# Table of Contents

**SECTION I – GENERAL INFORMATION** ........................................................................................................... 1

- District Office and Business Office Directory ................................................................................................. 2
- School Sites and Staff Directory ......................................................................................................................... 3
- Message from the State Administrator ............................................................................................................... 4
- Mission and Vision Statement ............................................................................................................................... 5
- Organizational Chart ........................................................................................................................................ 6
- District Leadership Responsibilities ..................................................................................................................... 7
- School District Calendar 2014-2015 ................................................................................................................... 9
- Personnel Records ............................................................................................................................................. 10
- Change of Name or Address ............................................................................................................................... 10
- Emergency Procedures ..................................................................................................................................... 10

**SECTION II – EMPLOYMENT PROCESS** ............................................................................................................. 11

- Process and Procedures ................................................................................................................................... 12
- Fingerprints ......................................................................................................................................................... 12
- Health Requirements ...................................................................................................................................... 12
- Personal Conduct ........................................................................................................................................... 12
- Oath or Affirmation .......................................................................................................................................... 13
- Work Day ......................................................................................................................................................... 13
- Lunch Period ................................................................................................................................................... 13
- Rest Periods ................................................................................................................................................... 13
- Probationary Period .................................................................................................................................... 13
- Professional Growth Program .......................................................................................................................... 13
- Pay Schedule ................................................................................................................................................ 14
- Eligibility for Benefits ................................................................................................................................... 14
- Health, Dental and Vision Insurance .................................................................................................................. 14

**SECTION III - RIGHTS AND RESPONSIBILITIES** ................................................................................................. 15

- Attendance/Reporting Absences .......................................................................................................................... 16
- Medical Leave .................................................................................................................................................. 16
- FMLA/CFRA .................................................................................................................................................... 16
- Personal Leave ................................................................................................................................................ 16
- Bereavement Leave ........................................................................................................................................ 16
- Catastrophic Sick Leave Program ................................................................................................................... 17
Acknowledgement Form – EMPLOYEE HANDBOOK
SECTION I – GENERAL INFORMATION
Daniel Moirao, Ed.D.

State Administrator

Board of Education

Mike Foster, President – Term Expires: 2015
Raul Rodriguez, Vice President - Term Expires: 2017
Paulette Bumbalough – Term Expires: 2017
Bob White – Term Expires: 2015
Mike LeBarre – Term Expires: 2017

District Office and Business Office Directory

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
800 BROADWAY ST. • KING CITY, CA 93930
PHONE: 831-0606 • FAX: 831-385-0695

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirley Laws</td>
<td>4304</td>
</tr>
<tr>
<td>Executive Assistant to State Administrator</td>
<td></td>
</tr>
<tr>
<td>Duane Wolgamott</td>
<td>4338</td>
</tr>
<tr>
<td>Chief Business Official</td>
<td></td>
</tr>
<tr>
<td>Diana Jimenez</td>
<td>4315</td>
</tr>
<tr>
<td>Educational Services Director</td>
<td></td>
</tr>
<tr>
<td>Claudia Arellano</td>
<td>4305</td>
</tr>
<tr>
<td>Human Resources Director</td>
<td></td>
</tr>
<tr>
<td>Cristina Jimenez</td>
<td>4444</td>
</tr>
<tr>
<td>Informational Technology Director</td>
<td></td>
</tr>
<tr>
<td>Delia Arreola</td>
<td>4314</td>
</tr>
<tr>
<td>Human Resources Assistant/District Receptionist</td>
<td></td>
</tr>
<tr>
<td>Monica Serrato</td>
<td>4339</td>
</tr>
<tr>
<td>Payroll &amp; Benefits Technician</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Lopez</td>
<td>4332</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Ochoa</td>
<td>3256</td>
</tr>
<tr>
<td>District Secretary</td>
<td></td>
</tr>
<tr>
<td>Diane Miller</td>
<td>4333</td>
</tr>
<tr>
<td>Maintenance &amp; Operations Supervisor</td>
<td></td>
</tr>
<tr>
<td>Rosario Benavides</td>
<td>4310</td>
</tr>
<tr>
<td>MOTF Clerk</td>
<td></td>
</tr>
</tbody>
</table>
# School Sites and Staff Directory

<table>
<thead>
<tr>
<th>KING CITY HIGH SCHOOL</th>
<th>GREENFIELD HIGH SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>720 Broadway St</td>
<td>225 S. El Camino Real</td>
</tr>
<tr>
<td>King City, CA 93930</td>
<td>Greenfield, CA 93930</td>
</tr>
<tr>
<td>Phone: (831) 385-5461</td>
<td>Phone: (831) 674-2751</td>
</tr>
<tr>
<td>Fax: (831) 385-0901</td>
<td>Fax: (831) 674-2646</td>
</tr>
</tbody>
</table>

| Janet Sanchez-Matos, Principal | 3244 | Frank Lynch, Principal | 3343 |
| David Croy, Assistant Principal | 3265 | Jose Aispuro - Assistant Principal | 3341 |

| Joseph Martin, Counselor | 3250 | Katie Trujillo, Counselor | 3325 |
| Ana Vega, Counselor | 3250 | Silviana Sanchez, Counselor | 3343 |
| Teresa Gama, Principal’s Secretary | 3243 | Lucia Ruiz-Castillo, Principal’s Secretary | 3340 |
| Ernesto Rodriguez, Student Services Tech | 3251 | Maria Villagomez, Student Services Tech | 3321 |
| Liz Hernandez, School Office Assistant | 3241 | Maria Navarro, School Office Assistant | 3320 |
| Yvonne Hernandez, Library Clerk | 3220 | Isabel Aguirre, Library Clerk | 1555 |
| Rosaneli Martinez, Registrar | 3245 | Lidia Rodriguez, Registrar | 3320 |

---

### PORTOLA-BUTLER CONTINUATION HS

**Steven James, Ed.D., Coordinator of Alternative Placement for Student Achievement**

| 760 Broadway St       |  |
| King City, CA 93930   |  |
| Phone: (831) 385-4661 |  |
| Fax: (831) 385-0643   |  |

| Hortencia Lopez, Alter. Ed. Secretary |  |
| Jessica Chaves, Office Assistant |  |
Message from the State Administrator

Greetings!

