted or is expected to last 12 months or to result in death.

The law also provides that your continuation coverage may be cut short for any of the following five (5) reasons:

- 1) The District no longer provides group health coverage to any of its employees;
- 2) The premium for your continuation coverage is not paid;
- 3) You become an employee covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing conditions;
- 4) You become eligible for Medicare;
- 5) You were divorced from a covered employee, and subsequently remarry and are covered under your new spouse's group insurance plan which does not contain any exclusion or limitation with respect to any pre-existing condition.

You do not have to show that you are insurable to choose continuation coverage. However, under the law, you will have to pay the entire premium for your continuation coverage plus a two percent administration fee, or a fifty percent administration fee for the eleven (11) additional months of coverage provided to disabled beneficiaries. The law also says that at the end of the 18 months, 29 months, or three-year continuation coverage period, you must be allowed to enroll in an individual conversion health plan provided under the terms of the insurance company.

**IMPORTANT:** To comply with the provisions of this law, an employee must notify, in writing to the Benefits Technician in the Payroll/Benefits Department in the event of divorce, legal separation, or cessation of your child's dependent status. Your spouse and/or dependents will then be notified of their rights for continued coverage within 14 days.

This law applies to all employees who are eligible and enrolled in a medical, dental and/or vision insurance plan at the time of a qualifying event.

If you have questions about the Consolidated Omnibus Budget Reconciliation Act (COBRA), please call the Payroll/Benefits Department at (909) 418-6403 or (909) 418-6409.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

**Computer and Network  
Acceptable Use Policy (AUP)**

In order to receive access to the district network, the following form must first be completed and forwarded to the Human Resources Department. This form must be completed with original signatures.

| Network/Computer Equipment Access Request                                                                                                                                                                                                                                                                                          |        |       |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|------------|
| Date (print):                                                                                                                                                                                                                                                                                                                      | First: | Last: | Site/Dept: |
| My signature below indicates that I have read and understand the OMSD Acceptable Use of Technology Agreement for staff (Instructors PreK – 8 Policy or Non-instructional Staff Policy, as appropriate), located on <a href="http://www.omsd.k12.ca.us">www.omsd.k12.ca.us</a> , and that I agree to the conditions of this policy. |        |       |            |
| <b>Employee signature (required):</b>                                                                                                                                                                                                                                                                                              |        |       |            |
| <b>Check one:</b> <input type="checkbox"/> Instructor PreK – 8<br><input type="checkbox"/> Non-instructional staff                                                                                                                                                                                                                 |        |       |            |

My initials below and signature above indicates the following:

**Statement**

**Initials**

I have reviewed a copy of the OMSD Acceptable Use Policy (AUP).

\_\_\_\_\_

I have read, and understand all aspects of the AUP.

\_\_\_\_\_

I understand that all information stored on the district's computer, Networks, and/or systems is the sole property of OMSD.

\_\_\_\_\_

I have no expectations of privacy for my use of the OMSD's computers, networks, and/or systems.

\_\_\_\_\_

01-JUL-09





## Ontario-Montclair School District Information Services



### Computer and Network Acceptable Use Policy (AUP)

## For Non-Instructional Staff

Revised 6/24/2009



Ontario-Montclair School District

950 West D Street  
Ontario, CA 91762

Phone: 909-459-2500

## Acceptable Use of Technology Agreement

The Ontario-Montclair School District recognizes the value of computers and other electronic technology to improve student learning and enhance administration and operations. The district network and internet connections have been developed as tools to promote educational excellence, innovation, and communication for students and staff. As such, the district's business information, telephone, network, computer and software resources including data, records, programs, and files, peripherals, and supplies are district property provided to meet district needs. The district encourages the responsible use of computers, computer networks including the Internet and Intranet, and other electronic resources in support of the mission and goals of the district and its schools.

Due to its open nature, there is material available on the Internet that is inappropriate for district use. Every effort is made to scan, log, and monitor all electronic mail coming into or leaving the organization for viruses and for offensive content. It is the district's intent to protect students and staff from inappropriate content by:

- meeting or exceeding all state and federal content filtering guidelines;
- requiring staff supervision and monitoring of student internet use;
- directing each staff member and student to accept personal responsibility for using the resources appropriately.

The following expectations apply to everyone using District technology. No user is authorized to access the district network until the Acceptable Use of Technology Agreement is signed and filed in his or her Personnel file.

## For Non-Instructional Staff

The following is a partial list of systems and resources used in the Ontario-Montclair School District to support instruction and district management.

**DataDirector:** Student assessment records, benchmark testing, academic achievement.

**Destiny:** Library and textbook management system portal.

**Outlook:** Digital communication system providing employees with e-mail, calendars, attachments, and contacts.

**Financial 2000:** Web-based business management and human resources software used throughout San Bernardino County.

**Helpdesk:** Provides OMSD user support including login resets, software installations, troubleshooting computers, printers, and cell phones; support and training for Financial 2000, and for MyOMS and OMSD web portals.

**Read 180:** Intensive reading intervention program targeting special needs using technology, print, and professional development.

**Renaissance Learning:** Computerized supplement-

tary reading and math practice tailored to each student's current level.

**Special Education Information System (SEIS):** provides special educators and support staff with web-based access to develop and track IEP's.

**Study Island:** Web-based instruction, practice, assessment and reporting built for California's academic standards.

**Zangle:** Student information system records student demographics, schedules, attendance activity, class assignments, report cards and progress reports, health and immunizations, transcripts, standardized testing results.

### Acceptable Use

- All new instructional technologies must be submitted to and evaluated by the Instructional Technology Standards Committee before being used to support instruction.

### Unacceptable Use

- Teachers may not require, encourage, or allow students to establish or access individual accounts on third party sites not approved by the Instructional Technology Standards Committee.



# Acceptable Use of Technology Agreement for Non-Instructional Staff

## Security of Files and Records

### Acceptable Use

- Network accounts are to be used only by the authorized user of the account for authorized purposes.
- Any employee, upon learning that any unauthorized access or changes have or may have occurred on one or more of the District's Enterprise Data Systems, including Zangle student information system, Financial 2000, Exchange email, Active Directory, or any system used district- or school-wide, shall immediately notify his or her supervisor who shall notify the appropriate Assistant Superintendent and the Directory or Information Services to initiate a prompt investigation.

### Unacceptable Use

- Disclosure of personal or confidential information about another employee or student, including home address and phone number, without a legitimate educational purpose, without appropriate authorization, or as otherwise permitted by law, is strictly prohibited.
- The unauthorized transfer or download of district files, confidential student or employee information, images, or records onto laptops, desktops or other portable devices, or to outside locations, services, or systems, is prohibited.
- Users shall only access and use accounts assigned to them and shall not attempt to log-in to accounts or systems for which they do not have authorized access and legitimate reason.
- Users shall not allow others to use their accounts.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Malicious use of the district's systems or technology resources to develop or use programs that infringe a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

## Network Behavior

Staff, students, and guests are personally responsible for use of the district network. All school and district rules and standards of conduct apply while on the district network, connected to the internet through the district, or connecting to the district network through the internet.

### Acceptable Use

- Exhibit proper and respectful behavior on the network or while using district electronic equipment and while using the wireless capability features of any personal electronic device.
- Network administrators may review and/or remove files and communications to maintain system integrity and ensure that staff and students are using the system responsibly.
- Computer activity information, including but not limited to network usage and email communications, will be given to law enforcement as required.

### Unacceptable Use

- Use of the district's systems, network or technology resources for any unlawful purpose is prohibited.
- Any use of the district systems or technology resources for commercial purposes is prohibited.
- Any use of the district systems or technology resources for political lobbying is prohibited.
- Excessive use of the district systems or technology resources for personal business is prohibited.
- The unauthorized installation of any software, including shareware and freeware, for use on school district computers is prohibited. Users must receive prior authorization from Information Services before any such software may be installed.
- Users shall not use non-district computers or printers on the network without written authorization from Information Services.
- Users may not install, remove or modify district equipment. Contact Information Services for assistance with

## Email and Electronic Communication

As necessary, the district will make determinations on whether specific uses of the network or personal electronic devices are consistent with the acceptable use practice. Communications and information accessible via the network are subject to monitoring and/or review at any time and should not be assumed to be private.

### Acceptable Use

- For district employees provided with email, the email is considered a primary avenue of communication and should be checked by employees frequently.

### Unacceptable Use

- 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. Employees may not use non-district owned equipment to capture digital images and/or take photographs of any kind without the informed consent of their site/department manager.

**Privacy:** The District respects the individual privacy of its employees. However, this privacy does not extend to the use of District provided technical resources or supplies, including District provided internet or email accounts. Therefore, employees have no right of privacy as to any information transmitted or stored through the District's email system. To ensure proper use, the District may monitor its technological resources at any time without advance notice or consent.

necessary changes.

- Users shall not plug in wireless access points unless approved and authorized by Information Services.
- No use of the district's systems or technology resources shall serve to harass or disrupt the use of the network by others. Hardware and/or software shall not be added, modified, abused or destroyed in any way without written authorization from Information Services.
- Hate mail, chain letters, harassment, discriminatory remarks, cyberbullying and other antisocial behaviors are prohibited on the network. In accordance with BP 0410, Nondiscrimination in District Programs And Activities, the school district will not tolerate behavior by students, staff, or visitors which insults, degrades, or stereotypes any race, gender, disability, physical characteristics, ethnic group, sexual orientation, age, national origin, or religion.
- Use of the network or personal electronic devices to intentionally access or process pornographic or adult sites with explicit sexual content or other inappropriate or derogatory material, inappropriate texting or messaging, or files endangering network systems is prohibited.
- The district network may not be used for downloading entertainment software, music, videos or other files not related to the mission and objectives of the district. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the district.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except when duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law.

## Ontario-Montclair School District Information Services



### Computer and Network Acceptable Use Policy (AUP)

#### For Teachers

Revised 6/24/2009



Ontario-Montclair School District  
950 West D Street  
Ontario, CA 91762

Phone: 909-469-2001

## Acceptable Use of Technology Agreement

The Ontario-Montclair School District recognizes the value of computers and other electronic technology to improve student learning and enhance the administration and operation of its schools. The district network and internet connections have been developed as tools to promote educational excellence, innovation, and communication for students and staff. As such, the district's business information, telephone, network, computer and software resources including data, records, programs, and files, peripherals, and supplies are district property provided to meet district needs. The district encourages the responsible use of computers, computer networks including the Internet and Intranet, and other electronic resources in support of the mission and goals of the district and its schools.

Due to its open nature, there is material available on the Internet that is inappropriate for district use. Every effort is made to scan, log, and monitor all electronic mail coming into or leaving the organization for viruses and for offensive content. It is the district's intent to protect students and staff from inappropriate content by:

- meeting or exceeding all state and federal content filtering guidelines;
- requiring staff supervision and monitoring of student Internet use;
- directing each staff member and student to accept personal responsibility for using the resources appropriately.

The following expectations apply to everyone using District technology. No user is authorized to access the district network until the Acceptable Use of Technology Agreement is signed and filed in his or her Personnel file.

#### For Teachers

The following is a partial list of systems and resources used in the Ontario-Montclair School District to support instruction and district management.

**DataDirector:** Student assessment records, benchmark testing, academic achievement.

**Destiny:** Library and textbook management system portal.

**Outlook:** Digital communication system providing employees with e-mail, calendars, attachments, and contacts.

**Helpdesk:** Provides system support including login resets, software installations, troubleshoot computers, printers, SMART Boards, LCD projectors and cell phones, support and training for Zangle student information system, and for MyOMSD and OMSD web portals.

**Read 180:** Intensive reading intervention program targeting special needs using technology, print, and professional development.

**Renaissance Learning:** Computerized supplementary reading and math practice tailored to each student's current level.

**Special Education Information System (SEIS):** provides special educators and support staff with web-based access to develop and track IEPs.

**Study Island:** Web-based instruction, practice, assessment and reporting built for California's academic standards.

**Zangle:** Student information system records student demographics, schedules, attendance activity, class assignments, report cards and progress reports, health and immunizations, transcripts, standardized testing results.

#### Acceptable Use

- All new instructional technologies must be submitted to and evaluated by the Instructional Technology Standards Committee before being used to support instruction.

#### Unacceptable Use

- Teachers may not require, encourage, or allow students to establish or access individual accounts on third party sites not approved by the Instructional Technology Standards Committee.



# Acceptable Use of Technology Agreement for Teachers

## Security of Files and Records

### Acceptable Use

- Network accounts are to be used only by the authorized user of the account for authorized purposes.
- Any employee, upon learning that any unauthorized access or changes have or may have occurred on one or more of the District's Enterprise Data Systems, including Zangle student information system, Financial 2000, Exchange email, Active Directory, or any system used district- or school-wide, shall immediately notify his or her supervisor who shall notify the appropriate Assistant Superintendent and the Directory or Information Services to initiate a prompt investigation.

### Unacceptable Use

- Disclosure of personal or confidential information about another employee or student, including home address and phone number, without a legitimate educational purpose, without appropriate authorization, or as otherwise permitted by law, is strictly prohibited.
- The unauthorized transfer or download of district files, confidential student or employee information, images, or records onto laptops, desktops or other portable devices, or to outside locations, services, or systems, is prohibited.
- Users shall only access and use accounts assigned to them and shall not attempt to log-in to accounts or systems for which they do not have authorized access and legitimate reason.
- Users shall not allow others to use their accounts.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Malicious use of the district's systems or technology resources to develop or use programs infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

## Network Behavior

Staff, students, and guests are personally responsible for use of the district network. All school and district rules and standards of conduct apply while on the district network, connected to the Internet through the district, or connecting to the district network through the Internet.

### Acceptable Use

- Exhibit proper and respectful behavior on the network or while using district electronic equipment and while using the wireless capability features of any personal electronic device.
- Educate pupils on five topics: (1) the appropriate and ethical use of information technology in the classroom; (2) Internet safety; (3) avoiding plagiarism; (4) the significance of a copyright; and (5) the implications of illegal peer-to-peer network file sharing.
- Network administrators may review and/or remove files and communications to maintain system integrity and ensure that staff and students are using the system responsibly.
- Computer activity information, including but not limited to network usage and email communications, will be given to law enforcement as required.

### Unacceptable Use

- Use of the district's systems, network or technology resources for any unlawful purpose is prohibited.
- Any use of the district systems or technology resources for commercial purposes is prohibited.
- Any use of the district systems or technology resources for political lobbying is prohibited.
- Excessive use of the district systems or technology resources for personal business is prohibited.
- The unauthorized installation of any software, including shareware and freeware, for use on school district computers is prohibited. Users must receive prior authorization from Information Services before any such software may be installed.

## Email and Electronic Communication

As necessary, the district will make determinations on whether specific uses of the network or personal electronic devices are consistent with the acceptable use practice. Communications and information accessible via the network are subject to monitoring and/or review at any time and should not be assumed to be private.

### Acceptable Use

- For district employees provided with email, the email is considered a primary avenue of communication and should be checked by employees frequently.

### Unacceptable Use

- 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. Employees may not use non-district owned equipment to capture digital images and/or take photographs of any kind without the informed consent of their site/departments manager.

**Privacy:** The District respects the individual privacy of its employees. However, this privacy does not extend to the use of District provided technical resources or supplies, including District provided Internet or email accounts. Therefore, employees have no right of privacy as to any information transmitted or stored through the District's email system. To ensure proper use, the District may monitor its technological resources at any time without advance notice or consent.



As a California city, county, or state agency or public district employee, you may be called upon as a disaster service worker in the event of an emergency. The information contained in this pamphlet will help you understand your role and obligation.

# California Public Employee DISASTER SERVICE WORKERS

California Government Code  
Section 3100-3109

For more information, please contact:

Risk Management



WILLIAM M. HABERMehl  
County Superintendent of Schools

Did you know?

Distributed by the Orange County Department of Education

200 Kalnuss Drive Costa Mesa, California 92626





## Public Employee Disaster Service Worker Status

California Government Code

Section 3100-3109

*It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers...*

*All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation...*

**What does disaster service mean?**

Disaster service means all activities authorized by and carried out pursuant to the California Emergency Services Act\*.

**Who is included in the disaster service worker status?**

All public employees are included in the disaster service worker status which are all persons employed by any county, city, state agency or public district.

**What are the scope of duties of employee disaster service workers?**

Any public employees performing duties as a disaster service worker shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the affects of an emergency.

**How are public employees assigned disaster service activities?**

Public employees are assigned disaster service activities by their superiors or by law to assist the agency in carrying out its responsibilities during times of disaster.

**What is the oath or affirmation referred to in the government code?**

Before entering upon the duties of employment, all public employees take and subscribe to the oath or affirmation set forth in the California Constitution that declares them to be disaster service workers in time of need.

**When do public employees take the oath or affirmation?**

Most public employees sign the oath or affirmation during the hiring process and it is kept with the employer.

**Do public employees acting as disaster service workers get paid?**

Public employees acting as disaster service workers get paid only if they have taken and subscribed to the oath or affirmation.

**Can disaster service workers be sued for actions taken while performing duties?**

Public employee disaster service workers for non-profit organizations and government cannot be held liable for their actions during a disaster while acting within the scope of their responsibilities.

**What if public employees are injured while acting as disaster service workers?**

Claims sustained by public employees while performing disaster services shall be filed as worker compensation claims under the same authorities and guidelines as with all employees within their agency.