Teaching is one of the noblest of professions which can be filled with significant gratification and rewards while at times frustrating and tiring. As a long time professional, committed to the firm belief that education is the great equalizer, I end my workday asking and what difference have I made today in the life of a student?

As I have said in other communications, no matter what role you serve in this school district you are an educator impacting the lives of students each and every day. This is no small task, and one we expect you will take seriously.

Our mission in the South Monterey County Joint Union High School District is to inspire and empower all students with the knowledge and skills necessary to achieve their full potential to succeed as responsible productive citizens. Your task as an employee of this system is to help make this mission a reality. It can be done and you were selected to make it happen!

I encourage you to seek the help of your colleagues and administrators in this district for assistance. Help can come in many ways, sometimes just to share a thought, an idea, explore other possibilities and ways to nurture our youth. It can also come in the form of just another professional to whom you may need to vent and refocus and help with our purpose. No matter what, we are all here to make our students successful and we hope that you too will help

Sincerely,

Daniel R. Moirao, Ed.D.
State Administrator

Bring on the PRIDE
Mission and Vision Statement

Vision Statement
South Monterey County Joint Union High School District is a progressive academic learning community that is committed to life-long educational success.

Mission Statement
South Monterey County Joint Union High School District inspires and empowers all students with the knowledge and skills necessary to achieve their full potential to succeed as responsible productive citizens.
### District Leadership Responsibilities

| Dr. Daniel Moirao  
<table>
<thead>
<tr>
<th>State Administrator</th>
</tr>
</thead>
</table>
| Diana Jimenez  
| Ed Services Director |
| Duane Wolgamott  
| Business Manager |
| Claudia Arellano  
| Human Resources Director |
| Cristina Jimenez  
| Technology Director |
| Steven James  
| Alternative Ed |
| Diane Miller  
| MOTF/Transportation Director |

- **Board relations & policies**
- **Communications**
- **Negotiations**
- **Job Descriptions**
- **Legal Services**
- **Inter-district transfers**
- **PAR**
- **Attendance**
- **School Calendars**
- **Diversity Committee**

| • Ed. Services  
| • Assessment & Testing Coordination  
| • Program Improvement  
| • Staff Development  
| • District Curriculum Council  
| • Textbooks, courses  
| • Community Collaborative  
| • ConApp  
| • Compliance Reviews (CPM/WASC/FPM)  
| • Data Analysis and Use  
| • Williams (textbooks)  
| • DELAC  
| • Gear UP PLANS-  
| • ELL  
| • LEA  
| • Single Plans  
| • EL Programs  
| • SPSA  
| • Parent Involvement  
| • LCAP |

| • Business Services  
| • MOT/Facilities  
| • Food Services  
| • Negotiations  
| • Attendance Reporting  
| • Position Control  
| • Mandated Costs  
| • District Budget  
| • Account coding/balances  
| • Revolving Cash  
| • Budget Advisory Committee  
| • Accounting • Financial Reports preparation • Property & Liability Claims • General Ledger review • Year-end closing reports • Work with auditors • 1st & 2nd Interim Reports • Budget Preparation • Journal Entries • Chart of Accounts maintenance • Financial categorical reports • Fund Transfers • Bank Reconciliations |

| • Recruitment Cert/Class  
| • Separations/Terminations  
| • Negotiations  
| • Credentialing  
| • Professional Growth  
| • Salary Placement  
| • Background checks  
| • New Employee Orientation & Training  
| • Employee Safety training/implementation/monitoring  
| • Workers Comp Administration  
| • Job Descriptions  
| • Health Benefits  
| • STRS/PERS  
| • Leaves of Absence/ PDL/FMLA/CFRA  
| • NCLB compliance  
| • Employee-Employer relations/Complaints/Investigations  
| • Seniority lists  
| • 39 month-rehire list  
| • Evaluations Monitoring  
| • ADA compliance/interactive meetings  
| • Job Advertising  
| • Personnel transactions/files/records |

| • Coordination of District-wide Technology  
| • Tech Committee  
| • Website  
| • Email  
| • Network Infrastructure  
| • CalPADS  
| • Aeries  
| • NutriKids, Destiny  
| • Alert Now  
| • CBEDS  
| • Data Integration, Migration & Management  
| • Administration of K-12 technology plan.  
| • Software compliance.  
| • Designs, installs and maintains LAN and WAN.  
| • Maintains alarm and camera systems.  
| • District Databases and SQL Database Servers, antivirus server.  
| • Departmental Budgets.  
| • E-rate, K-12 Vouchers and other technology grants and funds. |

- **Alternative Ed**
- **Independent Study**
- **SpEd Services**
- **SESR (SpEd review)**
- **Expulsions/Hearing Officer**