## DISTRICT EQUIPMENT USE AND RESPONSIBILITY AGREEMENT

The Board expects all employees to learn to use available technological resources that assist them in performing their job responsibilities. Employees are responsible for the appropriate use of technology and shall use the District's technological resources only for purposes related to their employment and learning. Such use is a privilege, which may be revoked at any time. [B.P. 4040]

District equipment may be used outside of District-owned facilities only when such use promotes the educational program of the District. Prior authorization must be obtained from the employee's Division Assistant Superintendent, and the equipment must be operated under the direct supervision of District personnel. The borrower is responsible for the safe return of the equipment. Any other use is prohibited and considered a gift of public funds. Violation of this policy may result in disciplinary action. [B.P. 3512]

No employee is authorized to access the District network until the **Acceptable Use of Electronic Information Resources Agreement** is signed. A signed copy of this agreement will be maintained by the Human Resources Department and updated annually. [A.R. 4040]

If District equipment is lost, stolen, or damaged while on District property, the site or department will be responsible for paying the first \$300.00 of the replacement cost per incident.

Simply put:

**Software:** OMSD laptops are provided with District-standard software (e.g., operating system, Microsoft Office Professional, site-licensed software) and access to OMSD networks for work-related projects only.

**Privacy:** System users should have no expectation of privacy in the contents of files and records maintained on District equipment.

**Lost/Stolen/Damaged Equipment:** Staff members are responsible for the care and handling of District equipment. Any damage, loss, theft, or vandalism must be reported to the immediate supervisor, administrator, or designee within twenty-four (24) hours.

**Network Security:** The District uses network management technology to protect equipment and systems from viruses and other security threats.

**Technical Assistance:** The District does not provide technical assistance or maintenance for applications or hardware not included in the standard OMSD image for laptops.

**Data Security:** The District does not allow access to student records through email or across the Internet. Sensitive information stored in student, fiscal, or employee systems—such as Social Security numbers or addresses—may **never** be stored on laptop computers.

**Equipment Use:** District equipment is for official use only and should not be used for personal purposes. For example, personal iTunes accounts may not be used on District-issued iPads. If a device becomes inoperable, it will be restored to the original District configuration, and **all personal data will be lost.**

**MACs, Laptops, and Desktops:** Employees are responsible for backing up data on these devices. The District is not liable for recovering lost or corrupted data.

I have read and agree to abide by the adopted **Acceptable Use Policy** and this summary. I understand that any violation of District policy may result in disciplinary action or loss of network access privileges.

☐ Employee    ☐ Consultant    ☐ Other: \_\_\_\_\_

Department/Site/School: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Administrator Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ I agree to return this equipment to my department on or before the indicated date, or upon separation from employment, or upon a change of site.

☐ I take responsibility for my actions and understand that I may be subject to disciplinary action or held financially responsible for the replacement of District equipment damaged due to repeated, intentional, abusive, or grossly negligent behavior.

The equipment provided for my use is a: \_\_\_\_\_

**Received:** ☐ iPad Power cable    ☐ adapter—power brick    ☐ Other: \_\_\_\_\_  
Case/Cover \_\_\_\_\_

**Received:** ☐ laptop AC adapter    ☐ Case    Other: \_\_\_\_\_

Model: \_\_\_\_\_ OMSD ID#: \_\_\_\_\_ Assigned Tech ID#: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Return Equipment Date: \_\_\_\_\_

To be completed upon return of equipment matching the above serial number:

☐ Returned    ☐ Not returned

Returned: ☐ iPad Power cable    ☐ adapter—power brick    ☐ Case/Cover

Returned: ☐ laptop AC adapter    ☐ Case

Site Administrator or Designee Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Equipment**

☐ Lost

☐ Damaged

☐ Stolen

RETURN THIS FORM TO YOUR PRINCIPAL, DEPARTMENT HEAD OF DESIGNEE



## ONTARIO-MONTCLAIR SCHOOL DISTRICT

### RISK MANAGEMENT

**TO:** All Employees

**FROM:** Risk Management

**DATE:** July 1, 2026

**SUBJECT:** Emergency Response Procedures

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For your information, Emergency Response Procedures are available for review at your work site/department. Emergency flipcharts are located in every classroom/office at your site. Emergency posters are located in your staff lounge. Should you have any questions please contact your Supervisor.





# ONTARIO-MONTCLAIR SCHOOL DISTRICT

## Classified and Classified Management Employees

### Employee Absence Reporting Guide

#### FRONTLINE ABSENCE MANAGEMENT (REQUIRED)

All employees are required to report all absences through Frontline Absence Management, regardless of whether a substitute is needed.

- Continue following site and department absence notification and approval procedures.
- Absences must be entered in real time and no later than one (1) hour after the absence start time.

**Report absences via Frontline Absence Management (web/mobile app) or call 1-800-942-3767.**

#### CLASSIFIED ABSENCE REPORTING

- Absences are reported in Frontline on an hourly basis.
- Employees working less than a full day must report the actual number of hours missed.
- Hours reported in Frontline must match the Employee Absence Report form.

#### PAYROLL DOCUMENTATION

**Classified Weekly Absence Reports** are due to **Yesenia Garcia and Maria Madrigal** in **Payroll** each Tuesday following the end of the reporting week with original administrator signatures. Frontline-generated absence weekly report serves as the district's official absence report.

The half-sheet **Employee Absence Report Form** (white copy) must still be completed and submitted with:

- Employee legal name
- Last four digits of employee SSN
- Employee signature
- Administrator signature

If the employee is unavailable for signature, indicate: *"Employee unavailable for signature."* **Do not leave the line blank, and make every effort to obtain the signature before writing that the employee is unavailable.**

#### MEDICAL LEAVE/FMLA

- Notify Payroll on the third consecutive day of absence; Payroll will provide FMLA information.
- Employees absent seven (7) or more consecutive days must contact Payroll and provide physician documentation.
- A physician's return-to-work release is required before returning from medical leave. Any work restrictions must be reviewed by Payroll prior to returning to work.

## CONTACTS

| Frontline Support<br>Human Resources                                                                        | Payroll Department<br>Payroll Fax: (909) 459-2536                                                                      |                                                                                                                |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Destiny Sanchez<br>(909) 418-6399<br><a href="mailto:Destiny.Sanchez@omsd.net">Destiny.Sanchez@omsd.net</a> | Maria Madrigal (A-L)<br>(909) 418-6461<br><a href="mailto:Marianela.Madrigal@omsd.net">Marianela.Madrigal@omsd.net</a> | Yesenia Garcia (M-Z)<br>(909) 418-6486<br><a href="mailto:Yesenia.Garcia@omsd.net">Yesenia.Garcia@omsd.net</a> |

**\*\*Classified Employees are processed by the Payroll Department\*\***



# ONTARIO-MONTCLAIR SCHOOL DISTRICT

## Certificated and Certificated Management Employees

### Employee Absence Reporting Guide

#### FRONTLINE ABSENCE MANAGEMENT (REQUIRED)

All employees are required to report all absences through Frontline Absence Management, regardless of whether a substitute is needed.

- Continue following site and department absence notification and approval procedures.
- Absences must be entered in real time and no later than one (1) hour after the absence start time.

**Report absences via Frontline Absence Management (web/mobile app) or call 1-800-942-3767.**

#### CERTIFICATED ABSENCE REPORTING

- Half-Day: 3.5 hours or less.
- Full-Day: More than 3.5 hours.
- Frontline entries must match the Employee Absence Report form.

#### HUMAN RESOURCES DOCUMENTATION

**Certificated Weekly Absence Reports** are due to **Brenda Aguirre and Ivette Arroyo** in **Human Resources** each Tuesday following the end of the reporting week with original administrator signatures. Frontline-generated absence weekly report serves as the district's official absence report.

The half-sheet **Employee Absence Report Form** (white copy) must still be completed and submitted with:

- Employee legal name
- Last four digits of employee SSN
- Employee signature
- Administrator signature

If the employee is unavailable for signature, indicate: *"Employee unavailable for signature."* **Do not leave the line blank, and make every effort to obtain the signature before writing that the employee is unavailable.**

#### MEDICAL LEAVE/FMLA

- Notify Human Resources on the third consecutive day of absence; Human Resources will provide FMLA information.
- Employees absent seven (7) or more consecutive days must contact Human Resources and provide physician documentation.
- A physician's return-to-work release is required before returning from medical leave. Any work restrictions must be reviewed by Human Resources prior to returning to work.

### CONTACTS

| Frontline Support<br>Human Resources                                                                           | Human Resources Department<br>Absence Reports                                                                  |                                                                                                             |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Juana Arensdorff<br>(909) 418-6399<br><a href="mailto:Juana.Arensdorff@omsd.net">Juana.Arensdorff@omsd.net</a> | Brenda Aguirre (A-L)<br>(909) 418-6311<br><a href="mailto:Brenda.Aguirre@omsd.net">Brenda.Aguirre@omsd.net</a> | Ivette Arroyo (M-Z)<br>(909) 418-6461<br><a href="mailto:Ivette.Arroyo@omsd.net">Ivette.Arroyo@omsd.net</a> |

**\*\*Certificated Employees are processed by the Human Resources Department\*\***





## ONTARIO-MONTCLAIR SCHOOL DISTRICT

Benefits/Payroll Department  
950 West D Street • Ontario, CA 91762

TO: All Employees  
FROM: Payroll Department  
SUBJECT: Electronic Fund Transfer (EFT)

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Electronic Fund Transfer (EFT) is a process by which automatic pay deposits are made to an employee's checking account or savings account.

To enroll, employees must complete an EFT authorization form. A voided check must be attached to the EFT authorization form in order to verify your account number and your bank's routing number. Please note that your warrant can only be designated to one account, either checking or savings.

It takes two (2) payroll cycles before the EFT becomes effective. The first cycle after the authorization is completed is the test month. This is called "Pre-note". During this time, all information is tested for accuracy. If the information submitted is correct, the EFT will be in effect the following month.

Employees who change banks will go through the "Pre-note" procedure again before the EFT becomes effective.

Employees may cancel their EFT at any time by completing a "Cancellation Form". This must be done by the 15<sup>th</sup> of the month, in order for it to be effective your next pay cycle.



## **PAYROLL DEPARTMENT ELECTRONIC FUND TRANSFER (EFT) IS IT FOR ME?**

### **ADVANTAGES**

- No hassle over rushing to deposit your paycheck, it will be in your account on payday.
- No waiting in long lines.
- No worries over someone intercepting your mail.
- No worry over losing or washing your warrant.
- No worries if you are out of town and need your check deposited to your account, even if school is not in session.

### **DISADVANTAGES**

- You must have a checking or savings account which belongs to an approved clearing house.
- You won't get to hold your paycheck in your hand.

**If you are interested in signing up, please contact the Payroll Office at  
(909) 459-2500, ext. 10455.**



**Ontario-Montclair School District****2026 HIPAA NOTICE OF PRIVACY PRACTICES**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

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**Health Information Privacy**

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This Notice is required by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and is intended to describe how **Ontario-Montclair School District** health plan, the Group Benefits Plans of **Ontario-Montclair School District** ("Health Plan") will protect your health information with respect to its self-insured health benefits. References below to Health Plan shall mean the medical, dental, health care flexible spending account and employee assistance program benefits provided by the Health Plan. The fully insured options will provide you with a separate notice explaining how it will treat your Protected Health Information under HIPAA.

"Health information" for this purpose means information that identifies you and either relates to your physical or mental health condition, or relates to the payment of your health care expenses. This individually identifiable health information is known as "protected health information" ("PHI"). Your PHI will not be used or disclosed without a written authorization from you, except as described in this Notice or as otherwise permitted by federal or state health information privacy laws.

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**Health Plan Privacy Obligations**

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The Health Plan is required by law to:

- Make sure that health information that identifies you is kept private;
- Give you this Notice of its legal duties and privacy practices with respect to health information about you; and
- Follow the terms of the Notice that are in effect.

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**How the Health Plan May Use and Disclose Health Information About You**

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The Health Plan may use health information or disclose it to others for a number of different reasons. The following are the different ways that the Health Plan may use and disclose your PHI without your authorization:

- **For Treatment.** The Health Plan may disclose your PHI to a health care provider who provides, coordinates or manages health care treatment on your behalf. For example, if you are unable to provide your medical history as a result of an accident, the Health Plan may advise an emergency room physician about the different medications that you may have been prescribed.



- **For Payment.** The Health Plan may use and disclose your PHI so claims for health care treatment, services, and supplies that you receive from health care providers may be paid according to the Health Plan's terms. The Health Plan may also use your PHI for billing, reviews of health care services received, and subrogation. For example, the Health Plan may tell a doctor or hospital whether you are eligible for coverage or what percentage of the bill will be paid by the Health Plan.
- **For Health Care Operations.** The Health Plan may use and disclose your PHI to enable it to operate more efficiently or to make certain that all of its participants receive the appropriate health benefits. For example, the Health Plan may use your PHI for case management, to refer individuals to disease management programs, for underwriting, premium rating, activities relating to the creation, renewal or replacement of a contract of health insurance or health benefits, to arrange for medical reviews, or to perform population-based studies designed to reduce health care costs. In addition, the Health Plan may use or disclose your PHI to conduct compliance reviews, audits, legal reviews, actuarial studies, and/or for fraud and abuse detection. The Health Plan may also combine health information about participants and disclose it to **Ontario-Montclair School District** in a non-identifiable, summary fashion so that CSM can decide, for example, what types of coverage the Health Plan should provide. The Health Plan may also remove information that identifies you from health information that is disclosed to CSM so that the health information that is used by HealthCare Partners does not identify the specific Health Plan participants.
- **To The Plan Sponsor.** The Health Plan is sponsored by **Ontario-Montclair School District**. The Health Plan may disclose your PHI to designated personnel at **Ontario-Montclair School District** so that they can carry out related administrative functions, including the uses and disclosures described in this Notice. Such disclosures will be made only to the individuals authorized to receive such information under the Health Plan. These individuals will protect the privacy of your health information and ensure that it is used only as described in this Notice or as permitted by law. Unless authorized by you in writing, your health information: (1) may not be disclosed by the Health Plan to any other employee or department of **Ontario-Montclair School District** and (2) will not be used by HealthCare Partners for any employment-related actions or decisions, or in connection with any other employee benefit plans sponsored by **Ontario-Montclair School District**.
- **To a Business Associate.** Certain services are provided to the Health Plan by third-party administrators known as "business associates." For example, the Health Plan may place information about your health care treatment into an electronic claims processing system maintained by a business associate so that your claim may be paid. In so doing, the Health Plan will disclose your PHI to its business associates so that the business associates can perform their claims payment functions. However, the Health Plan will require its business associates, through written agreements, to appropriately safeguard your health information.
- **For Treatment Alternatives.** The Health Plan may use and disclose your PHI to tell you about possible treatment options or health care alternatives that may be of interest to you.
- **For Health-Related Benefits and Services.** The Health Plan may use and disclose your PHI to tell you about health-related benefits or services that may be of interest to you.
- **To Individuals Involved in Your Care or Payment of Your Care.** The Health Plan may disclose PHI to a close friend or family member involved in or who helps pay for your health care. The Health





- Plan may also advise a family member or close friend about your condition, your location (for example, that you are in the hospital), or death, unless other laws would prohibit such disclosures.
- **As Required by Law.** The Health Plan will disclose your PHI when required to do so by federal, state, or local law, including those laws that require the reporting of certain types of wounds, illnesses or physical injuries.

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### ***Special Use and Disclosure Situations***

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The Health Plan may also use or disclose your PHI without your authorization under the following circumstances:

- **Lawsuits and Disputes.** If you become involved in a lawsuit or other legal action, the Health Plan may disclose your PHI in response to a court or administrative order, a subpoena, warrant, discovery request, or other forms of lawful due process.
- **Law Enforcement.** The Health Plan may release your PHI if asked to do so by a law enforcement official, for example, to report child abuse, to identify or locate a suspect, material witness, missing person or to report a crime, the crime's location or victims, or the identity, description, or location of the person who committed the crime.
- **Workers' Compensation.** The Health Plan may disclose your PHI to the extent authorized by and to the extent necessary to comply with workers' compensation laws and other similar programs.
- **Military and Veterans.** If you are or become a member of the U.S. armed forces, the Health Plan may release medical information about you as deemed necessary by military command authorities.
- **To Avert Serious Threat to Health or Safety.** The Health Plan may use and disclose your PHI when necessary to prevent a serious threat to your health and safety, or the health and safety of the public or another person.
- **Public Health Risks.** The Health Plan may disclose health information about you for public health activities. These activities include preventing or controlling disease, injury or disability; reporting births and deaths; reporting child abuse or neglect; or reporting reactions to medications or problems with medical products, or to notify people of recalls of products they have been using.
- **Health Oversight Activities.** The Health Plan may disclose your PHI to a health oversight agency for audits, investigations, inspections, and licensure necessary for the government to monitor the health care system and government programs.
- **Research.** Under certain limited circumstances, the Health Plan may use and disclose your PHI for medical research purposes.
- **National Security, Intelligence Activities, and Protective Services.** The Health Plan may release your PHI to authorized federal officials: (1) for intelligence, counterintelligence, and other national security activities authorized by law, and (2) to enable them to provide protection to the members of the U.S. government or foreign heads of state, or to conduct special investigations.
- **Organ and Tissue Donation.** If you are an organ donor, the Health Plan may release medical information to organizations that handle organ procurement or organ, eye, or tissue transplantation, or to an organ donation bank to facilitate organ or tissue donation and transplantation.