- **Transportation**
- **Facilities**
- **Maintenance**
- **Safety**
- **Plans/Inspection**
- **Operations**
- **Williams (Facilities)**
| Shirley Laws  
Executive Assistant | Elizabeth Ochoa  
District Secretary | Delia Arreola  
HR Assistant/Receptionist | Monica Serrato  
Payroll/Benefits | Elizabeth Lopez  
Business Technician |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District Leadership Responsibilities</strong></td>
<td>Testing (STAR, CAHSEE, CAPA/CMA) • Receiving, Shipping • Ordering of materials • Bulk mailing of test results</td>
<td>Personnel • Clerical Support • New Hire Paperwork • Smart Find Express-Sub Finder Administrator/Help Desk • Employee Attendance (Sick leave, PN, CT &amp; Vacation), Sick Leave Transfers • Personnel Interviews • Job postings • Athletic Coaches paperwork • Verifications of Experience • Personnel Files • Employee Testing Job Postings* TB Test monitoring • Other Duties as assigned</td>
<td>Regular, Manual &amp; Supplemental Payroll • Health &amp; Welfare Insurance: Certificated, Classified • Medical enrollments/changes &amp; eligibility • Voluntary Deductions • Retirees Health Insurance • Mail out all warrants to vendors • Assist with Food Service Acctg • Other Duties as assigned</td>
<td>Processing of purchase orders, warehouse orders, travel requests, reimbursements, - Bulk mailing • Pay all district wide invoices • Process Employee Reimbursements • Volunteer Drivers clearance • District Wide Travel Arrangements • Postage machines monthly counts • 1099 Reporting Sales &amp; Use Tax • Sort, distribute and mail out of payroll warrants • Reporting Sales &amp; Use Tax • Daily Deposits - Monthly Transmittals to MCOE • Assists with ASB accounting* Budget Transfers • Other Duties as assigned</td>
</tr>
<tr>
<td>Public Notices - Minutes – Expulsions (backup) • Board &amp; State Administrator monthly attendance • Board Policies &amp; Administrative Regulations • Interdistrict Transfers • Administrators’ Retreat • Agendas - Cabinet Mtgs. - Leadership Team Mtgs. – Principals Mtgs. – Community Forums/Mtgs. • Community Collaborative Student/Parent Handbook • Alarm Keys • Travel Arrangements for Board &amp; State Administrator • Student Accident Insurance • Provides clerical • Assists with Worker’s Comp employee contact • support to the State Administrator &amp; Board of Education • Other Duties as assigned</td>
<td>Parent memo/flyers • Williams’ binders/postings • Translate/Transcribe DAC/DELAC • Assist Assistant Superintendent with all clerical needs • CELDT Testing • Order testing materials - Intake/ dispense materials to sites • Data keeper * Expulsions • Other Duties as assigned</td>
<td>Parent memo/flyers • Williams’ binders/postings • Translate/Transcribe DAC/DELAC • Assist Assistant Superintendent with all clerical needs • CELDT Testing • Order testing materials - Intake/ dispense materials to sites • Data keeper * Expulsions • Other Duties as assigned</td>
<td>Parent memo/flyers • Williams’ binders/postings • Translate/Transcribe DAC/DELAC • Assist Assistant Superintendent with all clerical needs • CELDT Testing • Order testing materials - Intake/ dispense materials to sites • Data keeper * Expulsions • Other Duties as assigned</td>
<td>Parent memo/flyers • Williams’ binders/postings • Translate/Transcribe DAC/DELAC • Assist Assistant Superintendent with all clerical needs • CELDT Testing • Order testing materials - Intake/ dispense materials to sites • Data keeper * Expulsions • Other Duties as assigned</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Personnel Records**
All permanent personnel files are located at the District Office. All information (except ratings, reports or records obtained prior to employment or obtained in connection with a promotional examination) may be reviewed by employees. To do so, an appointment must be scheduled in advance with the Human Resources Administrator or designee who must be present during the review of materials. In no instance shall any material be removed from the personnel file. Request for copies of materials in personnel file must be made in writing. A copy of any derogatory material will be provided to the employee before being placed in the personnel file and the employee will be given a reasonable amount of time to prepare a written response.

**Change of Name or Address**
Employees must inform Human Resources immediately of any change of name, address or telephone number, so that employee records are current and accurate. Failure to do so may cause pay warrants and income tax statements to be delayed. Prior to turning in a name change, you must obtain a new Social Security card showing the new name. You should also keep your emergency contact and beneficiary designation information up-to-date. Forms are available from the Human Resources office or may be printed from the District’s website.

**Certificated Staff:** In addition to immediately informing Human Resources of any change of name, you will also need to change your name on your credential. You may do this either by submitting a name change at the time you change your name, or by waiting and changing your name at the time you renew your credential online. If you choose to change your name on your credential before you renew your credential, please visit [www.ctc.ca.gov](http://www.ctc.ca.gov), to change your name online or complete form 41-C and mail it to CTC; at this time, CTC is not charging to process a name change form.

**Emergency Procedures**
All District employees must be prepared to respond quickly and responsibly to emergencies, disasters and events that threaten to result in disaster. A disaster preparedness plan has been developed which details provisions for handling all foreseeable emergencies and disasters. A site committee annually reviews and updates this plan.
SECTION II – EMPLOYMENT PROCESS
Process and Procedures
All potential candidates for positions are subject to an application and an interview process. Openings are posted in the District Office, at each school and department, and/or on EdJoin.org. District employees are encouraged to apply for advanced level jobs within the District as positions become available.

Classified: All applicants must submit an application, resume and two letters of recommendation. They must meet all minimum requirements and take and pass all required tests associated with the position. After testing has been completed, individuals obtaining a passing score (70% or higher) will be invited to interview for the vacant position. Current classified employees are encouraged to refer to Article XII of their collecting bargaining agreement regarding employee promotions and/or transfers.

Certificated: Current certificated employees are encouraged to refer to Article XXIV of their collective bargaining agreement regarding assignment/reassignment and transfers.

Fingerprints
Individuals accepted for employment are required to be fingerprinted and have Department of Justice fingerprint clearance on file before beginning their assignment. This is done in accordance with state law and applies to all persons in California who work with or around children.

Health Requirements
California State Law requires all employees to have a current tuberculosis (TB) test result on file. Those who have a history of a positive skin test must present a certificate from a health provider stating that they are free of communicable disease. The TB skin test must be repeated every four years and proof must be submitted to Human Resources.

Personal Conduct
 Employees of the South Monterey County Joint Union High School District are among our most valuable resources. Employees should always be courteous and helpful to the public and fellow employees. Certain rules and regulations are necessary to help us continue the goal of educating students in a safe, orderly and efficient manner.

Employees who fail to abide by these established rules and regulations will be subject to progressive discipline. Progressive discipline may range from a verbal warning to suspension from work without pay or termination. Disciplinary action may result for violations of rules, regulations and policies in effect at your individual work site or District wide.

The South Monterey County Joint Union High School District is a public employer and its employees must maintain the highest standards of ethics in the conduct of their activities. Certain practices are prohibited by employees and include, but are not limited to:

- The use of tobacco products is prohibited at all times in District owned or leased buildings, facilities, or vehicles.
- Drinking alcoholic beverages or using illegal narcotics during the working hours or reporting to work while under the influence of a controlled substance
- Possession of alcohol and/or illegal narcotics during working hours
- Gambling on school property
- Soliciting or collecting money for non-approved purposes during working hours
- Borrowing and/or selling school property without written authorization
- Leaving work site without proper authorization
- Transporting of unauthorized passengers in District vehicles
- Using District property, vehicles, or equipment for personal use
Oath or Affirmation
All District employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required by for disaster service workers before beginning employment with the District. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all District employees are subject to disaster service activities as assigned by them by their supervisors or by law. (AR 4112.3,4212.3,4312.3)

Work Day
Classified: The workday consists of a 24 hour period beginning with the start of an employee's regularly scheduled work shift. The normal workday for a full-time employee is 8 hours of work, exclusive of not less than 30 nor more than 60 minutes for lunch. The District has the right to extend the normal workday and/or normal work week at the appropriate rate of pay when necessary to carry out District business.

Certificated: The basic daily assignment, on site, of all unit members shall be 7 1/2 hours. Additional information regarding the contracted hours can be found under Article XI –Hours of Employment of the collecting bargaining agreement.

Lunch Period
Classified: The normal workday for a full-time employee is 8 hours of work, exclusive of a 30 to 60 minute lunch period. Employees who work at least 5 consecutive hours per workday receive a duty-free, non-compensated lunch period of not less than 30 minutes and not more than 60 minutes at a time designated by the site administrator.

Certificated: Employees are entitled to a one (1) duty-free, uninterrupted lunch period equivalent to the student lunch period or thirty (30 consecutive minutes, exclusive of passing periods).

Rest Periods
Classified: Each employee receives one 15 minute rest period for each 4 hours of work performed or major fraction thereof taken at the time designed by the site administrator. If practicable, this break will be assigned at or near the midpoint of the hours worked. Employees who work less than 4 hours will be provided a short time for restroom breaks.

Probationary Period
Classified: All new employees hired for regular positions are considered probationary employees until they have completed one year of probationary service (BP 4216). Probationary employees are evaluated at the end of two (2) and five (5) months of service. The probationary period gives you a clear picture of the work that is expected of you and it affords you the opportunity to demonstrate that you can perform the job adequately. You will be judged on such factors as the quality and quantity of work produced, knowledge of work methods and procedures, attendance, dependability, initiative, appearance, ability to work harmoniously with others, etc.

Certificated: For a fully credentialed teacher hired into a permanent position, the probationary period is two years.

Professional Growth Program
Certificated: All coursework and or professional development submitted for advancement must have the prior approval of the site administrator and the State Administrator or designee. Please refer to Article XVIII – Professional Development of the collective bargaining agreement.
Pay Schedule
Classified: The pay period for classified employees ends on the final day of each calendar month. Classified monthly employees are paid on the last day of each month. Should those days fall on a weekend or holiday, checks will be issued on the last work day prior to the scheduled date. Paychecks are delivered to the school sites and are available through the school secretary with the exception of the month of December when all pay warrants are mailed out if not picked up in the District Office by the designated date and time.

Any extra time or over time earned is paid on the 10th of each month. Employees may pick up checks at the District Office after 1:00 p.m. Extra time checks not picked up will be mailed the next business day.

Certificated: Teachers are paid once a month on the last day of the month. Paychecks are delivered to the school sites and are available through the school secretary with the exception of the month of December which is paid on January 2nd. All pay warrants are mailed out if not picked up in the District Office by the designated date and time.

Any extra time earned is paid on the 10th of each month. Employees may pick up checks at the District Office after 1:00 p.m. Extra time checks not picked up will be mailed the next business day.

Eligibility for Benefits
Short-term and/or temporary employees are not eligible for leaves, vacation, holidays, or other types of benefits. Other part-time regular employees may be eligible, but on a prorated basis.