- **Coroners, Medical Examiners, and Funeral Directors.** The Health Plan may release your PHI to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or to determine the cause of death. The Health Plan may also release your PHI to a funeral director, as necessary, to carry out his/her responsibilities.

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### ***Your Rights Regarding Your Health Information***

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You have the following rights regarding the health information that the Health Plan maintains about you:

- **Right to Inspect and Copy Your Personal Health Information.** You have the right to inspect and copy your PHI that is maintained in a "designated record set" for so long as the Health Plan maintains your PHI. A "designated record set" includes medical information about eligibility, enrollment, claim and appeal records, and medical and billing records maintained by the Health Plan, but does not include psychotherapy notes, information intended for use in a civil, criminal or administrative proceeding, or information that is otherwise prohibited by law.

To inspect and copy health information maintained by the Health Plan, submit your request in writing to the Privacy Official. The Health Plan may charge a fee for the cost of copying and/or mailing your request. The Health Plan must act upon your request for access no later than 30 days after receipt (60 days if the information is maintained off-site). A single, 30-day extension is allowed if the Health Plan is unable to comply by the initial deadline. In limited circumstances, the Health Plan may deny your request to inspect and copy your PHI. Generally, if you are denied access to your health information, you will be informed as to the reasons for the denial, and of your right to request a review of the denial.

You may request an electronic copy of your health information if it is maintained in an electronic health record. You may also request that such electronic health information be sent to another entity or person, so long as that request is clear, conspicuous and specific. Any change that is assessed to you for these copies, if any must be reasonable and based on the Health Plan's cost.

- **Right to Amend Your Personal Health Information.** If you feel that the health information that the Health Plan has about you is incorrect or incomplete, you may ask the Health Plan to amend it. You have the right to request an amendment for so long as the Health Plan maintains your PHI in a designated record set.

To request an amendment, send a detailed request in writing to the Privacy Official. You must provide the reason(s) to support your request. The Health Plan may deny your request if you ask the Health Plan to amend health information that was: (1) accurate and complete; (2) not created by the Health Plan; (3) not part of the health information kept by or for the Health Plan; or (4) not information that you would be permitted to inspect and copy. The Health Plan has 60 days after the request is received to act on the request. A single, 30-day extension is allowed if the Health Plan cannot comply by the initial deadline. If the request is denied, in whole or in part, the Health Plan will provide you with a written denial that explains the basis for the denial. You may then submit a written statement disagreeing with the denial and, if permitted under HIPAA, have that statement included with any future disclosures of your PHI.





- **Right to An Accounting of Disclosures.** You have the right to request an “accounting of disclosures” of your PHI. This is a list of disclosures of your PHI that the Health Plan has made to others for the six (6) year period prior to the request, except for those disclosures necessary to carry out treatment, payment, or health care operations, disclosures previously made to you, disclosures that occurred prior to six years from the date on which the accounting is requested, or in certain other situations described under HIPAA.

To request an accounting of disclosures, submit your request in writing to the Privacy Official. Your request must state a time period, which may not be longer than six (6) years prior to the date the accounting was requested. If the accounting cannot be provided within 60 days, an additional 30 days is allowed if the Health Plan provides you with a written statement of the reasons for the delay and the date by when the accounting will be provided. If you request more than one accounting within a 12-month period, the Health Plan will charge a reasonable, cost-based fee for each subsequent accounting.

- **Right to Request Restrictions.** You have the right to request a restriction on the health information that the Health Plan uses or discloses about you for treatment, payment, or health care operations. You also have the right to request that the Health Plan limits the individuals (for example, family members) to whom the Health Plan discloses health information about you. For example, you could ask that the Health Plan not use or disclose information about a surgical procedure that you had. While the Health Plan will consider your request, it is not required to agree to it except in those situations where the requested restriction relates to the disclosure to the Health Plan for purposes of carrying out payment or health care operations (and not for treatment, and the PHI pertains solely to a health care item or service that was paid for out of pocket in full. If the Health Plan agrees to the restriction, it will comply with your request until such time as the Health Plan provides written notice to you of its intent to no longer agree to such restriction, or unless such disclosure is required by law.

To request a restriction or limitation, make your request in writing to the Privacy Official. In your request, you must state: (1) what information you want to limit; (2) whether you want to limit the Health Plan’s use, disclosure, or both; and (3) to whom you want the limit(s) to apply. Note: the Health Plan is not required to agree to your request.

- **Right to Request Confidential Communications.** You have the right to request that the Health Plan communicates with you about health matters using alternative means or at alternative locations. For example, you can ask that the Health Plan send your explanation of benefits (“EOB”) forms about your benefit claims to a specified address. To request confidential communications, make your request in writing to the Privacy Official. The Health Plan will make every attempt to accommodate all reasonable requests. Your request must specify how or where you want to be contacted.
- **State Privacy Rights.** You may have additional privacy rights under state laws, including rights in connection with mental health and psychotherapy reports, pregnancy, HIV/AIDS-related illnesses, and the health treatment of minors.
- **Right to a Paper Copy of this Notice.** You have the right to a paper copy of this Notice upon request. This right applies even if you have previously agreed to accept this Notice electronically. You may write to the Privacy Official to request a written copy of this Notice at any time.



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### ***Changes to this Privacy Notice***

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The Health Plan reserves the right to change this Notice at any time and from time to time, and to make the revised or changed Notice effective for health information that the Health Plan already has about you, as well as any information that the Health Plan may receive in the future. The revised Notice will be provided to you in the same manner as this Notice, or electronically if you have consented to receive the Notice electronically.

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### ***Complaints***

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If you believe that your health information privacy rights as described under this Notice have been violated, you may file a written complaint with the Health Plan by contacting the person listed at the address under "Contact Information". You may also file a written complaint directly with the regional office of the U.S. Department of Health and Human Services, Office for Civil Rights. The complaint should generally be filed within 180 days of when the act or omission complained of occurred. Note: You will not be penalized or retaliated against for filing a complaint.

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### ***Other Uses and Disclosures of Health Information***

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Other uses and disclosures of health information not covered by this Notice or by the laws that apply to the Health Plan will be made only with your written authorization. If you authorize the Health Plan to use or disclose your PHI, you may revoke the authorization, in writing, at any time. If you revoke your authorization, the Health Plan will no longer use or disclose your PHI for the reasons covered by your written authorization; however, the Health Plan will not reverse any uses or disclosures already made in reliance on your prior authorization. The Health Plan will notify you in the event that there is a breach involving unsecured PHI.

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### ***Contact Information***

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To receive more information about the Health Plan's privacy practices or your rights, or if you have any questions about this Notice, please contact the Health Plan at the following address:

Contact Office or Person: **Member Services**  
Health Plan Names: **CSEBA Blue Shield or CSEBA Kaiser Permanente**  
Telephone: **Blue Shield (855) 724-7698 or Kaiser Permanente (800) 464-4000**  
Email: <https://myoptions.blueshieldca.com/cseba> or [www.kp.org](http://www.kp.org)

Copies of this Notice are also available **on our website** <http://www.omsd.net> > **Staff Portal > Business Services> Payroll & Benefits> Payroll Resources> Important Benefits Notifications**. You may also request a copy of this this Notice by sending an e-mail to [OMSDBenefits@omsd.net](mailto:OMSDBenefits@omsd.net)





# ONTARIO-MONTCLAIR SCHOOL DISTRICT

## RISK MANAGEMENT

**TO:** All Employees

**FROM:** Risk Management

**DATE:** July 1, 2026

**SUBJECT:** **Injury and Illness Prevention Program (IIPP)**

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The District's Injury and Illness Prevention Program (IIPP), including the Heat Illness Prevention Plan (HIPP), is available for employees to review in the Risk Management office. You may also view this document through the Business Services Division tab located on the OMSD webpage under Risk Management or by using the link below:

<https://staffportal.omsd.net/main-risk-management/welcome>

If you have any questions or concerns, please contact Risk Management at ext. 10454 or 10593.



## ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

July 1, 2026

**TO:** All Employees

**FROM:** Brooke Murray, Director, Facilities Planning and Operations

**SUBJECT:** Key Security

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Listed below are common practices for maintaining property key security:

1. Reference District Board Policy and Administrative Regulation #3515 regarding key security.
2. Keep your District issued key(s) secured at all times. District issued key(s) to remain in lockbox.
3. Sharing or loaning of key(s) are strictly prohibited.
4. Never leave your keys in an unsecured place or in your vehicle.
5. Do not take site master and other nonessential keys home. Utilize "Take Home key(s)"; only those gates and/or door keys needed for access into your workplace. Store District-issued site master key(s) and other nonessential key(s) at your school site in a key lock box.
6. For lost/stolen key(s), each person must file a **Lost/Stolen Key Form**, submit a work order, and attach the form. Reference Facilities Planning and Operations intranet to obtain.
7. Lost key(s) are subject to a replacement fee.

If you have any questions, please contact the Facilities Planning and Operations department at (909) 418-6366.





Ontario-Montclair School District  
Facilities Planning and Operations  
**Lost/Stolen Key Form**

**INSTRUCTIONS TO PERSON FILLING OUT REPORT:**

1. Each person must file a **Lost/Stolen Key Form**
2. Submit a work order and attach the **Lost/Stolen Key Form**
3. State ALL pertinent information

To: FACILITIES PLANNING AND OPERATIONS  
Name/Job Title: \_\_\_\_\_  
Subject: LOST/STOLEN KEYS  
Site/Location: \_\_\_\_\_

**LIST KEY(S) LOST/STOLEN**

| Key Number | Quantity | Area(s) Key Gives Access to |
|------------|----------|-----------------------------|
|            |          |                             |
|            |          |                             |
|            |          |                             |
|            |          |                             |
|            |          |                             |
|            |          |                             |
|            |          |                             |

**GENERAL INFORMATION**

Date Lost: \_\_\_\_\_  
Location Lost: \_\_\_\_\_  
Description How Key(s) Lost: \_\_\_\_\_  
Date When Loss Was Discovered: \_\_\_\_\_  
Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SITE ADMINISTRATOR/DEPARTMENT HEAD APPROVAL**

Employee's Name \_\_\_\_\_ Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FACILITIES PLANNING AND OPERATIONS USE ONLY**  
**Facilities Planning and Operations Designee**

Employee's Name \_\_\_\_\_ Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

For more information contact Facilities Planning and Operations at (909) 418-6366.



## **2026-2027 MANAGEMENT EMPLOYEES ANNUAL MANDATED TRAININGS**

**Get ready to learn, grow, and stay informed!**

Welcome to the 2026–2027 school year! As part of the OMSD team, all contract employees must complete 6 Required Online Trainings to support our commitment to safety and compliance.

ASCIP will email your training links directly once assignments go live—please check your inbox and spam folders. Modules must be completed by the following deadlines:

- 260-Day Employees: Monday, August 17, 2026
- All Other Employees: Monday, September 14, 2026

*For assistance, contact Human Resources at (909) 418-6307 or [HRMandatedTrainings@omsd.net](mailto:HRMandatedTrainings@omsd.net).*

### **Required Trainings**

- **Mandated Reporter AB 1432/AB1913: (45 Minutes)**
  - The CA Mandated Reporter Training covers the legal responsibilities of mandated reporters under CANRA, including recognizing and reporting suspected child abuse and neglect, preventing abuse in school settings, and identifying grooming behaviors and appropriate boundaries.
- **Sexual Harassment and Discrimination - California Supervisors (AB1825/1661): (2 Hours in person training)**
  - This California manager training covers the prevention of sexual harassment and disrespectful workplace conduct, highlighting the negative impact these behaviors have on company culture. It focuses on identifying questionable behavior, teaching responsible ways to raise and address concerns, and building the necessary skills to maintain a respectful and supportive work environment.
- **Suicide Prevention: (16 Minutes)**
  - This tutorial covers key facts on youth suicide, risk factors, bullying links, warning signs, prevention, intervention, response to attempts at school, and postvention support.
- **Bloodborne Pathogens: (20 Minutes)**
  - This tutorial provides basic awareness level training for the Occupational Exposure to Bloodborne Pathogens Standard. This standard requires employers to train employees who are at a reasonable risk of exposure to blood and other infectious material.
- **Workplace Violence (SB 553): (23 Minutes)**
  - This course defines and provides examples of workplace violence. It details warning signs for four common types and positive and safe bystander intervention and de-escalation techniques.
- **Training for OMSD Workplace Violence Prevention Plan: (5 Minutes)**
  - Overview of the OMSD Workplace Violence Prevention Plan, including employee responsibilities and where to access the plan.
- **Title IX: (15 Minutes)**
  - Title IX bans sex-based discrimination in federally funded education. This training covers its purpose, key areas, enforcement, complaints, and 2024 updates, including new definitions and notice rules (PA106.40 & 106.44).



## **Additional Optional Trainings**

*(May be required based on job classification)*

- **Cleaning Chemicals: (14 Minutes)**
  - Employees must know the hazards of cleaning chemicals they use. This GHS-based tutorial by Villa Environmental covers safe practices, proper mixing, PPE, labels, safety data sheets, and training to prevent chemical-related injuries. Updated 5/3/24 to include employer responsibilities and employee rights.
- **Personal Protective Equipment (PPE): (22 Minutes)**
  - Choosing the right PPE is vital for employee safety. This tutorial covers common equipment for head, eye, ear, respiratory, torso, arm, hand, and leg protection. PPE doesn't remove hazards—if it fails, exposure happens—so proper fit, care, and maintenance are essential.
- **Hazard Communication: (29 Minutes)**
  - This tutorial covers minimum legal requirements under the Hazard Communication Standard. Employees must be trained on hazardous chemicals in their work area at hire and when new chemicals are introduced. Updated 4/26/24 to include the General Duty Clause and expanded worker rights.
- **Heat Illness Prevention: (15 Minutes)**
  - This training helps employees and supervisors recognize and prevent heat illness indoors and outdoors. It covers symptoms, prevention (hydration, clothing), employee rights, and supervisor responsibilities for compliance and care.
- **Alcohol and Drug Awareness for Employees: (12 Minutes)**
  - This employee tutorial highlights the severe risks of workplace drug and alcohol use—such as increased illness, injury, and lower productivity—and teaches staff how to identify signs of abuse. It provides critical statistics and prevention measures to help maintain a safe, high-morale, and productive work environment.



## 2026-2027 CONTRACT EMPLOYEES ANNUAL MANDATED TRAININGS

**Get ready to learn, grow, and stay informed!**

Welcome to the 2026–2027 school year! As part of the OMSD team, all contract employees must complete 7 Required Online Trainings to support our commitment to safety and compliance.

ASCIP will email your training links directly once assignments go live—please check your inbox and spam folders. Modules must be completed by the following deadlines:

- 260-Day Employees: Monday, August 17, 2026
- All Other Employees: Monday, September 14, 2026

*For assistance, contact Human Resources at (909) 418-6307 or [HRMandatedTrainings@omsd.net](mailto:HRMandatedTrainings@omsd.net).*

### Required Trainings

- **Mandated Reporter AB 1432/AB1913: (45 Minutes)**
  - The CA Mandated Reporter Training covers the legal responsibilities of mandated reporters under CANRA, including recognizing and reporting suspected child abuse and neglect, preventing abuse in school settings, and identifying grooming behaviors and appropriate boundaries.
- **Sexual Harassment and Discrimination - California Employee (SB 1343): (60 Minutes)**
  - This California SB 1343 compliant course uses interactive scenarios and videos to help non-managerial employees recognize, prevent, and responsibly address sexual harassment and disrespectful conduct. Available in English and Spanish, it equips staff with the skills needed to foster a safe, respectful, and inclusive workplace culture.
- **Suicide Prevention: (16 Minutes)**
  - This tutorial covers key facts on youth suicide, risk factors, bullying links, warning signs, prevention, intervention, response to attempts at school, and postvention support.
- **Bloodborne Pathogens: (20 Minutes)**
  - This tutorial provides basic awareness level training for the Occupational Exposure to Bloodborne Pathogens Standard. This standard requires employers to train employees who are at a reasonable risk of exposure to blood and other infectious material.
- **Workplace Violence (SB 553): (23 Minutes)**
  - This course defines and provides examples of workplace violence. It details warning signs for four common types and positive and safe bystander intervention and de-escalation techniques.
- **Training for OMSD Workplace Violence Prevention Plan: (5 Minutes)**
  - Overview of the OMSD Workplace Violence Prevention Plan, including employee responsibilities and where to access the plan.
- **Title IX: (15 Minutes)**
  - Title IX bans sex-based discrimination in federally funded education. This training covers its purpose, key areas, enforcement, complaints, and 2024 updates, including new definitions and notice rules (PA106.40 & 106.44).