Health, Dental and Vision Insurance

<table>
<thead>
<tr>
<th>Classified – CVT INSURANCE</th>
<th>Certificated – MCSIG INSURANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health</strong></td>
<td></td>
</tr>
<tr>
<td>Full time employees (8hrs/day) receive up to $11,000 annually for a medical plan of choice. Employees working 6 hours or more receive a prorated amount based on their FTE. Employees working less than 6 hrs/day may purchase coverage at their own expense.</td>
<td>Full time employees (1.0 FTE) receive up to $11,000 annually for a medical plan of choice. Employees working less than full time receive a pro-rated amount based on their FTE.</td>
</tr>
<tr>
<td><strong>Dental</strong></td>
<td></td>
</tr>
<tr>
<td>Full time employees (8hrs/day) receive a fully paid dental plan for employee only with option to purchase coverage for dependents. Employees working more than 4 hrs/day receive a prorated amount for employee only with option to purchase coverage for dependents.</td>
<td>Full time employees (1.0 FTE) receive a fully paid dental plan for employee only with option to purchase coverage for dependents.</td>
</tr>
<tr>
<td><strong>Vision</strong></td>
<td></td>
</tr>
<tr>
<td>Full time employees (8hrs/day) receive a fully paid vision plan for employee only with option to purchase coverage for dependents. Employees working more than 4 hrs/day receive a prorated amount for employee only with option to purchase coverage for dependents.</td>
<td>Full time employees (1.0 FTE) receive a fully paid vision plan for employee only with option to purchase coverage for dependents.</td>
</tr>
<tr>
<td><strong>Eligibility</strong></td>
<td></td>
</tr>
<tr>
<td>Employees hired prior to the 16th of the month, receive coverage beginning the 1st day of the month of employment. If hired after the 15th of the month, coverage begins the 1st day of the month following employment.</td>
<td>Employees receive coverage effective the 1st of the month following employment.</td>
</tr>
</tbody>
</table>
SECTION III - RIGHTS AND RESPONSIBILITIES
**Attendance/Reporting Absences**
The District stresses regular attendance and requests that employees miss work only on those days when it is absolutely necessary. Certificated staff members and all classified employees (with the exception of maintenance, custodians, bus drivers and food service positions) are required to report their absence to Smart Find Express or “SEMS” in one of two ways:

Via online: www.smcjuhsd.org (click on “Substitute System”)  
Via telephone: (831) 2693-5901

Maintenance, custodians, bus drivers and food service are to call their immediate supervisor and/or leave a voicemail message at their supervisor's extension to report an absence or tardiness prior to the beginning of the work day. If an absence is for one or more weeks, or if Human Resources deems it necessary, a medical release may be requested to return to work.

Completion of an Absence Request Form is required the following day after an illness-related absence. The form is available from the school secretary at each site/department.

**Medical Leave**
Any employee becoming aware of the need for an absence due to surgery, maternity, or other predictable or previously scheduled cause, shall submit a statement from his/her attending physician as far in advance of the initial disability date as possible. The physician's statement shall include the beginning date of disability, the cause of the disability and the anticipated date of return to active service. The employee must also complete a Leave Request form. The form is available from Human Resources or may be printed from the District's website.

**FMLA/CFRA**
FMLA/CFRA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. During the FMLA/CFRA leave, the District must maintain the eligible employee's health coverage. The District will continue to pay the premium amount up to the maximum District contribution. The employee will be responsible any premium above the District maximum. Eligible employees must have worked at least one fiscal year (certificated: 1250 hours, classified: 900 hours) during the previous 12 months.

The leave may be for the following reasons: the birth of employee's child, placement of a child with the employee for foster care or for the employee's adoption of a child, to care for an employee's child, parent or spouse with a serious health condition, or the employee's own serious health condition. (Board Policy 4161/4261/4361). The Request for Family/Medical Leave form is available from Human Resources or may be printed from the District's website.

**Personal Leave**
An employee may use a maximum of 7 days per year of leave for personal necessity. These days are deducted from the employee's sick leave. (Please refer to the collective bargaining agreement for more information.)

Employees must submit an Absence Request Form and receive prior approval in advance of the date of absence. The form is available from the school secretary at each site/department.

**Bereavement Leave**
Leave with full pay will be allowed for up to three days -or five days if out-of-state -for absence due to a death in the immediate family. A member of the immediate family is defined as husband, wife, mother, father, sister, brother, son, son-in-law, daughter, daughter-in-law, grandchild, step-parent, step-son, step-daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, and/or any relative of either spouse living in the immediate household of the employee or domestic partner.
Catastrophic Sick Leave Program
The District and the collective bargaining units have mutually agreed to implement a Catastrophic Sick Leave Donation Program (CSLP). Information regarding the program may be found in the appropriate collective bargaining agreement.

Military Leave
In accordance with federal and state law, it is the District's policy that no employee will be subjected to any form of discrimination on the basis of that person's obligation to perform service for any of the Uniformed Services of the United States. The employee shall provide his or her immediate supervisor with notice (copy of orders), that the employee will be engaging in military service.

Employees directed to participate in extended military duties that exceed 10 working days will be placed on an unpaid military leave of absence status for a period of as long as 5 years and will be entitled to the rights and benefits described under the "Uniformed Services Employment and Reemployment Rights Act."

Industrial Accident
Employees are eligible for injury and illness leave under the provisions of the California Workers’ Compensation Labor Code, Education Code and collective bargaining agreement. If you receive a job-related injury or illness, you must notify your immediate supervisor by the end of the work day. In order to qualify for industrial accident leave, you must be examined and treated, if necessary, by a physician designated by the District's insurance carrier. Industrial accident leave cannot exceed 60 days per injury during a fiscal year and may be granted only during the period in which you would be performing regular duties for the District. When leave overlaps into the next fiscal year, you are entitled only to the amount of unused leave for the same injury or illness.

If you exhaust your available industrial accident leave, you may then use available sick leave, vacation or other paid leave. The payment of the leave may not exceed your normal wages.

During the period you receive injury benefits, you must remain within the state unless the District authorizes travel outside of California. You may return to your job following industrial accident leave upon presentation of release from an authorized physician. Your medical release must state that you can return to work without restrictions. Employees with work restrictions must contact their supervisor to determine whether the District is able to accommodate those restrictions and allow the employee to return to work.

Jury Duty
If called upon to serve jury duty, you must notify your immediate supervisor and submit a copy of the jury summons to Human Resources. The court per diem must be signed over to the District, but you are entitled to travel allowance and parking fees. On the days that you are released from jury duty early, you are required to return to your regular position in the District. Upon completion of jury duty service you must submit the juror proof of service certificate to Human Resources.

Note: If you are summoned to appear as a litigant for reasons brought against you for connivance or misconduct, this will not fall under this category.
Vacation

Classified: Employees who are assigned to less than a ten (10) month work year (e.g. Paraeducators, bus drivers, food service) are not granted vacation time off, rather their earned accrued vacation time is included in their regular monthly salary.

Classified Employees working 12 months: Vacations shall be scheduled at time requested by classified bargaining unit employees so far as possible within the District work requirements. However, the final determination with respect to vacation shall be made by the District. Vacation time shall be earned and accumulated in accordance with the schedules listed below. The date for computing eligible days of vacation shall be the date of hire into a regular position part of the bargaining unit. Employees regularly employed on a twelve (12)-month basis are entitled to days of vacation based on the chart below:

<table>
<thead>
<tr>
<th>Completed Years Of Service</th>
<th>Vacation to be Taken During</th>
<th>Days Vacation Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 3</td>
<td>1st – 4th years</td>
<td>12</td>
</tr>
<tr>
<td>4 – 10</td>
<td>5th – 10th years</td>
<td>16</td>
</tr>
<tr>
<td>11 +</td>
<td>12th + years</td>
<td>21</td>
</tr>
</tbody>
</table>

Classified employees working less than twelve months the days of vacation earned shall be based on the following formula: The number of days earned (according to the chart above) divided by 12 and multiplied by the employee’s work year. Please refer to Article IX – Vacation Plan of the classified collective bargaining agreement.

Holidays

Classified: You will be paid for all federal, state, and local holidays as negotiated with the collective bargaining unit provided you have worked, or were on an authorized paid leave, during the regularly scheduled work days before and after the holidays. The following paid holidays shall be granted to all classified employees in paid status (must be on paid status the day before and after the holiday); the following holidays are days off for all classified personnel:

- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve
- New Year’s Day
- Martin Luther King, Jr.’s Birthday
- President’s Day
- Memorial Day

Holidays on Saturday or Sunday: When a holiday falls on a Saturday, the preceding workday, not a holiday, shall be deemed to be that holiday. When a holiday falls on a Sunday, the following workday, not a holiday, shall be deemed to be that holiday. Please refer to Article VIII- Holidays of the classified collective bargaining agreement for more information.
**Personal Appearance**

The appearance and conduct of our employees are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, we affirm our expectations that all personnel shall be professionally, neatly and appropriately attired for the work to be done. An employee's dress must not distract from the educational process and must be in accordance with health and safety standards. Dress should be appropriate for the job, taking into consideration the following factors:

- The nature of the work
- Whether the apparel is consistent with a professional environment
- Health and safety factors
- The nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work
- The employee's interaction with students
- The prevailing practices of other workers in similar jobs

 Administrators and administrative support employees are expected to project a professional image and should dress and be groomed appropriately for an office/business environment.

 Teachers and teacher support personnel are also expected to project a professional image that sets a positive dress and grooming example for students. Physical education teachers must wear appropriate athletic attire to meet the requirements of their job responsibilities.

**Tobacco Free Schools**

The use of tobacco and tobacco products, including smokeless tobacco, on District property owned or leased and in District vehicles is prohibited anywhere, anytime. Employees who use tobacco on school campuses, at facilities of the District, or at school-related activities, are subject to disciplinary action.

**Possession of Fire Arms and Weapons**

Employees, visitors and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect anyone carrying a weapon should report it to their supervisor immediately.

**Visitors in the Work Place**

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office where they will be issued a visitor’s pass. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the premises should immediately direct him or her to the building office or contact the administrator in charge.

**Use of Internet and E-Mail**

The District's electronic information resources, including network access to the Internet, is primarily for administrative and instructional purposes. Electronic mail transmission and other use of electronic communication systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the Acceptable Use Policy for Employees. Failure to do so can result in suspension or termination of privileges and can result in disciplinary action.
Copyrighted Materials
Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Videos are to be used for educational purposes only.

Cell Phones
Due to the enormous use of cell phones in our society today, guidelines for their use in the workplace must be addressed. Please remember the following:

- The primary purpose for using a personal cell phone during the workday is school safety.
- Personal cell phones should be used for emergencies only when a working telephone isn’t available.
- Staff should not make or receive cell calls during work hours (unless there is an emergency).
- Calls should not interfere with classroom instruction or regular work responsibilities.
- Personal cell phones may be used at break time.

Complaints
A complaint is different from a grievance in that it is designed to address a concern with a procedures, policy, practice or professional interaction. It does not have anything to do with the contract. Parents, as well as staff, may file a complaint. The complaint procedures are available on the District’s website under the heading of district policies. The regulations clearly state the steps that are followed upon receipt of the complaint. The Complaint Form is available from Human Resources or may be printed from the District’s website.

Grievances
A grievance is an alleged violation of the contract. If an employee feels he/she has a legitimate grievance, an attempt to address the concern should start at an informal level with the individual who could effectively resolve the issue. If there is no resolution at the informal level, the employee may delineate the concern on a grievance form. For additional information, please call your site union representative and refer to your collective bargaining agreement.
SECTION IV – IMPORTANT POLICIES AND PROCEDURES
Unauthorized Release of Confidential/Privileged Information

The Governing Board recognizes the importance of keeping confidential information confidential. Staff shall maintain the confidentiality of information acquired in the course of their employment. Confidential/privileged information shall be released only to the extent authorized by law.

Disclosure of Closed Session Information
An employee shall not disclose confidential information acquired by being present during a closed session to a person not entitled to receive such information, unless the Board authorizes disclosure of that information. (Government Code 54963)

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. (Government Code 54963)

(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)

An employee who willfully discloses confidential information acquired during a closed session may be subject to disciplinary action if he/she has received training or notice as to the requirements of this policy. (Government Code 54963)

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall provide all employees who attend closed sessions a copy of this policy. New employees who may attend closed sessions shall also receive a copy of this policy.