## **Additional Optional Trainings**

*(May be required based on job classification)*

- **Cleaning Chemicals: (14 Minutes)**
  - Employees must know the hazards of cleaning chemicals they use. This GHS-based tutorial by Villa Environmental covers safe practices, proper mixing, PPE, labels, safety data sheets, and training to prevent chemical-related injuries. Updated 5/3/24 to include employer responsibilities and employee rights.
- **Personal Protective Equipment (PPE): (22 Minutes)**
  - Choosing the right PPE is vital for employee safety. This tutorial covers common equipment for head, eye, ear, respiratory, torso, arm, hand, and leg protection. PPE doesn't remove hazards—if it fails, exposure happens—so proper fit, care, and maintenance are essential.
- **Hazard Communication: (29 Minutes)**
  - This tutorial covers minimum legal requirements under the Hazard Communication Standard. Employees must be trained on hazardous chemicals in their work area at hire and when new chemicals are introduced. Updated 4/26/24 to include the General Duty Clause and expanded worker rights.
- **Heat Illness Prevention: (15 Minutes)**
  - This training helps employees and supervisors recognize and prevent heat illness indoors and outdoors. It covers symptoms, prevention (hydration, clothing), employee rights, and supervisor responsibilities for compliance and care.
- **Alcohol and Drug Awareness for Employees: (12 Minutes)**
  - This employee tutorial highlights the severe risks of workplace drug and alcohol use—such as increased illness, injury, and lower productivity—and teaches staff how to identify signs of abuse. It provides critical statistics and prevention measures to help maintain a safe, high-morale, and productive work environment.



## 2026-2027 SUBSTITUTE EMPLOYEES ANNUAL MANDATED TRAININGS

**Get ready to learn, grow, and stay informed!**

Welcome to the 2026–2027 school year! As part of the OMSD team, all contract employees must complete 7 Required Online Trainings to support our commitment to safety and compliance.

ASCIP will email your training links directly once assignments go live—please check your inbox and spam folders. Modules must be completed by **Monday, September 14, 2026**.

*For assistance, contact Human Resources at (909) 418-6307 or [HRMandatedTrainings@omsd.net](mailto:HRMandatedTrainings@omsd.net).*

### Required Trainings

- **Mandated Reporter AB 1432/AB1913: (45 Minutes)**
  - The CA Mandated Reporter Training covers the legal responsibilities of mandated reporters under CANRA, including recognizing and reporting suspected child abuse and neglect, preventing abuse in school settings, and identifying grooming behaviors and appropriate boundaries.
- **Sexual Harassment and Discrimination - California Employee (SB 1343): (60 Minutes)**
  - This California SB 1343 compliant course uses interactive scenarios and videos to help non-managerial employees recognize, prevent, and responsibly address sexual harassment and disrespectful conduct. Available in English and Spanish, it equips staff with the skills needed to foster a safe, respectful, and inclusive workplace culture.
- **Suicide Prevention: (16 Minutes)**
  - This tutorial covers key facts on youth suicide, risk factors, bullying links, warning signs, prevention, intervention, response to attempts at school, and postvention support.
- **Workplace Violence (SB 553): (23 Minutes)**
  - This course defines and provides examples of workplace violence. It details warning signs for four common types and positive and safe bystander intervention and de-escalation techniques.
- **Training for OMSD Workplace Violence Prevention Plan: (5 Minutes)**
  - Overview of the OMSD Workplace Violence Prevention Plan, including employee responsibilities and where to access the plan.
- **Title IX: (15 Minutes)**
  - Title IX bans sex-based discrimination in federally funded education. This training covers its purpose, key areas, enforcement, complaints, and 2024 updates, including new definitions and notice rules (PA106.40 & 106.44).
- **Bloodborne Pathogens: (20 Minutes)**
  - This tutorial provides basic awareness level training for the Occupational Exposure to Bloodborne Pathogens Standard. This standard requires employers to train employees who are at a reasonable risk of exposure to blood and other infectious material.

## **Additional Optional Trainings**

*(May be required based on job classification)*

- **Cleaning Chemicals: (14 Minutes)**
  - Employees must know the hazards of cleaning chemicals they use. This GHS-based tutorial by Villa Environmental covers safe practices, proper mixing, PPE, labels, safety data sheets, and training to prevent chemical-related injuries. Updated 5/3/24 to include employer responsibilities and employee rights.
- **Personal Protective Equipment (PPE): (22 Minutes)**
  - Choosing the right PPE is vital for employee safety. This tutorial covers common equipment for head, eye, ear, respiratory, torso, arm, hand, and leg protection. PPE doesn't remove hazards—if it fails, exposure happens—so proper fit, care, and maintenance are essential.
- **Hazard Communication: (29 Minutes)**
  - This tutorial covers minimum legal requirements under the Hazard Communication Standard. Employees must be trained on hazardous chemicals in their work area at hire and when new chemicals are introduced. Updated 4/26/24 to include the General Duty Clause and expanded worker rights.
- **Heat Illness Prevention: (15 Minutes)**
  - This training helps employees and supervisors recognize and prevent heat illness indoors and outdoors. It covers symptoms, prevention (hydration, clothing), employee rights, and supervisor responsibilities for compliance and care.
- **Alcohol and Drug Awareness for Employees: (12 Minutes)**
  - This employee tutorial highlights the severe risks of workplace drug and alcohol use—such as increased illness, injury, and lower productivity—and teaches staff how to identify signs of abuse. It provides critical statistics and prevention measures to help maintain a safe, high-morale, and productive work environment.





# New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 6-30-2027)

## PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact Glenda Figueroa at (909) 418-6409 or Rosalia Rangel at (909) 418-6403

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

|                                                                                                                |                                                               |                             |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------|
| 3. Employer name<br><b>Ontario-Montclair School District</b>                                                   | 4. Employer Identification Number (EIN)<br><b>95-60002267</b> |                             |
| 5. Employer address<br><b>950 West D Street</b>                                                                | 6. Employer phone number<br><b>(909)459-2500</b>              |                             |
| 7. City<br><b>Ontario</b>                                                                                      | 8. State<br><b>CA</b>                                         | 9. ZIP code<br><b>91762</b> |
| 10. Who can we contact about employee health coverage at this job?<br><b>Glenda Figueroa or Rosalia Rangel</b> |                                                               |                             |
| 11. Phone number (if different from above)<br><b>(909) 418-6409 or (909)418-6403</b>                           | 12. Email address<br><b>OMSDBenefits@omsd.net</b>             |                             |

Here is some basic information about health coverage offered by this employer:

•As your employer, we offer a health plan to:

☐ All employees. Eligible employees are:

☒ Some employees. Eligible employees are:

**Permanent active employees working half-time or more are eligible for the District's health coverage.**

•With respect to dependents:

☒ We do offer coverage. Eligible dependents are:

**Your legal spouse. Your registered domestic partner as defined by the State of California. Married/unmarried children from birth to age 26. Your unmarried dependent children of any age if they are incapable of self-support due to mental or physical handicap which occurred before the limiting age.**

☐ We do not offer coverage.

☒ If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

**\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.**

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.



The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

**13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?**

☐ **Yes** (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? \_\_\_\_\_ (mm/dd/yyyy) (Continue)

☐ **No** (STOP and return this form to employee)

**14. Does the employer offer a health plan that meets the minimum value standard\*?**

☐ Yes (Go to question 15) ☐ No (STOP and return form to employee)

**15. For the lowest-cost plan that meets the minimum value standard\* offered only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan? \$ \_\_\_\_\_

b. How often? ☐ Weekly ☐ Every 2 weeks ☐ Twice a month ☐ Monthly ☐ Quarterly ☐ Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

**16. What change will the employer make for the new plan year?** \_\_\_\_\_

☐ Employer won't offer health coverage

☐ Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.\* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much would the employee have to pay in premiums for this plan? \$ \_\_\_\_\_

b. How often? ☐ Weekly ☐ Every 2 weeks ☐ Twice a month ☐ Monthly ☐ Quarterly ☐ Yearly

\* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)



## To All Benefit Eligible Employees

### Premium Assistance under Medicaid and the Children's Health Insurance Program (CHIP)

#### Offer Free Or Low-Cost Health Coverage To Children And Families

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit [www.healthcare.gov](http://www.healthcare.gov).

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State with CHIP available, contact your State Medicaid or CHIP office to find out if premium assistance is available. The link to the model "national" CHIP notice is available here: <https://www.dol.gov/ebsa/pdf/chipmodelnotice.pdf>.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial **1-877-KIDS NOW** or [www.insurekidsnow.gov](http://www.insurekidsnow.gov) to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance**. If you have questions about enrolling in your employer plan, contact the Department of Labor at [www.askebsa.dol.gov](http://www.askebsa.dol.gov) or call 1-866-444-EBSA (3272).

## Ontario-Montclair School District

### Notification of Volunteer Agreement for training in administration of Epinephrine auto-injector

Current law (SB 1266) now requires schools to provide emergency epinephrine for individuals who may be experiencing anaphylaxis. Anaphylaxis is a severe allergic reaction which can occur after exposure to an allergen, an insect sting or even (rare) after exercise. Without immediate administration of epinephrine and summoning Emergency Medical Services (911), death could occur. Certain individuals may experience anaphylaxis that have no known previous history an allergy and therefore, may not have their own prescription.

Legislation allows for a school nurse or a trained volunteer to administer an epinephrine auto-injector to an individual who is exhibiting potentially life-threatening symptoms of anaphylaxis after exposure or ingestion of an allergen. Training will be provided to the volunteer on signs and symptoms of anaphylaxis, how to administer the epinephrine auto-injector, calling EMS (911) and any follow up documentation or actions required.

Staff members who volunteer to be trained are protected under the law and will provide defense and indemnification by the school district for any and all civil liability.

This notification is provided annually to all staff. If you are willing to be identified as a volunteer and be trained, please complete the section below and submit it to your site school nurse or administrator.

---

Signature

Printed Name

Date

## Ontario-Montclair School District

### Notification of Volunteer Agreement for training in administration of Naloxone (NARCAN) opioid antagonist

CDPH's current statewide public health officer order authorized by (authorized by California Civil Code Section 1714.22) for Naloxone to help reduce morbidity and mortality associated with opioid overdose by facilitating the distribution and administration of Naloxone Hydrochloride (Naloxone) in California. Current law

(Ed Code 49414.3) authorizes schools and unlicensed school employees to provide emergency Naloxone for individuals who may be experiencing or reasonably believe to be suffering from an opioid overdose. Opioid overdose is a medical emergency and emergency services should be called immediately. Without immediate administration of Naloxone and summoning Emergency Medical Services (911), death could occur.

Legislation allows for a school nurse or a trained volunteer to administer naloxone nasal spray or auto-injector to an individual who is exhibiting potentially life-threatening symptoms of opioid overdose. Training will be provided to the volunteer on signs and symptoms of opioid overdose, how to administer the naloxone nasal or auto-injector, calling EMS (911) and any follow up documentation or actions required.

Staff members who volunteer to be trained are protected under AB 472, California's 911 Good Samaritan law and will be provided defense and indemnification by the school district for any and all civil liability.

This notification is provided annually to all staff. If you are willing to be identified as a volunteer and be trained, please complete the section below and submit it to your site school nurse or administrator.

---

|           |              |      |
|-----------|--------------|------|
| Signature | Printed Name | Date |
|-----------|--------------|------|





## Ontario-Montclair School District

### Notification of Volunteer Agreement for Training in Administration of Stock Albuterol MDI with Holding Chamber

Current law ([E.C. § 49414.7](#)) allows schools to maintain an emergency stock of albuterol MDIs, including single-use disposable holding chambers/spacers, to provide immediate medical assistance to individuals experiencing respiratory distress or reasonably believed to be in distress.

Legislation allows for a credentialed school nurse or a trained volunteer to administer albuterol MDI medication to an individual who is experiencing respiratory distress. Per [E.C. § 49414.7\(e\)\(2\)](#), all volunteers will receive training in the following areas including written materials: 1) techniques for recognizing symptoms of respiratory distress, 2) standards and procedures for the storage, restocking, and emergency use of stock albuterol MDIs, 3) emergency follow-up procedures, including calling emergency 911 and guardian/emergency contact notification, 4) strong recommendation on the necessity for instruction and certification in cardiopulmonary resuscitation, 5) written/electronic resources on the above four items, training logs, and documentation, and 6) defense and indemnification acknowledgement form.

Staff members who volunteer to be trained are protected under the law ([CIV § 1714.22](#)) and will be provided defense and indemnification by the school district for any and all civil liability ([E.C. § 49414.7\(j\)\(2\)](#)).

This notification is provided annually to all staff. If you are willing to be identified as a volunteer and be trained, please complete the section below and submit it to your site administrator.

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Signature

---

Print Name

---

Date

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
950 West D Street  
Ontario, CA 91762-3026  
Phone: (909) 459-2500

July 1, 2026

**To:** All Employees



**From:** Purchasing Department/Mailroom

**Re:** **PERSONAL MAIL**

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We are asking for your assistance so that we can better serve your needs.

Daily, the District mailroom receives mail that we are unable to forward because an employee has given the sender the School District's address instead of their home address.

With over 3000 employees in the District, you must understand that the mailroom cannot be responsible for personal mail, including but not limited to credit card statements and prescription medications.

There will be NO exceptions. Items of this sort will be returned to sender.



## ONTARIO-MONTCLAIR SCHOOL DISTRICT RISK MANAGEMENT

**TO:** All Employees  
**FROM:** Risk Management  
**DATE:** July 1, 2026  
**SUBJECT:** Personal Vehicle Use for District Business

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We understand that various roles may require the use of personal vehicles for District-related travel. If driving for business purposes, the District will reimburse you for the mileage based on the most recent Internal Revenue Service (IRS) reimbursement rates. You may submit a reimbursement claim by obtaining an Expense Reimbursement form on the MyOMSD website. This document provides important information regarding the use of personal vehicles for District business.

### Personal Vehicle Use on District Business:

- Per Board Policy 3541.1, employees using personal vehicles in the course of employment have the responsibility to inform their insurance carrier about the scope of this usage to ensure valid coverage.
- In the event of an accident, the employee's insurance coverage is primary. The District's liability policy applies to the extent permitted by law.
- The District does not provide comprehensive or collision coverage for the employee's personal vehicle.
- Please ensure your personal vehicle insurance meets the minimum requirements as specified in the California Vehicle Code.
- Please ensure you possess and maintain a valid California Driver's License.
- Please ensure your vehicle registration is current and valid.
- Please ensure your vehicle is properly maintained.

### Requirements for Driving While on District Business:

- Follow the most direct route.
- While in route, do not engage in personal business.
- Do not carry unauthorized non-District personnel, students, or guests as passengers, unless explicitly approved by the Risk Management Department.
- Ensure all vehicle occupants use seat belts or appropriate passenger restraints, as required by law.
- Do not use a cell phone or other distractions while driving.
- Obey all traffic signs and laws for safe driving.

If you have any questions or concerns, please contact the Risk Management Department at extension 10454 or 10543.



## **Important Notice from **Ontario-Montclair School District** About Your 2026 Prescription Drug Coverage and Medicare**

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with **Ontario-Montclair School District** and about your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are two important things you need to know about your current coverage and Medicare's prescription drug coverage:

1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.
2. **CSEBA Blue Shield and CSEBA Kaiser** has determined that the prescription drug coverage offered by the **Ontario-Montclair School District** is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.

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### **When Can You Join A Medicare Drug Plan?**

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15th to December 7th.

However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.



California Schools JPA  
RISK MANAGEMENT | EMPLOYEE BENEFITS

## What Happens To Your Current Coverage If You Decide to Join A Medicare Drug Plan?

If you decide to join a Medicare drug plan, your current **Ontario-Montclair School District** coverage may be affected.

If you do decide to join a Medicare drug plan and drop your current **CSEBA Blue Shield, or CSEBA Kaiser** coverage, be aware that you and your dependents may not be able to get this coverage back until annual enrollment.

## When Will You Pay A Higher Premium (Penalty) To Join A Medicare Drug Plan?

You should also know that if you drop or lose your current coverage with **Ontario-Montclair School District** and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without creditable prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

## For More Information About This Notice Or Your Current Prescription Drug Coverage...

Contact the person listed below for further information. **NOTE:** You'll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if this coverage through **Ontario-Montclair School District** changes. You also may request a copy of this notice at any time.





California Schools JPA  
RISK MANAGEMENT | EMPLOYEE BENEFITS

## For More Information About Your Options Under Medicare Prescription Drug Coverage...

More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. You'll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.

For more information about Medicare prescription drug coverage:

- Visit [www.medicare.gov](http://www.medicare.gov)
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the "Medicare & You" handbook for their telephone number) for personalized help
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at [www.socialsecurity.gov](http://www.socialsecurity.gov), or call them at 1-800-772-1213 (TTY 1-800-325-0778).

**Remember: Keep this Creditable Coverage notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and, therefore, whether or not you are required to pay a higher premium (a penalty).**

|                           |                                         |
|---------------------------|-----------------------------------------|
| Date:                     | 07/01/2026                              |
| Name of Entity/Sender:    | Ontario-Montclair School District       |
| Contact--Position/Office: | Payroll-Benefits Department             |
| Address:                  | 950 West D Street, Ontario, CA 91762    |
| Phone Number:             | A-L (909) 418-6403 - M-Z (909) 418-6409 |





## ONTARIO-MONTCLAIR SCHOOL DISTRICT RISK MANAGEMENT

**TO:** All Employees  
**FROM:** Risk Management  
**DATE:** July 1, 2026  
**SUBJECT:** Procedure for Reporting Employee Work Related Injuries

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### Company Nurse Injury Hotline: 1-866-955-2649

- When an injury or incident occurs, you **MUST INFORM YOUR SUPERVISOR AND CALL** Company Nurse.
- You **DO NOT** need to seek medical attention if you feel you don't need to, but you must call Company Nurse to report the injury or incident.
- **Company Nurse** is called, by the employee, for work-related injuries only. They use a triage process that will guide the employee to the correct level of care for treatment based on the information that is obtained from the phone call (Clinic options are UP Clinic, ProActive, and CareFirst-Ontario).
- Company Nurse will then notify Risk Management and the claim adjuster that an injury or incident has occurred.
- When seeking medical attention, the employee and the school site/department, are required to complete the **Injury/Illness Exposure Report, Workers' Compensation Claim Form (DWC-1), Acknowledgement of MPN-MEDEX and Supervisor Report.**
- It is not necessary for the employee to fill out the **DWC-1** form in the workers' compensation packet if the employee is not seeking medical attention. However, on the day of the incident the employee will need to complete the **Injury/Illness Exposure Report** and **Acknowledgement of MPN** form and submit a copy to the Supervisor. The Supervisor must complete the **Supervisor Report** and submit a copy to Risk Management.
- Once the forms are completed and signed, email a copy of the forms to Risk.Mgmt@omsd.net or **within 24 hours** of the injury-taking place. Originals are sent to Risk Management via District Mail.
- After the reporting process has been completed, Risk Management's normal procedures will continue by assisting any employees who receive an off-work order or modified duty as ordered by their treating physician for the injury.

If you have any questions or concerns, please contact Risk Management at ext. 10454 or 10593.

## Employee Acknowledgment Form Professional Boundaries & BP 4119.24



I, [Full Name] \_\_\_\_\_, acknowledge that I have received and reviewed Board Policy 4119.24 on *Maintaining Appropriate Adult-Student Interactions*. Boundary violations and childhood sexual assault, i.e., adult sexual misconduct, are not tolerated in Ontario-Montclair SD; student safety is a district priority, and safe environments are sustained through the implementation of robust safeguards.

I understand that the Governing Board expects employees to maintain the highest professional and ethical standards when interacting with students. District employees must maintain an atmosphere conducive to learning through appropriate guidance, support, and respect. I understand the importance of maintaining professional boundaries with students and avoiding boundary-blurring behaviors that could intrude on a student's physical or emotional boundaries (see specific boundaries listed below):

- Initiating inappropriate physical contact
- Being alone with a student outside of the view of others
- Visiting a student's home or inviting a student to visit the employee's home
- Maintaining personal contact with a student by phone, letter, electronic communications, or other means, without including parent/guardian or the principal
- Creating or participating in social networking sites for communication with students other than those created by the district without the prior written approval of the principal or designee
- Inviting or accepting requests from students or former students who are minors to connect on personal social networking sites (e.g., "friending" or "following" on social media)
- Singling out a particular student for personal attention, friendship, and gifts
- Addressing a student in an overly familiar manner, such as using a term of endearment or nickname
- Socializing or spending time with students outside of school-sponsored events
- Sending or accompanying students on personal errands unrelated to legitimate educational purposes
- Transporting a student in a personal vehicle without authorization
- Encouraging students to confide their personal or family problems and/or relationships
- Disclosing personal, family, or other private matters to students or sharing personal secrets

I acknowledge my responsibility to report any concerns or observations of professional boundary violations. I am aware that as an employee if I have knowledge or suspicion of inappropriate employee conduct but fail to report it, I will be subject to disciplinary action. Failing to report such incidents enables the inappropriate behavior to continue unchecked, which is unacceptable.

I understand that any employee, including myself, found to have engaged in conduct that violates professional boundaries, the law, Board policies, or other applicable codes of conduct shall be subject to disciplinary action up to and including dismissal.

**By signing below, I affirm my commitment to upholding the standards set forth in BP 4119.24 and maintaining appropriate professional boundaries with students at all times.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Policy 4119.24: Maintaining Appropriate Adult-Student Interactions**

Status: ADOPTED

Original Adopted Date: 10/17/2019 | Last Revised Date: 06/04/2026 | Last Reviewed Date: 06/04/2026

For purposes of this policy employees include interns, volunteers, contractors, and other persons with an employment relationship with the district.

The Governing Board desires to provide a safe and positive school environment that promotes the learning, engagement, safety, and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting, in accordance with this policy and Board Policy 4119.21/4219.21/4319.21 - Professional Standards. Such adults shall not engage in threatening, unsafe, unlawful, or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

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

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

**Inappropriate Conduct**

Employees shall remain vigilant of their position of authority and not abuse it when relating with students.

The Board prohibits inappropriate conduct between employees and students. (Education Code 32100)

Inappropriate employee conduct includes, but is not limited to:

1. Initiating inappropriate physical contact
2. Attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature
3. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
4. Being alone with a student outside of the view of others
5. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent
6. Maintaining personal contact with a student during or outside the school day that has no legitimate educational purpose, by phone, letter, text message, social media internet platforms, electronic communications, or other means of communication, without including the student's parent/guardian

In accordance with Board Policy/Administrative Regulation 4040 - Employee Use of Technology, employees shall use district equipment or technological resources, when available, when communicating electronically with students. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

7. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee
8. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business



9. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
10. Addressing a student in an overly familiar manner, such as by using a term of endearment
11. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
12. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
13. Transporting a student in a personal vehicle without prior authorization
14. Encouraging students to confide personal or family problems and/or relationships
15. Disclosing personal, family, or other private matters to students or sharing personal secrets with students
16. Engaging in any conduct that endangers or threatens to endanger students, including, but not limited to, physical violence or threats of violence
17. Engaging in harassing or discriminatory behavior towards students, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
18. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
19. Using profane, obscene, or abusive language against students

#### Violations of Policy

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Board prohibits retaliation against anyone who reports a violation of this policy. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

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

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# Required Health and Welfare Plan Documents and Disclosure

Private and Public Sector Employers  
March 2024



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## A. Introduction

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This document provides a high-level overview of the general plan governance and the Employee Retirement Income Security Act (ERISA) and Internal Revenue Code (Code) written document requirements as well as their differences, including the following:

- Welfare plan document
- Cafeteria plan document
- Summary plan description (SPD) and summary of material modification (SMM)

Under ERISA and the Code, a plan is required to maintain certain written documents that contain specific provisions.

Proper plan governance requires that a plan be established and maintained pursuant to a written document setting forth the rights and duties related to the provision of the benefits under the plan. A "wrap" plan document "wraps around" and incorporates by reference the benefit plan booklet(s) and policies/certificates (for insured plans) that contain and provide the details of the benefits and coverage (medical, dental, vision, disability, life, for example) offered. A health and welfare plan document must include information such as who is the named fiduciary, a procedure for allocation of responsibilities, and how to amend and/or terminate the plan. These best practices apply to both private sector and public sector employers.

### ERISA

ERISA specifically requires that a private sector employer must establish and maintain a group health plan pursuant to a written plan document. This may also be referred to as a wrap plan document based on its structure. ERISA also requires that a plan furnish participants and beneficiaries with an SPD, which describes the content of the plan document in easy-to-understand terms. If there are plan benefit changes, the SPD will need to reflect those changes. Rather than fully updating the SPD with plan benefit changes, a plan may inform participants and beneficiaries of the changes via an SMM. An update to an SPD (either by revising the SPD or using an SMM) is not "effective" until it is distributed in accordance with ERISA.

### Internal Revenue Code

If a health and welfare plan allows participants to pay for benefits on a pre-tax basis or provides participants with a health care or dependent care spending account or pre-tax contribution to a health savings account, an employer must adopt a cafeteria plan document that meets the provisions of Code Section 125. A cafeteria plan integrated into the wrap plan document can satisfy these requirements. It is also possible for a single document can satisfy the plan document, cafeteria plan document, and SPD requirements, but it often is difficult to do so while meeting the requirements of ERISA.

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## B. Wrap Plan Document

A plan document or "wrap" plan document is the legal document that is required to officially establish a plan as a legal construct and an ERISA plan. For those employers whose plans are subject to ERISA, a wrap plan document consolidates welfare benefit plan options into one plan for Form 5500 annual reporting purposes. For any employer, a wrap plan document also can help provide uniform administrative terms (such as claims and appeals procedures, subrogation and governance), so that differences included in insurer policies or handbooks can be made uniform. A wrap plan document can include and constitute a cafeteria plan.

A plan document or any amendments to the plan document must be formally adopted and executed by an employer's Board of Directors or its delegate. This can be done through meeting minutes, by resolution, or by any corporate governance rules that an employer follows.

The plan document or wrap plan document is only provided to participants upon request.

### **Single Plan Document vs. Wrap Plan Document**

An employer may maintain a separate plan document for each benefit plan (e.g., medical, dental, life insurance, disability, etc.) or "wrap" these benefits into one plan document that will incorporate all other documents relevant to the plan that reflect important terms and conditions of plan benefits, such as certificates of coverage or benefit booklets, so that all plans are subject to the same plan rules (subject to noted exceptions).

**Why Does It Matter?** The number of welfare plan documents determines the number of Form 5500s that must be filed. Each plan with a unique plan number will file a separate Form 5500. xxx

**Are the Plan Document and the SPD the Same Document?** Generally, the plan document is separate from the summary plan description (SPD). The SPD can sometimes serve as the plan document. A typical plan document will not satisfy the ERISA requirements for SPDs, unless it was purposely drafted to do so.

**Note for Public Sector Employers:** Even though the ERISA requirements for SPDs does not apply to public sector employers, their health and welfare plans should still have informative booklets available to participants that adequately describe the benefits available, claims and appeals procedures, eligibility and limitations.

### **Health FSA**

A health flexible spending account (Health FSA) is also an ERISA plan (unlike a dependent care FSA or HSA) even though it is offered through a cafeteria plan.

**What Does That Mean?** This means that a Form 5500 must be filed for the Health FSA under the cafeteria plan. If the Health FSA is part of a wrap plan document, then the Health FSA will be filed under that wrap plan.

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**Note of Caution for Private Sector Employers: Voluntary Benefits**

Insurance coverage that is voluntary (e.g., critical illness or hospital indemnity) offered by private sector employers may or may not be subject to ERISA. If the employer pays a portion of the premium or the employees pay for the benefit pre-tax, then the insurance will be subject to ERISA and must have a plan document or be included in the wrap plan document. Other technical requirements might make voluntary insurance an ERISA plan, but these are the most common. Ultimately, legal counsel must make this determination.

**Why Does It Matter?** If the voluntary insurance is not subject to ERISA (and meets the true definition of a "voluntary" benefit), but it is included in the wrap plan document (even accidentally), the voluntary insurance becomes subject to ERISA and reported as plan benefits on Form 5500.

**What About Commissions?** If commissions from voluntary insurance are used to pay for the administration of ERISA plan benefits, then the voluntary insurance becomes subject to ERISA. Again, the employer's legal counsel must be consulted.



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## C. Cafeteria Plan Document

A cafeteria plan is a written plan maintained by an employer to permit employee to elect welfare benefit plan options (such as medical, dental, vision, life and disability) on a pre-tax basis under Code Section 125. It can include reimbursement accounts for health and dependent care expenses and pre-tax health savings account (HSA) contributions if included by the employer. The cafeteria plan must specify all benefits and establish rules for eligibility and elections. A cafeteria plan does not necessarily include broader administrative terms; it may leave those specific governance issues to the separate welfare benefit plan option documents.

**Why Does an Employer Need This?** A written cafeteria plan is necessary for any employer to permit employees to pay for certain expenses on a pre-tax basis (e.g., premiums, flexible spending accounts, health savings account). The cafeteria plan document is governed by the Code and must meet specific legal requirements under Code Section 125.

**Is the Cafeteria Plan Subject to ERISA?** Cafeteria plan benefits are not themselves subject to ERISA, except for the Health FSA.\*

**Adoption Must Be Prospective.** To be recognized by the Internal Revenue Service (IRS), the cafeteria plan document must be formally adopted by the Board of Directors or its delegate on a prospective basis. This means that a cafeteria plan document must be adopted prior to the plan year in which the plan becomes effective (i.e., by 12/31/2022 for a 1/1/2023 effective date). Cafeteria plan amendments must also be formally adopted on a prospective basis unless the IRS makes an exception.

Execution and resolutions or other record of the formal adoption of the cafeteria plan should be kept with the plan document records.

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\* Nonfederal governmental plans are not subject to ERISA. Other plans not subject to ERISA include nonselecting church plans.

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## D. Importance of Proper Adoption and Execution of a Plan Document

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For a plan document to have legal effect, fulfill compliance requirements, and provide employer protections, it must be duly adopted by those with the authority within the organization to commit the employer to the plan's terms. Proper adoption of the plan document is best demonstrated by execution of that document by an authorized officer or delegate.

**Effective Date vs. Date of Execution.** Upon execution, the document must be dated by the authorized officer or delegate with the actual date of execution, not an earlier effective or adoption date. The IRS does not recognize retroactive adoption of a plan and may not recognize adoption of a plan amendment retroactive, even if only to the beginning of a plan or tax year, unless specified for the applicable circumstances. Neither the DOL nor courts may recognize any retroactive application of plan terms against participants unless permitted by applicable guidance.

**Failure to Execute.** Failure to execute a plan document raises the question of whether the plan was duly adopted. The legal presumption will be that an unsigned plan document was not adopted and does not apply. Courts tend not to give legal weight to draft documents or proposals. The plan drafting process itself tends not to be sufficient proof that an employer intended a particular draft of the plan document to be final or enforceable against the employer. Organizational commitment to the terms of an unsigned plan document would then have to be demonstrated by other means, such as a separately executed resolution by the organization's governing body or its duly authorized committee, officer, or delegate, or circumstantial evidence or communications by authorized parties that the organization intended to adhere to and be obligated by the plan terms.

**Compliance with Written Plan Document Requirements.** ERISA requires a written plan document as a fiduciary duty of a plan administrator. The document must designate the persons, committee or entity having fiduciary duty to uphold the plan terms and protect participant rights; this obligation must be formally approved and adopted. The Code requires a cafeteria plan document to be written, and the IRS requires timely adoption. Execution of the document is the best demonstration that a plan sponsor, the plan administrator and all plan participants are contractually bound to the specified plan terms.

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## E. Aon Services for Plan Document Amendments and Restatements

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A plan document may need to be amended when the law changes in a way that requires an adjustment in the written plan terms or plan administration; or when the employer changes the plan design or participant rights under the plan; or when plan administration, third-party administrator or vendors change. An employer may update the plan document for such changes by brief supplemental documents in the form of amendments or by completely rewriting the plan document in the form of a restatement.

**When Should a Plan Document be Updated by Amendment?** When legal, design or administrative changes to the plan require an update of specific and isolated provisions of a plan document, an amendment is the most efficient method of update.

For specific changes from year to year, amendments are the most common method of update.

Changes to the underlying benefits, such as medical and prescription drug benefits, dental and vision insurance, life or accident insurance, employee assistance programs (EAPs) and other component plans will be reflected in the insurers, administrators and vendors documents as those are updated. The helps maintain the wrap plan document free of many of the details of benefits coverage that change from year to year.

**When Should a Plan Document be Updated by a Complete Restatement of the Document?** When legal, design or administrative changes to the plan require an update of many provisions of a plan document, such that the change has pervasive effects through the written terms of the plan, a full restatement of the plan is the most effective method of update.

If the plan requires pervasive changes, has many years of amendments when yet more changes are needed, or has not been restated in many years, restatement is the typically the best method of update.

**Effective Date of Amendment or Restatement.** When determining the effective date of an amendment or restatement, it is important to identify the purpose and date of the change causing the update. Best practice would be to adopt the amendment or restatement prior to its effective date, although this often does not happen with health and welfare plans. The more common practice is to adopt the amendment or restatement as soon as administratively feasible, often after its effective date, but no later than the end of the plan year in which it becomes effective.

Note that these practices differ from the requirement to adopt a new cafeteria plan prospectively and the requirement to provide a revised Summary of Benefits and Coverage (SBC) at least 60 days in advance of the change. When cafeteria plan amendments are to be adopted retroactively, not under an IRS exception, legal counsel should be consulted.



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**Drafting Aon Plan Documents.** When Aon is providing drafting services, we will request completion of a plan document questionnaire by the employer. A draft plan document will then be prepared, addressing the overall plan rules, as well as health care and dependent care flexible spending accounts, health savings accounts and health reimbursement arrangements, as applicable. This draft is sent to the employer for review and comment. Aon will conduct a review call with the employer with a revised draft. Typically, the plan document is completed in another round of review and revisions if required.

**Amending Aon Plan Documents.** Aon will support the updating and amendment of Aon-drafted documents.

**Amending Non-Aon Plan Documents.** As Aon provides customized plan document services, we do not review, revise or amend other vendors' documents or Wrap360 documents; for such a service, an employer should return to the original drafting party or consult with legal counsel. We recommend that an employer perform their due diligence in choosing a compliant product and where possible obtain assurances of compliance and accuracy from the vendor that is engaged.

**Source Materials.** When commencing a drafting project, Aon requests that source materials in addition to the existing plan documents and SPDs being restated, such as:

- Annual enrollment materials
- Employee assistance plan design
- Spending account design information
- Current design material(s)/descriptions
- Summaries of material modification (independent from annual enrollment materials)

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## F. Summary Plan Description (SPD) and Summary of Material Modification (SMM)

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The SPD is the primary vehicle for informing participants and beneficiaries about their rights and benefits under the group health plan in which they participate.