The district shall not take disciplinary action against any employee for disclosing confidential information acquired in a closed session, nor shall the disclosure be considered a violation of the law or Board policy, when the employee is:

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action
3. Disclosing information that is not confidential

Other Disclosures
An employee who willfully releases confidential/privileged information about the district, students or staff shall be subject to disciplinary action.

No employee shall disclose confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the
Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the employee.
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4143/4243 - Negotiations/Consultation)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 6164.2 - Guidance/Counseling Services)

Any action by an employee which inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

Legal Reference:
EDUCATION CODE
35010 Control of district; prescription and enforcement of rules
35146 Closed sessions
35160 Authority of governing boards
44031 Personnel file contents and inspection
44932 Grounds for dismissal of permanent employees
44933 Other grounds for dismissal
45113 Rules and regulations for classified service
49060-49079 Pupil records
GOVERNMENT CODE
1098 Public officials and employees: confidential information
6250-6270 Inspection of public records
54950-54963 Brown Act
BP 4119.23 (c)
4219.23
4319.23
UNITED STATES CODE, TITLE 20
1232g Family Education Rights and Privacy Act

Management Resources:
WEB SITES
CSBA: http://www.csba.org
(5/87 3/88) 7/03

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: February 8, 2011 King City, California
STATEMENT CONCERNING CHILD ABUSE REPORTING LAWS

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instances of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes teacher, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employee of any public or private school; administrators of a public or private day camp; licensed day care workers; administrators of community care facilities licensed to care for children; headstart teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel of residential care facilities; and social workers or probation officers.

“Medical practitioner” includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.

“Nonmedical practitioner” includes state or county public health employees who treat minors for venereal disease or any other condition coroners; paramedics; marriage, family or child counselors; and religious practitioners who diagnose, examine, or treat children.

I hereby certify that I have read the foregoing statement and the provisions of Section 11166 of the Penal code which are set forth on the reverse of this form. I further certify that I have knowledge of the provisions of Section 11166 of the Penal Code and will comply with its provisions.

______________________________________________  _______________________________________
(Date)                                         (Employee’s Signature)

Legal Reference: Penal Code Section 11166.5

Rev. 11/09
Mandated Reporting of Child Abuse

As an employee of the South Monterey County Joint Union High School District, you are a mandated reporter of suspected child abuse, including Physical, Sexual, Emotional Abuse, and Child Neglect. Reporting suspected abuse is a critical step in the process of protecting children. Your report may make a difference in the child's life.

You Should Make a Report if...
- a child discloses an abusive incident to you.
- you learn of an abusive incident from another student.
- you observe behaviors, which lead you to suspect that abuse is taking place.
- you have reasonable cause and concern that a child is being abused.
- It is your right and your responsibility to make the report.

The Initial Response
- Listen more than you talk.
- Be Supportive. Tell the child you will do what you can to help keep them safe, but don't make any promises you can't keep ("no one will be going to jail", etc.). Remain calm and neutral about the situation.
- Don't "interview" the child, the investigators will do that. Ask general, open-ended questions such as "tell me about what happened," "what's bothering you?" "do you feel safe at home?"

How do I make the Report?
Reports may be made to Family and Children's Services or the proper Law Enforcement Agency. The report should be called in as soon as possible; the Suspected Child Abuse Report form (SS8572) should follow within 36 hours. The Suspected Child Abuse Report can be retrieved from the district website or the main school office. You may use the Confidential Fax number 831-796-8529 for use by Mandated Reporters or email reports of child abuse to: ReportChildAbuse@co.monterey.ca.us.

Online visit: http://smcjuhsd.org/
☞ Then click on Human Resources Forms: Stop Child Abuse-Information and Forms

- Family and Children's Services in Salinas can be reached at (831) 755-4661 or 800-606-6618, After Hours – Standby at 831-755-5100
- It is helpful to know where the abusive incident occurred. Report to the law enforcement of the area where the abuse occurred.
- After business hours, you may make a report by dialing 911 and ask to speak with the on-call social worker.

What Information Do I Need to Make the Report?
- You should have as much of the following information as possible when you call in to make the report: Child's, Parents and any siblings' full names, birthdates, address, phone number, school or work information. Details of the incident including when and where it took place. Also, any known history of any other types of abuse.

What Else do I Need to Do?
- Be aware that no superior can prevent you from making a report.
- Mandated Reporters are protected from liability when making a report in "good faith".
- Mandated Reporters sometimes have concerns about how parents will react to the report. You should know that social workers will try to direct the family’s energy on solving the problem, rather than worrying about who made the report.
- A mandated reporter can be held liable for failing to report, or delaying a suspected child abuse.
- You may wish to keep your original notes and a copy of your report.
- You also have the right to follow-up information from the social worker after you have made a report.
§11166. [Duty of observer] (a) Except as provided in subdivision (b), any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. For the purposes of this article, “reasonable suspicion” means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in the same position, drawing when appropriate on his or her training and experience, to suspect child abuse.

(b) Any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of or who reasonably suspects that mental suffering has been inflicted on a child or his or her emotional well-being is endangered in any other way, may report such known or suspected instance of child abuse to a child protective agency.

(C) Any commercial film and photographic print processor who has knowledge of or observes, within the scope of his or her professional capacity or employment, any film, photograph, video tape, negative or slide depicting a child under the age of 14 years engaged in an act of sexual conduct, shall report such instance of suspected child abuse to the law enforcement agency having jurisdiction over the case immediately or as soon as practically possible by telephone and shall prepare and send a written report of it with a copy of the film, photograph, video tape, negative or slide attached within 36 hours of receiving the information concerning the incident. As used in this subdivision, “sexual conduct” means any of the following:

1. Sexual intercourse, including genital, oral whether between persons of the same or opposite sex or between humans and animals.
2. Penetration of the vagina or rectum by any object.
3. Masturbation, for the purpose of sexual stimulation of the viewer.
4. Sadomasochistic abuse for the purpose of sexual stimulation of the viewer.
5. Exhibition of the genitals, pubic or rectal areas of any person for the purpose of sexual stimulation of the viewer.