The entirety of the SPD can be designed as one SPD for each component benefit (including the Health FSA), or a bundled SPD that addresses all benefits, or a “wrap” SPD that wraps around and incorporates the various benefit summaries or certificates of coverage provided by the vendors.

A wrap SPD, including the vendor documents, should also be incorporated by reference into the plan document.

The SPD must be drafted in plain English to be understood by the “average plan participant”, and it must include all of the elements described in the ERISA regulations.\*

**Note for Public Sector Employers:** Even though the ERISA requirements for SPDs do not apply to public sector employers, their health and welfare plans should still have informative booklets available to participants that adequately describe the benefits available, claims and appeals procedures, eligibility and limitations, prepared according to similar standards.

**Are Vendor-Provided SPDs Compliant?** Vendor-provided SPDs *rarely* meet the ERISA requirements and are typically not entirely accurate. Using a wrap SPD will provide the ERISA-required elements to ensure compliance with ERISA. The vendor documents will fill in the plan design detail.

**SPD Must be Distributed.** An SPD must be furnished in accordance with ERISA to new participants within 90 days after the participant first becomes covered under the plan and within 30 days upon request. If a wrap SPD is used, all related documents must also be distributed, for example, benefit booklets from the vendors. The plan sponsor remains liable for ensuring compliant distribution of SPDs.

**What About Changes to the SPD?** SPDs can be updated with any changes and redistributed every year. Alternatively, an SMM can be used to communicate any plan changes. Updated SPDs must be redistributed every 5 years.

**What is an SMM?** An SMM is an amendment to the SPD that can be used in lieu of providing an updated SPD each year. SMMs describe plan design changes and legally mandated changes, such as changes to cost-sharing, Health FSA contribution limits, or changes in insurers. An SMM does not need to follow a specific format and can be any communication.

For most changes, the annual enrollment guide can serve as the SMM since that document typically describes all of the plan changes for the upcoming plan year, provided the annual enrollment guide is distributed in accordance with ERISA and maintains a disclaimer that indicates that it serves as an SMM.

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\* See DOL Reg. §2520.102-3.

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Some years, the carrier documents' content may be the only SPD content that has been modified from the prior plan year. These carrier documents, combined with annual open enrollment materials that typically include SMM content, can satisfy the SPD and SMM requirements without any need to provide an updated wrap SPD. There is no requirement that a new wrap SPD be distributed annually.

Aon recommends that an SMM include a disclaimer that the document is an "SMM" that updates the information in the SPD and should be retained with other important information.

For example:

*This [letter/annual enrollment guide] includes a description of changes to your benefits as described in your current SPD and updates information in your SPD effective as of [insert date] and applies to the [insert name of legal plan] ("Plan"). This letter is considered a summary of material modification (SMM). Please keep this SMM with your SPD so you understand your current Plan rules. As explained in your SPD, [insert name of company] reserves the right to amend or terminate any of its plans or policies at any time with or without notice or cause, subject to applicable law [and any duty to bargain collectively].*

**How Are SMMs Distributed?** For new participants, SMMs must be included when providing the SPD until the SPD is fully updated every 5<sup>th</sup> year. For ongoing participants, SMMs may be provided separately. In all cases, SMMs must be distributed in accordance with ERISA, according to the same methods as an SPD, or else it will not effectively update the SPD.\*

**When Are SMMs Distributed?** In general, an SMM will need to be distributed in accordance with ERISA no later than 210 days after the end of the plan year in which the change is adopted.

If the change enacted would result in a material reduction in covered services or benefits, an SMM must be furnished to participants no later than 60 days after the **adoption** of the modification or change, although the SMM should be provided as soon as administratively feasible to prevent confusion or claims disputes.

There is no need to distribute an SMM if the changes are incorporated into an updated SPD that is distributed by the applicable SMM deadline above.

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\* Nonfederal governmental employer plans are not subject to this timing requirement.



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## G. Distribution of SPDs and SMMs

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Under ERISA, as a general rule, the method of delivery of SPDs and SMMs must be reasonably calculated to ensure actual receipt of the material by plan participants and beneficiaries. It must be sent by a method of delivery likely to result in full distribution to everyone covered by the plan and beneficiaries receiving benefits under the plan (other than beneficiaries under a welfare plan). In other words, while one distribution method might work for one group of individuals (e.g., employees), another method may need to be used to ensure receipt by another group (e.g., retirees).

**Note for Public Sector Employers:** Even though the ERISA distribution rules do not apply to public sector employers' SPDs or plan materials, delivery should still be by means that are expected to result in actual receipt of the SPDs or plan materials. However, public sector employers have more flexibility in being able to use electronic delivery while we await long-needed updates to the ERISA rules.

### Examples of Acceptable Methods of Delivery

- **In-Hand Delivery to an Employee at the Worksite.** Merely placing the material in a place frequented by employees is not an acceptable method. The plan administrator must ensure that individuals who are not "at work" would receive the update (e.g., retirees or individuals who are not assigned to a computer/desk, through another acceptable means, such as the mail).
- **In Periodicals.** Furnishing SPDs or SMMs as a special insert in a periodical distributed to employees, such as a union newspaper or a company publication is acceptable. The distribution list for the periodical must be comprehensive, and a prominent notice on the front page must advise readers that the issue contains an insert with important information about rights under the plan and ERISA which should be read and retained for future reference.
- **By Mail.** First class mail is an acceptable method of distribution. In addition, second- or third-class mail may be used if return and forwarding postage is guaranteed and address correction is requested. If it is returned with an address correction, it must be delivered a second time by first class mail or personal delivery at the employee's worksite.

### Electronic Delivery Under ERISA

ERISA's safe harbor for disclosure through electronic media, such as email and Web postings, was finalized in 2002 and has a number of burdensome requirements. If an employer follows the safe harbor, it is, for the most part, assured that the Department of Labor (DOL) would find that it is in compliance with the reporting and disclosure requirements of ERISA.

Aon has taken steps to encourage simplification of these rules, initially submitted comments to the DOL in 2011 and again in 2017, with testimony in 2017, requesting simplification of the electronic distribution as a result of the Trump Administration's Executive Order regarding regulatory reduction. To date, the safe harbor remains as outlined in this summary for non-retirement plans. The newer 2020 DOL safe harbor for electronic delivery applies only to retirement plan disclosures, and does not supersede the information below for health and welfare plans.

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The following electronic distribution safe harbor is available only with respect to a participant:

- 1. who has the ability to effectively access documents furnished in electronic form at any location where the participant is reasonably expected to perform his or her duties as an employee, and*
- 2. with respect to whom access to the employer's electronic information system is an integral part of those duties.*

Distribution of an SPD or SMM or other ERISA required materials (e.g., federal DOL notices) through electronic media will then be deemed to be furnished in accordance with the ERISA disclosure safe harbor if the following standards are met:

- Plan administrator takes measures to ensure that the electronic system used results in actual receipt of such information by the participant or beneficiary and protects the confidentiality of personal information. DOL examples include a return-receipt electronic mail feature, periodic reviews, and surveys to confirm the integrity of the delivery system.
- Document that is distributed electronically is prepared in a manner consistent with the style, format, and content requirements applicable to that document.
- Each participant receiving the document electronically is provided a notice, electronically or on paper, at the time a document is furnished electronically, informing the participant of the significance of the document and the right to request and receive a paper copy free of charge.
- Upon request, the participant, beneficiary or other individual is furnished a paper version of the SPD or SMM.

**What if the employee/participant does not have a computer as part of his/her ordinary work duties as explained in the red text?**

If a participant does not meet the above requirement in red italics (such as a retiree, a terminated employee, a union employee who works in the field, a health care provider who works in the field, a dependent), then additional requirements must be met, as follows:

- Participant must have affirmatively consented, in electronic or non-electronic form, to receive the documents through electronic media (and has not withdrawn the consent).
- In the case of documents to be furnished through the Internet or other electronic communication network, a participant has **affirmatively** consented or confirmed consent electronically, in a manner that demonstrates the individual's ability to access information in the electronic form that will be used to provide the information and has provided an address for the receipt of such documents.
- Prior to consenting, the participant is provided, in electronic or non-electronic form, a statement indicating the types of documents to which the consent would apply; that consent can be withdrawn at any time without charge; the procedures for withdrawing consent and for updating the participant's, beneficiary's, or other individual's address for receipt of electronically furnished documents; the right to request a paper copy (and whether it will be free of charge); and any hardware or software requirements for accessing and retaining the documents (updated as these requirements change).

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## About Aon

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Aon plc (NYSE:AON) is the leading global provider of risk management, insurance and reinsurance brokerage, and human resources solutions and outsourcing services. Through its more than 50,000 colleagues worldwide, Aon unites to empower results for clients in over 120 countries via innovative and effective risk and people solutions and through industry-leading global resources and technical expertise. Aon has been named repeatedly as the world's best broker, best insurance intermediary, best reinsurance intermediary, best captives manager, and best employee benefits consulting firm by multiple industry sources. Visit [aon.com](https://aon.com) for more information on Aon.

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## Disclaimer

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**ONTARIO-MONTCLAIR SCHOOL DISTRICT**  
**Ontario, California**

March 18, 2026

**TO:** All Ontario-Montclair School District Staff

**FROM:** Department of Human Resources

**SUBJECT:** **Important Notification: Compliance with Senate Bill 294  
(Workplace Know Your Rights Act)**

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This notice serves as a brief overview of *Senate Bill 294 (SB 294)*, also known as the *Workplace Know Your Rights Act*, which recently went into effect across California.

**What is SB 294?**

SB 294 is a state mandate designed to ensure all employees are informed of their workplace and constitutional rights. Key provisions of the law include:

- As a worker in California, you are entitled to know and exercise your workplace and constitutional rights. Labor laws, including but not limited to standards for wages, hours, and health and safety, apply to all workers in the state regardless of immigration status.
- The right to designate a specific emergency contact to be notified in the event of an arrest or detention occurring at the worksite or during work hours (this is optional). While these situations are rare, the intent of the law is to ensure every employee has a pre-designated support person and that no one is left without a point of contact during an emergency.

**Next Steps**

1. *Watch for an email* from "Frontline" with the subject line: 'Action Required: SB 294 Employee Rights & Emergency Contact in your District inbox.
2. *OPTIONAL: Update your emergency contact* by clicking on this [LINK](#) to Frontline. This action is offered in addition to your site/department emergency card.

This information will be retained annually in an official central file to ensure the District remains in full compliance with SB 294 requirements. This designation is specific to the requirements of the new law and is intended to protect your rights and ensure clear communication protocols are in place.

Thank you for your cooperation in helping us meet these new state standards while ensuring a safe and informed workplace for all.

## **Special Enrollment Rights**

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards your or your dependents' other coverage). However, you must request enrollment within 30 days after your or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).

If you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

If you decline enrollment for yourself or for an eligible dependent (including your spouse) while Medicaid coverage or coverage under a state children's health insurance program is in effect, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage.

However, you must request enrollment within 60 days after your or your dependents' coverage ends under Medicaid or a state children's health insurance program.

If you or your dependents (including your spouse) become eligible for a state premium assistance subsidy from Medicaid or through a state children's health insurance program with respect to coverage under this plan, you may be able to enroll yourself and your dependents in this plan. However, you must request enrollment within 60 days after your or your dependents' determination of eligibility for such assistance.

To request special enrollment or obtain more information, contact:

**Rosalia Rangel (A-L) at (909) 418-6403**  
**Glenda Figueroa (M-Z) at (909) 418-6409.**



# Ontario-Montclair School District

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**HUMAN RESOURCES DIVISION**

James Q. Hammond, Ed.D.  
*Superintendent*

**To:** Substitutes  
**From:** Human Resources  
**Subject:** Personal Illness/Personal Sick Leave

Hector Macias, Ph.D.  
*Deputy Superintendent,  
Human Resources Division*

Veronica Bucheli  
*Executive Director  
Human Resources Division*

Ontario-Montclair School District, in compliance with the Healthy Workplace/Healthy Family Act, will ensure employees who are not part of a bargaining unit can address their own health needs and those of their families. Any substitute employee who works 30 or more days within a year is entitled to paid sick days for a prescribed purpose after working their initial 90 days from the date of hire.

Effective January 1, 2024, employees will accrue one hour of sick leave for every 30 hours worked, up to a maximum of 40 hours in a school year. The district will provide a maximum of 40 hours of sick leave to be used for all non-represented employees per school year. Any unused sick leave shall carry over to the following year of employment and will be capped at 80 hours. Please be aware, sick leave cannot be used until after the 90<sup>th</sup> day worked, starting from the initial hire date

A Substitute may use accrued sick leave for absences due to the following conditions:

- Diagnosis, care, or treatment of an existing health condition, or preventative care for the employee or his/her family member (Labor Code 245.5).
- Need of the employee to obtain or seek any relief or medical attention specified in Labor Codes 230 (c) and 230.1 (a) for the health, safety or welfare of the employee, or his/her child, when that child has been a victim of domestic violence, sexual assault, or stalking.
- As of October 1, 2025, California's HWHFA Law, has been significantly expanded to include jury duty. Under the updated law, employees—including substitute teachers who meet the eligibility requirements—can now use their accrued paid sick leave to receive pay while serving on a jury.

A Substitute may not use accrued sick leave for Bereavement or any reason other than those prescribed above. Retired active employees are not eligible to receive sick leave.

### Sick Leave Process

Should a Substitute employee need to use their sick leave for the above prescribed purposes, they must:

- Remove themselves from any assignments on Frontline Absence Management or call respective site/department for non-Frontline subs.
- If they are not scheduled for an assignment on Frontline Absence Management, please do not accept any assignment for that day.
- Submit timesheets to Payroll according to current procedures and timelines. Indicate "Sick" on the proper date of absence. (Sick leave must be submitted within the designated pay period).
- If using leave for Jury Duty, employees must attach the official form provided by the court for every day served to their timesheet.
- When submitting the timesheet, complete the Blue Absence Form only available in payroll.
- Payroll will verify that they have sufficient sick leave hours to cover the absence and process payment accordingly.

Please contact the Payroll Department if you have further questions when completing your sick leave paperwork.





## ONTARIO-MONTCLAIR SCHOOL DISTRICT

### RISK MANAGEMENT

**TO:** All Employees  
**FROM:** Health Services  
**DATE:** July 1, 2026  
**SUBJECT:** Trauma Kit Employee Notification

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California Assembly Bill 70 (AB 70) requires certain public and private buildings, including educational facilities, to install and maintain trauma kits for emergency preparedness. This law applies to buildings constructed on or after January 1, 2023, and those built before this date but modified, renovated, or tenant-improved after January 1, 2024, with costs over \$100,000.

Affected buildings must have at least six trauma kits, placed in easily accessible, recognizable containers next to AEDs. These kits require inspections every three years for expired materials and must be restocked after each use. Annually, tenants must be notified of trauma kit locations, and information on training contacts must be provided.

Current trauma kits include a QR code for staff training. Additionally, volunteers can use resources from organizations like Stop the Bleed or the American Red Cross. Property managers need to identify at least one training source.

Finally, individuals and property management entities are not liable for civil damages resulting from emergency care provided with a trauma kit, or from equipment failure within a properly stocked kit.

For additional questions, please contact us:

Brenda Rios - Health Services ext 68406

Sara Garcia - Risk Management ext 10543

Vanessa Eastland - Chief Financial Officer ext 10446

Phil Hillman - Chief Business Official ext 10450



## ONTARIO-MONTCLAIR SCHOOL DISTRICT UCP ANNUAL NOTICE 2026-2027

**For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties**

The *Ontario-Montclair School District* annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The *Ontario-Montclair School District* is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

| The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accommodations for Pregnant and Parenting Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils of military families, former Juvenile Court pupils, pupils who are migratory, and pupils participating in a newcomer program. |
| After School Education and Safety                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                  |
| Child Care and Development Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                  |
| Compensatory Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                  |
| Consolidated Categorical Aid Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Every Student Succeeds Act (ESSA)                                                                                                                                                                                                |
| Course Periods without Educational Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Instructional Materials and Curriculum: Diversity                                                                                                                                                                                |
| Discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code (EC) Sections 200 & 220 & Government Code Section 11135, including any actual or perceived characteristics as set for in Penal Code Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in EC Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance. | Local Control Accountability Plans (LCAP)                                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Migrant Education                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Physical Education Instructional Minutes                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Reasonable Accommodations to a Lactating Pupil                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | School Plan for Student Achievement                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | School Site Council                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | State Preschool                                                                                                                                                                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | State Preschool Health and Safety Issues in LEAs Exempt from Licensing                                                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Unlawful Pupil Fees                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Any other state and federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.                                                                                             |
| Critical or immediate site situations which jeopardize the wellness or security of students and personnel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Instructional Material                                                                                                                                                                                                           |
| Teacher vacancy or misassignments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                  |

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fee and/or an LCAP complaint may be filed anonymously, however, the complaint must provide evidence or information leading to evidence to support the complaint. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, pupils of military families, migrant students, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable. Complete contact information related to Title IX is posted on the District's website at [www.omsd.net](http://www.omsd.net).

**Hugo Lopez, Director**  
Child Welfare, Attendance & Records  
950 West "D" Street  
Ontario, CA 91762  
(909) 418-6477  
[hugo.lopez@omsd.net](mailto:hugo.lopez@omsd.net)

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision. A complainant seeking civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, may pursue civil law remedies outside the District's UCP Process, 60 calendar days after filing an appeal with CDE.

Copies of our Uniform Complaint Procedures process shall be available free of charge at [www.omsd.net](http://www.omsd.net).



## Ontario Montclair School District

### Volunteer Administration of Emergency Anti-Seizure Medication

Under Assembly Bill 1810 and California Education Code § 49468 et seq., The Seizure Safe Schools Act, volunteers are being sought to administer, in the absence of a school nurse, an emergency anti-seizure medication to identified pupils experiencing seizure conditions. This emergency anti-seizure medication has been prescribed by the student's physician and or surgeon and given with parental consent. The offer to volunteer may be rescinded at any time.

Volunteers will receive training from a licensed health care professional at least once annually. The training shall consist of information on various types of seizures, recognizing and responding to the signs and symptoms of seizures, the administration of oral, nasal or rectal seizure medication, basic emergency follow-up procedures and necessary documentation.

Any employee who volunteers may rescind their offer to administer an emergency anti-seizure medication with no retaliation against any individual for rescinding the individual's offer to volunteer, including after receiving training.

In accordance with California Education Code § 49468.2, ensures that each employee who volunteers under this article will be provided defense and indemnification by OMSD for any and all civil liability, in accordance with, but not limited to, that provided in Division 3.6 (commencing with Section 810) of Title 1 of the Government Code. This information shall be reduced to writing, provided to the volunteer, and retained in the volunteer's personnel file. Further, a person trained as required under subdivision (c) of Section 49468.2 who administers emergency anti-seizure medication or medication prescribed for seizure disorder symptoms in compliance with this article, in good faith and not for compensation, to a pupil diagnosed with seizures, a seizure disorder, or epilepsy who appears to be experiencing a seizure shall not be subject to professional review, be liable in a civil action, or be subject to criminal prosecution for the person's acts or omissions in administering the emergency anti-seizure medication.

**TO VOLUNTEER TO ADMINISTER EMERGENCY ANTI-SEIZURE MEDICATION, PLEASE COMPLETE THE FOLLOWING FORM AND RETURN THE FORM TO SITE SCHOOL NURSE**

Name: \_\_\_\_\_

School: \_\_\_\_\_ Position/Title \_\_\_\_\_

\_\_\_ I volunteer to administer emergency anti-seizure medication to identified students.

\_\_\_ I understand that I will be trained by a licensed healthcare professional.

\_\_\_ I understand the recession timeline in the event that I no longer wish to volunteer for this procedure.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_



## **Women's Health and Cancer Rights Act of 1998**

As required by the *Women's Health and Cancer Rights Act of 1998*, Covered Services are provided for mastectomy, including reconstruction and surgery to achieve symmetry between the breasts, prostheses, and complications resulting from a mastectomy (including lymphedema).

If you are receiving Covered Services in connection with a mastectomy, benefits are also provided for the following Covered Services, as you determine appropriate with your attending Physician:

- All stages of reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance; and
- Prostheses and treatment of physical complications of the mastectomy, including lymphedema.

The amount you must pay for such Covered Services (including Copayments and any annual deductible) are the same as are required for any other Covered Service. Limitations on benefits are the same as for any other Covered Service.



## ONTARIO-MONTCLAIR SCHOOL DISTRICT RISK MANAGEMENT

**TO:** All Employees  
**FROM:** Risk Management  
**DATE:** July 1, 2026  
**SUBJECT:** Workplace Violence Prevention Plan

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As of July 1, 2024, SB 553 requires nearly all California employers to establish, implement and maintain an "effective" workplace violence prevention plan. Under the new law, the employer must establish a workplace violence prevention plan that includes, among other things, the following:

- 1) The names or job titles of the individuals responsible for implementing the plan.
- 2) Procedures that document the active involvement of employees in developing and implementing the plan, including their participation in identifying, evaluating and correcting workplace violence hazards, designing and implementing training, and reporting and investigating workplace violence incidents.
- 3) Procedures for the employer to respond to reports of workplace violence and to prohibit retaliation against the employee who reported the incident.
- 4) Procedures to develop and provide training on the employer's plan.
- 5) Procedures to correct workplace violence hazards in a timely manner.
- 6) Procedures for post-incident response and investigation.
- 7) Procedures for the employer to review and update the plan for effectiveness at least annually, or when a deficiency is observed, or after an incident of violence. Covered employers must also maintain detailed records regarding the workplace violence hazard identification, evaluation and correction and the employer's investigations documented on the violent incident log.

The District's Workplace Violence Prevention Plan (WVPP) is available for employees to review on the landing page of the intranet home page. Please click on the WVPP icon to direct you to the plan and the instructions on how to report a workplace violence incident.

If you have any questions or concerns, please contact Risk Management at ext. 10454 or 10593.

## Your Rights and Protections Against Surprise Medical Bills

When you get emergency care or get treated by an out-of-network provider at an in-network hospital or ambulatory surgical center, you are protected from surprise billing or balance billing.

### **What is “balance billing” (sometimes called “surprise billing”)?**

When you see a doctor or other health care provider, you may owe certain out-of-pocket costs, such as a copayment, coinsurance, and/or a deductible. You may have other costs or have to pay the entire bill if you see a provider or visit a health care facility that isn’t in your health plan’s network.

“Out-of-network” describes providers and facilities that haven’t signed a contract with your health plan. Out-of-network providers may be permitted to bill you for the difference between what your plan agreed to pay and the full amount charged for a service. This is called “**balance billing**.” This amount is likely more than in-network costs for the same service and might not count toward your annual out-of-pocket limit.

“Surprise billing” is an unexpected balance bill. This can happen when you can’t control who is involved in your care—like when you have an emergency or when you schedule a visit at an in-network facility but are unexpectedly treated by an out-of-network provider.

### **You are protected from balance billing for:**

#### **Emergency services**

If you have an emergency medical condition and get emergency services from an out-of-network provider or facility, the most the provider or facility may bill you is your plan’s in-network cost-sharing amount (such as copayments and coinsurance). You **can’t** be balance billed for these emergency services. This includes services you may get after you’re in stable condition unless you give written consent and give up your protections not to be balance billed for these post-stabilization services.

#### **Certain services at an in-network hospital or ambulatory surgical center**

When you get services from an in-network hospital or ambulatory surgical center, certain providers there may be out-of-network. In these cases, the most those providers may bill you is your plan’s in-network cost-sharing amount. This applies to emergency medicine, anesthesia, pathology, radiology, laboratory, neonatology, assistant surgeon, hospitalist, or intensivist services. These providers **can’t** balance bill you and may **not** ask you to give up your protections not to be balance billed.

If you get other services at these in-network facilities, out-of-network providers **can’t** balance bill you, unless you give written consent and give up your protections.

**You’re never required to give up your protections from balance billing. You also aren’t required to get care out-of-network. You can choose a provider or facility in your plan’s network.**



Additionally, California law protects consumers from surprise medical bills when they receive emergency services or, when receiving non-emergency services, they go to an in-network health facility and receive care from an out-of-network provider without their consent. Visit this Surprise Medical Bill Fact Sheet issued by the California Department of Managed Health Care for more information:

[DMHC Balance Billing Fact Sheet](#)

**When balance billing isn't allowed, you also have the following protections:**

- You are only responsible for paying your share of the cost (like the copayments, coinsurance, and deductibles that you would pay if the provider or facility was in-network). Your health plan will pay out-of-network providers and facilities directly.
- Your health plan generally must:
  - Cover emergency services without requiring you to get approval for services in advance (prior authorization).
  - Cover emergency services by out-of-network providers.
  - Base what you owe the provider or facility (cost-sharing) on what it would pay an in-network provider or facility and show that amount in your explanation of benefits.
  - Count any amount you pay for emergency services or out-of-network services toward your deductible and out-of-pocket limit.

**If you believe you've been wrongly billed**, you may contact the Department of Health and Human Services' No Surprises Helpdesk at 1-800-985-3059.

Visit [www.cms.gov/nosurprises](http://www.cms.gov/nosurprises) for more information about your rights under federal law.

For more information about your rights under California law, or to file a complaint if you believe you've been wrongly billed, visit:

**California Department of Insurance**

<https://www.insurance.ca.gov/01-consumers/110-health/60-resources/NoSupriseBills.cfm>

**California Department of Managed Health Care**

<http://www.dmhc.ca.gov/>

**Policy 1313: Civility**

Status: ADOPTED

Original Adopted Date: 06/30/2011 | Last Reviewed Date: 06/30/2011

It is the intent of the Board of Trustees to promote mutual respect, civility and orderly conduct among district employees, parents and the public. It is not the intent of the Board of Trustees to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to greatest extent reasonably possible, a safe and orderly workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board of Trustees encourages positive communications and discourages volatile, hostile or aggressive communications or actions. This policy seeks to promote a school and workplace culture of mutual respect, civility, and orderly conduct. One of the primary goals of this policy is to ensure a learning environment that is safe, productive, and nurturing for all students and staff. Ontario-Montclair School District seeks public cooperation with this endeavor.

1. Expected level of behavior:

- a. School and district personnel will treat parents and other members of the public with courtesy and respect;
- b. Parents and visitors will treat teachers, administrators, other district employees, and site visitors with courtesy and respect.

2. Unacceptable/disruptive behavior:

- a. Disruptive behavior includes, but is not necessarily limited to:
  - i. Behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of school or facility open to parents/guardians and the general public. It also cover areas of a school or facility, which are not open to parents/guardians and general public
  - ii. Using loud and/or offensive language, swearing, cursing or display of temper;
  - iii. Threatening to do bodily or physical harm to a teacher, school administrator, school employee, student, or visitor to the site regardless of whether or not the behavior constitutes or may constitute a criminal violation
  - iv. Damaging or destroying school or district property
  - v. Abusive, threatening or obscene e-mail or voice mail messages
  - vi. Taunting, jeering, inciting others to taunt or jeer at a person
  - vii. Using epithets referring to ones ethnic/racial, religion, gender, color, sexuality, or disability  
Invading the personal space of a person after being directed to move away
  - viii. Repeatedly and aggressively interrupting another person who is speaking at an appropriate time and place
  - ix. Any other behavior that disrupts the orderly operation of a school, classroom or any other district facility

3. Parent recourse:

- a. Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor or appropriate director. The parent may report verbally or in writing using the district's uniform complaint form. Parents are encouraged to work out issues of concern promptly. No retaliation will be permitted against persons for working in good faith under this policy to resolve conflicts.

4. Authority of school personnel (as referenced in BP 3515.5):

- a. Authority to direct persons to leave school or Board of Trustees premises: Any individual who
  - i. disrupts or threatens to disrupt school or district operations;
  - ii. threatens or attempts to do or does physical harm to district personnel, students or others lawfully on a school or district premises;
  - iii. threatens the health or safety of students, district personnel or others lawfully on a school or district premises;
  - iv. intentionally causes damage to schools, district property or property of others lawfully on a school campus or district premises;
  - v. uses loud or offensive language or who, without authorization, comes on a school or other district facility may be directed to leave the school or district premises by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school or any district level administrator. If the person refuses to leave the premises or returns before the applicable period of time as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

5. Appeal procedure (as referenced in BP 3515.5):

- a. Any person who is asked to leave a school district grounds may appeal to the Superintendent or designee. This appeal shall be no later than the second school day after the person has been directed to leave the school building or grounds. After reviewing the matter with the principal or designee and the person making the appeal, the Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding.
- b. The decision of the Superintendent or designee may be appealed to the Board of Trustees. Such an appeal shall be made no later than the second school day after the Superintendent or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final.

**Authority To Deal With Persons Who Are Verbally Abusive**

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on district premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

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**Policy 6144: Controversial Issues**

Status: ADOPTED

Original Adopted Date: 05/04/2017 | Last Reviewed Date: 05/04/2017

The Board of Trustees recognizes that the district's educational program may sometimes include instruction related to controversial issues that may arouse strong reactions based on personal values and beliefs, political philosophy, culture, religion, or other influences. Instruction concerning such topics shall be relevant to the adopted course of study and curricular goals and should be designed to develop students' critical thinking skills, ability to discriminate between fact and opinion, respect for others, and understanding and tolerance of diverse points of view.

The Board expects administrators and teachers to exercise professional judgment when deciding whether or not a particular issue is suitable for study or discussion. They shall consult with the Superintendent or designee as necessary to determine the appropriateness of the subject matter, guest speakers, and/or related instructional materials or resources.

When providing instruction related to a controversial issue, the following guidelines shall apply:

1. The topic shall be suitable to the age and maturity of the students.
2. Instruction shall be presented in a balanced manner, addressing all sides of the issue without bias or prejudice and without promoting any particular point of view.
3. In the classroom, teachers act on behalf of the district and are expected to follow the adopted curriculum. In leading or guiding class discussions about issues that may be controversial, a teacher may not advocate his/her personal opinion or viewpoint. When necessary, the Superintendent or designee may instruct teachers to refrain from sharing personal views in the classroom on controversial topics.
4. Students shall be assured of their right to form and express an opinion without jeopardizing their grades or being subject to discrimination, retaliation, or discipline, provided the viewpoint does not constitute harassment, threats, intimidation, or bullying or is otherwise unlawful.
5. Students shall be informed of conduct expected during such instruction and the importance of being courteous and respectful of the opinions of others.
6. Adequate factual information shall be provided to help students objectively analyze and evaluate the issue and draw their own conclusions.
7. The instruction shall not reflect adversely upon persons because of their race, ethnicity, national origin, sex, sexual orientation, gender identity or expression, disability, religion, or any other basis prohibited by law.
8. The subject matter of the instruction shall not otherwise be prohibited by state or federal law.

When a guest speaker is invited to make a presentation related to a controversial issue, the Superintendent or designee shall notify him/her of this policy and the expectations and goals regarding the instruction. If the guest speaker is presenting only one point of view on an issue, the teacher shall be responsible for ensuring that students also receive information on opposing viewpoints.

When required by law, such as in regards to comprehensive sexual health and HIV prevention education, parents/guardians shall be notified prior to instruction that they may request in writing that their child be excused from the instruction. Students whose parents/guardians decline such instruction may be offered an alternative activity of similar educational value.

A student or parent/guardian with concerns regarding instruction about controversial issues may communicate directly with the teacher or principal and/or use appropriate district complaint procedures.

**Policy 3513.4: Drug And Alcohol Free Schools**

**Status:** ADOPTED

**Original Adopted Date:** 01/11/2018 | **Last Reviewed Date:** 01/11/2018

The Board of Trustees recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California
2. Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)
3. Alcoholic beverages

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

**Enforcement/Discipline**

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

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**Policy 4020: Drug And Alcohol-Free Workplace**

Status: ADOPTED

Original Adopted Date: 02/17/2011 | Last Reviewed Date: 02/17/2011

The Board of Trustees believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

An employee shall not unlawfully manufacture, distribute, disperse, possess, or use any controlled substance in the workplace. (Government Code 8355; 41 USC 701)

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 noninstructional time in the classroom or workplace, at extracurricular or cocurricular 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.

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 701)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC 701)

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within ten days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

The Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction. (Education Code 44836, 45123)

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

A classified employee may be reemployed after conviction of such an offense if the Board determines, from the evidence presented, that the person has been rehabilitated for at least five years. (Education Code 45123)

The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

**Drug-Free Awareness Program**

The Superintendent or designee shall establish a drug-free awareness program to inform employees about: (Government Code 8355; 41 USC 701)

1. The dangers of drug abuse in the workplace
2. The district's policy of maintaining a drug-free workplace
3. Available employee assistance programs
4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace



**Regulation 4161.8: Family Care And Medical Leave**

Status: ADOPTED

Original Adopted Date: 10/18/2018 | Last Revised Date: 05/20/2021 | Last Reviewed Date: 05/20/2021

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or leave for pregnancy disability pursuant to California Pregnancy Disability Leave (PDL). The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 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* means a biological, adopted, or foster child; a stepchild; a legal ward; or a person to whom the employee stands in *loco parentis*. For purposes of CFRA leave, *child* also includes a child of a registered domestic partner. (Government Code 12945.2; 2 CCR 11087; 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 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

*Eligible family member* means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, *eligible family member* includes an employee's child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. (Government Code 12945.2; 2 CCR 11087; 29 USC 2612)

*Employee disabled by pregnancy* means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, child birth, loss or end of pregnancy, recovery from child birth or loss or end of pregnancy, or any other pregnancy-related condition

*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 11087; 29 USC 2611; 29 CFR 825.122)

*Serious health condition* means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611, 2612; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an *inpatient* when formally admitted to a health care facility with the expectation of remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

*Incapacity* means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

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, including same sex partners in marriage. For purposes of CFRA leave, spouse also includes a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

### Eligibility

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112, 825.126, 825.127)

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 (parental leave)
2. To care for the employee's eligible family member with a serious health condition
3. The employee's own serious health condition that makes the employee unable to perform one or more essential job functions of the position
4. Any qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, 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 servicemember with a serious injury or illness if the covered servicemember is the employee's spouse, child, parent, or next of kin, as defined

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

### 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 servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. In circumstances where the leaves do not run concurrently under the law, the employee may take up to 12 work weeks for both CFRA and FMLA, for a total of 24 work weeks. (Government Code 12945.2; 29 USC 2612)

This 12-month period shall be a rolling period measured backward from the date an employee uses any family care and medical leave, as defined in 29 CFR 825.200. (29 CFR 825.200)

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

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 a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

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.



(2 CCR 11090; 29 USC 2612)

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district.

#### **Use/Substitution of Paid Leave**

During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2; 2 CCR 11044, 11092; 29 USC 2612)

The district and employee may also to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

#### **Intermittent Leave/Reduced Work or Leave Schedule**

PDL and family care and medical leave for the serious health condition of an employee or eligible family member 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 shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2; 2 CCR 11042, 11090; 29 USC 2612)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.
2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.
3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child.

The 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 11041, 11090; 29 USC 2612)

#### **Request for Leave**

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee 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 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)



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. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. 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. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, 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 11050, 11091)

### **Certification of Health Condition**

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, 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 calendar 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 11087, 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 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 an eligible family member 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, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision
  - b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member
4. If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position
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

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011. (Government Code 12940)

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 leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that

accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee 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; 2 CCR 11091; 29 USC 2613)

#### **Certification for PDL**

The Superintendent or designee shall request that an employee who is requesting PDL 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 the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

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 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee 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 11050)

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 11050; 29 USC 2613)

#### **Release to Return to Work**

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the employee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of the position.

#### **Rights to Reinstatement**

Upon granting an employee's request for PDL or FMLA/CFRA 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 11043, 11089; 29 USC 2614)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

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 11043)

#### **Maintenance of Benefits/Failure to Return from Leave**

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee 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; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 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 the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee 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 the employee's



control. (Government Code 12945.2; 2 CCR 11044, 11092; 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 make plan payments for an employee during any unpaid portion of 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 11044, 11092)

#### **Military Family Leave Resulting from Qualifying Exigencies**

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status. (Government Code 12945.2; 29 USC 2612; 29 CFR 825.126)

*Covered active duty* means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or and, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign country includes deployment to international waters. (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 of 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 child care 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 calendar 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 leave for qualifying exigencies 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 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 an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered service member with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, 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

*Child of a covered service member* means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in loco parentis, and who is of any age. (29 CFR 825.127)

*Parent of a covered servicemember* means the covered servicemember'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 servicemember, other than the spouse, parent, or child, unless designated in writing by the covered servicemember. (29 USC 2611, 2612; 29 CFR 825.127)

*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 the servicemember unable to perform the duties of the servicemember's 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 the servicemember's 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 servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember 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 family care and medical 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 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 regarding state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the FEHA/PDL 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 11049, 11095; 29 USC 2619)

The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)

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 eligibility to take such leave. (2 CCR 11049, 11091; 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 applicable: (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
  - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, 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. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
  - f. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the 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 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. (2 CCR 11091; 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 used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 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)



**Policy 3515.7: Firearms On School Grounds**

Status: ADOPTED

Original Adopted Date: 04/19/2018 | Last Reviewed Date: 04/19/2018

The Board of Trustees is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement and other appropriate individuals and agencies to address the security of school campuses.

Possession of a firearm on or within 1,000 feet of school grounds is prohibited, except under the limited circumstances specified in Penal Code 626.9. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots. (Penal Code 626.9)

If a district employee observes or suspects that any unauthorized person is in possession of a firearm on or near school grounds or at a school activity, he/she shall immediately notify the principal or designee and law enforcement.

The prohibition against the possession of firearms on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

**Policy 4033: Lactation Accommodation**

Status: ADOPTED

Original Adopted Date: 10/06/2011 | Last Revised Date: 10/09/2025 | Last Reviewed Date: 10/09/2025

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

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

Lactation accommodations shall be granted unless there exist limited circumstances, as specified in law. (Labor Code 1031, 1032; 29 USC 218d, 42 USC 2000gg-1)

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

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute this policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

**Break Time and Location Requirements**

For at least a year after the birth of a child, the district shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030; 42 USC 2000gg-1)

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 218d)

The employee shall be provided a lactation space which may be used by the employee for expressing breast milk as needed. The lactation space shall be a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area and shall meet the following requirements: (Labor Code 1031; 29 USC 218d)

1. Is shielded from view and free from intrusion while the employee is expressing breast milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
3. Contains a place to sit and a surface to place a breast pump and personal items
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump
5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another cooling device suitable for storing breast milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take

precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

#### **Dispute Resolution**

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

Additionally, an employee may file a complaint with the Wage and Hour Division of the U.S Department of Labor for an alleged violation of the Providing Urgent Maternal Protections for Nursing Mothers Act and/or the Equal Employment Opportunity Commission for failure to provide reasonable accommodations pursuant to the Pregnant Workers Fairness Act. (29 USC 218c, 218d, 42 USC 2000gg-2).

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**Policy 5145.3: Nondiscrimination/Harassment**

Status: ADOPTED

Original Adopted Date: 10/01/2020 | Last Revised Date: 10/09/2025 | Last Reviewed Date: 10/09/2025

The Board of Trustees desires to provide a welcoming, safe, and supportive 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.

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

The Board prohibits, at any district school or activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

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 district 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, 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 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 related to a district activity, attendance, or district-related or district-sponsored activity, 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 may engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee may also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and 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.

Complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures, when required by law. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 5145.71 - Title IX Sexual 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.

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**Policy 4030: Nondiscrimination In Employment**

Status: ADOPTED

Original Adopted Date: 03/09/2017 | Last Revised Date: 10/09/2025 | Last Reviewed Date: 10/09/2025

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of one, or a combination of two or more, protected characteristics which include, but may not be limited to, the employee's actual or perceived race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 230, 260; Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688, 29 USC 621, 42 USC 2000d-2000d-7, 2000e-2)

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that such inquiry is necessary to comply with federal immigration law. (2 CCR 11028)

In addition, unless otherwise provided for in law, the district may not discriminate against an employee in any term or condition of employment, or otherwise penalize a person, including termination, based on the person's use of cannabis off the job and away from the workplace, or on a drug screening which finds that the person has nonpsychoactive cannabis metabolites in the person's hair, blood, urine, or other bodily fluid. However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Hiring, compensation, terms, conditions, and other privileges of employment
2. Taking adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is offensive and so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
  - a. Sex discrimination based on one, or a combination of two or more protected characteristics, which include, but may not be limited to, an employee's pregnancy, childbirth, breastfeeding, or any related medical condition, or on an employee's gender, gender expression, gender identity, or sexual orientation
  - b. Religious creed discrimination based on an employee's religious belief, observance, and practice, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement



- c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
- d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee
- e. Requiring an employee to disclose information relating to the employee's reproductive health decision-making
- f. Including a statement in a job advertisement, posting, application, or other material that an applicant is required to have a driver's license, unless the district reasonably expects driving to be one of the job functions for the position and reasonably believes that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the district or a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful. (Government Code 12964.5)

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator within one workday. All other employees shall report such incidents to their supervisor or designated district coordinator within one workday.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other prohibited conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Civil Rights Department, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

**Policy 4136: Nonschool Employment**

Status: ADOPTED

Original Adopted Date: 09/17/1998 | Last Reviewed Date: 09/17/1998

The Board of Trustees 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.

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.

District employees shall not perform, without prior Board approval, any paid service which will be wholly or in part subject to the approval or control of another district employee or a district officer.

Upon determining that an employee's outside job is incompatible with district employment, the Superintendent or designee shall so inform the employee. An employee who continues to pursue an incompatible activity may be subject to disciplinary action.



**Policy 4119.21: Professional Standards**

Status: ADOPTED

Original Adopted Date: 04/19/2018 | Last Revised Date: 06/04/2026 | Last Reviewed Date: 06/04/2026

The Governing Board desires to provide a safe and positive school environment that promotes the learning, engagement, safety, and well-being of district students. The Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district; advances the goals of the district's educational programs; encourages student learning, engagement, and success; and contributes to a safe and positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee is expected to acquire the knowledge and skills necessary to fulfill the employee's professional responsibilities and to contribute to the learning and achievement of district students.

**Inappropriate Conduct**

The Board prohibits inappropriate conduct between employees, adult volunteers, and district contractors and among and between adults employed, volunteering, or under contract with the district. (Education Code 32100)

Inappropriate employee conduct includes, but is not limited to:

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



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

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

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire
15. Other conduct prohibited in Board Policy 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions

#### **Reports of Misconduct**

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

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

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

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

#### **Notifications**

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

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**Policy 4219.21: Professional Standards**

Status: ADOPTED

Original Adopted Date: 04/19/2018 | Last Revised Date: 06/04/2026 | Last Reviewed Date: 06/04/2026

The Governing Board desires to provide a safe and positive school environment that promotes the learning, engagement, safety, and well-being of district students. The Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district; advances the goals of the district's educational programs; encourages student learning, engagement, and success; and contributes to a safe and positive school climate.

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**Inappropriate Conduct**

The Board prohibits inappropriate conduct between employees, adult volunteers, and district contractors and among and between adults employed, volunteering, or under contract with the district. (Education Code 32100)

Inappropriate employee conduct includes, but is not limited to:

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

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

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

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15. Other conduct prohibited in Board Policy 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions

#### **Reports of Misconduct**

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

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

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

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

#### **Notifications**

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

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**Policy 4319.21: Professional Standards**

Status: ADOPTED

Original Adopted Date: 04/19/2018 | Last Revised Date: 06/04/2026 | Last Reviewed Date: 06/04/2026

The Governing Board desires to provide a safe and positive school environment that promotes the learning, engagement, safety, and well-being of district students. The Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district; advances the goals of the district's educational programs; encourages student learning, engagement, and success; and contributes to a safe and positive school climate.

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

political activities

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

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

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

14. Wearing inappropriate attire

15. Other conduct prohibited in Board Policy 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions

#### **Reports of Misconduct**

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

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

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

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

#### **Notifications**

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

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**Policy 4119.11: Sexual Harassment**

Status: ADOPTED

Original Adopted Date: 10/18/2018 | Last Revised Date: 10/09/2025 | Last Reviewed Date: 10/09/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Board of Trustees is committed to providing a safe work environment that is free of discrimination, harassment, and intimidation, including sexual harassment. The Board prohibits sexual harassment, as defined in the accompanying administrative regulation, in district programs and activities by and against district employees. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sexual harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to: (Education Code 231.5; Government Code 12950.1; 2 CCR 11023; 34 CFR 106.8, 106.45)

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Publicize as specified in Exhibit (1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, the required notifications related to Title IX to employees, applicants for employment, and bargaining units
4. Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures
5. Taking timely and appropriate corrective/remedial action(s)

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

**Reports and Complaints**

Any district employee who has experienced sexual harassment in the district's education program or activity may file a complaint with the district's Title IX Coordinator. (34 CFR 106.8)

Any employee with knowledge of conduct that reasonably may constitute sexual harassment by or against another district employee, a student, or a third party in a district education program or activity shall notify the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, concurrently meets the requirements of Administrative Regulation 4030 - Nondiscrimination in Employment.



Before or after the filing of a formal complaint or where no formal complaint has been filed, the Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and the respondent, as deemed appropriate under the circumstances. (34 CFR 106.30, 106.44)

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

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**Regulation 4119.11: Sexual Harassment**

Status: ADOPTED

Original Adopted Date: 10/18/2018 | Last Revised Date: 10/09/2025 | Last Reviewed Date: 10/09/2025

**Definitions**

*Sexual harassment* is a form of sex discrimination and means sexual harassment and other harassment on the basis of one, or a combination of two or more protected characteristics, which include, but may not be limited to, sex; gender; gender identity; gender expression; sexual orientation; sex stereotypes; pregnancy, false pregnancy, childbirth, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status. (Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688)

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

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

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

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

**Title IX Coordinator/Compliance Officer**

The district designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX in accordance with Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, and oversee the district's response to sexual harassment complaints processed under Administrative Regulation 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contacted at:

Director, Child Welfare, Attendance & Records  
950 West D Street, Ontario CA 91762  
909-418-6477  
[compliance@omsd.net](mailto:compliance@omsd.net)

**Training**

The Superintendent or designee shall ensure that employees receive training regarding sexual harassment in accordance with state and federal law.

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

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

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

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

1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and correction of sexual harassment
2. The types of conduct that constitute sexual harassment
3. Remedies available for victims in civil actions, and potential employer/individual exposure/liability
4. Strategies to prevent harassment in the workplace
5. Supervisors' obligation to report sexual harassment, discrimination, and retaliation of which they become aware
6. Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
7. The limited confidentiality of the complaint process
8. Resources for victims of unlawful harassment, such as to whom they should report any alleged harassment
9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the district's obligation to conduct an effective workplace investigation of a harassment complaint
10. What to do if the supervisor is personally accused of harassment
11. The essential elements of the district's anti-harassment policy, and how to use the policy if a harassment complaint is filed

Employees shall receive a copy of the district's sexual harassment policy and administrative regulations, which they shall read and acknowledge that they have received.

12. Information, including practical examples, of harassment based on sex, gender identity, gender expression, and sexual orientation
13. Prevention of abusive conduct, including a review of the definition and elements of abusive conduct pursuant



to Government Code 12950.1, the negative effects that abusive conduct has on the victim and others in the workplace, the detrimental consequences of this conduct on employee productivity and morale, and that a single act does not constitute abusive conduct unless the act is severe or egregious

The Superintendent or designee shall retain for at least two years the records of any training provided to employees. Such records shall include, but are not limited to, the names of trained employees, date of the training, the sign in sheet, a copy of all certificates of attendance or completion issued, the type of training, a copy of all written or recorded materials that comprise the training, and name of the training provider. (2 CCR 11024)

Additionally, the Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR 106.45, including the definition of sexual harassment specified in 34 CFR 106.30, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

In addition, the district's Title IX sexual harassment training shall include additional training for investigators and decisionmakers. (34 CFR 106.45)

The Superintendent or designee shall retain for seven years the materials used to provide training as specified in 34 CFR 106.45, make these materials publicly available on its website, or, if the district does not maintain a website make these materials available upon request, to members of the public.

### **Notifications**

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

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

The Superintendent or designee shall ensure that a copy of the accompanying Board policy and this administrative regulation:

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

All employees shall receive a copy of an information sheet prepared by the California Civil Rights Department (CRD) or the district that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law

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

Additionally, the district shall post, in a prominent and accessible location, the CRD poster on discrimination in employment and the illegality of sexual harassment, and the CRD poster regarding transgender rights. (Government Code 12950)

#### **Complaint Procedures**

All complaints alleging sexual harassment by and against employees shall be investigated and resolved in accordance with law and district procedures. The district's Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved in accordance with Administrative Regulation 4030 - Nondiscrimination in Employment.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Title IX Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, and address any continuing effects.



**Policy 5145.3: Nondiscrimination/Harassment**

Status: ADOPTED

Original Adopted Date: 10/01/2020 | Last Revised Date: 10/09/2025 | Last Reviewed Date: 10/09/2025

The Board of Trustees desires to provide a welcoming, safe, and supportive 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.

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

The Board prohibits, at any district school or activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

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 district 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, 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 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 related to a district activity, attendance, or district-related or district-sponsored activity, 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 may engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee may also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and 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.

Complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures, when required by law. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 5145.71 - Title IX Sexual 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.

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**Policy 5145.7: Sexual Harassment**

Status: ADOPTED

Original Adopted Date: 01/19/2017 | Last Revised Date: 10/09/2025 | Last Reviewed Date: 10/09/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Board of Trustees is committed to maintaining a welcoming, safe, and supportive school environment that is free from discrimination and harassment. The Board prohibits at district or at district-sponsored or district-related activities, sexual harassment, as defined in the accompanying administrative regulation, targeted at any student.

Additionally, the Board prohibits retaliatory behavior or action against any person who reports, files a complaint, testifies about, assists with, or otherwise supports a complainant in alleging sexual harassment, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1, 221.8; 34 CFR 106.71)

The district strongly encourages students who feel that they are being or have experienced sexual harassment on district grounds or at a district-sponsored or district-related activity, or off-campus when the conduct 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 by or against a student in a district education program or activity shall report the incident to the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures or Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures concurrently meets the requirements of Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

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

The Superintendent or designee shall inform students and parents/guardians of this policy in the manner specified in the accompanying administrative regulation.

The Superintendent or designee shall ensure that all district staff are trained regarding this policy, and that employees required to receive training related to their duties under Title IX receive training as specified in Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment. (Government Code 12950.1; 2 CCR 11023, 11024; 34 CFR 106.45)

**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 circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not 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 a 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 the harassment, prevent recurrence, 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 sexual harassment, 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 completion of an investigation of sexual harassment, 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**

The Superintendent or designee shall maintain records in accordance with law, including in accordance with Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures, and district policies and regulations, of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

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**Policy 4119.43: Universal Precautions**

**Status:** ADOPTED

**Original Adopted Date:** 10/01/2020 | **Last Reviewed Date:** 10/01/2020

In order to protect all employees from contact with potentially infectious blood or other body fluids, the Board of Trustees requires that universal precautions be observed throughout the district. Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether blood borne pathogens are known to be present.

The Superintendent or designee shall distribute to employees information provided by the California Department of Education (CDE) regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan of the employees. Information shall be distributed annually, or more frequently if there is new information supplied by CDE. (Health and Safety Code 120875, 120880)

Information regarding universal precautions may be included in employee handbooks.

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan for bloodborne pathogens or other safety procedures.

**Ontario-Montclair School District  
950 West D Street, Ontario, CA 91762**

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