(d) Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has the known or suspected instance of child abuse to a child protective agency.

(e) When two or more persons who are required to report are present and jointly have knowledge of a known or suspected instance of child abuse, and when there is agreement among them, the telephone report may be made and signed by such selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so, shall thereafter make the report.

(f) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties and no person making such a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with provision of this article.

(g) A county probation or welfare department shall immediately or as soon as practicably possible report by telephone to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney’s office every known or suspected instance of child abuse as defined in Section 11165, except acts or omission coming within the provisions of paragraph (2) of subdivision (c) of Section 11165, which shall only be reported to the county welfare department. A county probation or welfare department shall also send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision.

A law enforcement agency shall immediately or as soon as practicably possible report by telephone to the county welfare department, the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney’s office every known or suspected instance of child abuse reported to it, except acts or omission coming within the provisions of paragraph (2) of subdivision (c) of Section 11165, which shall only be reported to the county welfare department. A law enforcement agency shall also send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision. Amended Stats 1984 ch 1423 §9, effective September 26, 1984.
Drug and Alcohol-Free Workplace

BP 4020 Personnel

Drug And Alcohol-Free Workplace

The Governing Board 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.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

An employee shall not unlawfully manufacture, distribute, dispense, 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.

(cf. 4032 - Reasonable Accommodation)

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 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

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.

(cf. 4112 - Appointment and Conditions of Employment)
(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
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 drug counseling, rehabilitation, and employee assistance programs

(cf. 4159/4259/4359 - Employee Assistance Programs)

4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace

Legal Reference:

EDUCATION CODE
- 44011 Controlled substance offense
- 44425 Conviction of controlled substance offenses as grounds for revocation of credential
- 44836 Employment of certificated persons convicted of controlled substance offenses
- 44940 Compulsory leave of absence for certificated persons
- 44940.5 Procedures when employees are placed on compulsory leave of absence
- 45123 Employment after conviction of controlled substance offense
- 45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE
- 8350-8357 Drug-free workplace

UNITED STATES CODE, TITLE 20
- 7111-7117 Safe and Drug Free Schools and Communities Act

UNITED STATES CODE, TITLE 21
- 812 Schedule of controlled substances

UNITED STATES CODE, TITLE 41
- 701-707 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 21
- 1308.01-1308.49 Schedule of controlled substances

COURT DECISIONS

Management Resources:

WEB SITES
- California Department of Alcohol and Drug Programs: http://www.adp.ca.gov
- California Department of Education: http://www.cde.ca.gov

(7/02 7/10) 11/10
YOU ARE HEREBY NOTIFIED that it is a violation of Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

“School district workplace” is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

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

Pursuant to the federal Omnibus Transportation Employee Testing Act of 1991, school bus drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulation, Title 49, Part 382.

(cf. 4112.42 – Drug and Alcohol Testing for School bus Drivers)

Pursuant to California Education Code 44836 and 45123, the Board may not employ or retain in employment person convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reserved and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

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

Pursuant to Education Code 44425, whenever the holder of any credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing has been convicted of a controlled substance offense as defined in Education Code 44011, the commission shall forthwith suspend the credential. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential. (Education Code 44425)
Pursuant to Education Code 44940, the district must immediately place on compulsory leave of absence any certificated employee charged with involvement in the sale, use or exchange to minors of certain controlled substances.

Pursuant to Education Code 44940, the district may immediately place on compulsory leave of absence any certificated employee charged with certain controlled substances offenses.

Pursuant to Education Code 45304, the district must immediately place on compulsory leave of absence any classified employee charged with involvement in the sale, use or exchange to minors of certain controlled substances.

Pursuant to Education Code 45304, the district may immediately place on compulsory leave of absence any classified employee charged with certain controlled substance offenses.

The following drug and alcohol counseling, rehabilitation, and/or employee assistance programs are available locally:

**Monterey County Health Department**
620 Broadway, King City, CA 93930
Telephone: 385-8350

**Sun Street Community Recovery Center**
200 Broadway St., King City, CA 93930
Telephone: 385-0990

(cf. 4159 – Employee Assistance Programs)

________________________________________________________________________

Employee Signature                                        Date

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
King City, California
BP 3513.3 Business and Noninstructional Operations

Tobacco-Free Schools

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

(cf. 3514 - Environmental Safety)
(cf. 4159/4259/4359 - Employee Assistance Programs)
(cf. 5030 - Student Wellness)
(cf. 5131.62 - Tobacco)
(cf. 5141.23 - Asthma Management)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

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

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

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

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

Legal Reference:
EDUCATION CODE
48900 Grounds for suspension/expulsion
48901 Prohibition against tobacco use by students
HEALTH AND SAFETY CODE
39002 Control of air pollution from nonvehicular sources
104350-104495 Tobacco use prevention, especially:
104495 Prohibition of smoking and tobacco waste on playgrounds
119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE
3300 Employer, definition
6304 Safe and healthful workplace
6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20
6083 Nonsmoking policy for children's services
7100-7117 Safe and Drug Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21
1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PERB RULINGS
Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)
CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:
WEB SITES
California Department of Education, Alcohol, Tobacco and Other Drug Prevention:
http://www.cde.ca.gov/ls/he/at
California Department of Education, Tobacco-Free School District Certification:
http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp
California Department of Public Health, Tobacco Control:
http://www.cdph.ca.gov/programs/tobacco
Occupational Safety and Health Standards Board: http://www.dir.ca.gov/OSHSB/oshsb.html
U.S. Environmental Protection Agency: http://www.epa.gov

Policy
SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
First Reading:
Adopted: June 18, 2014
King City, California

(7/03 3/11) 4/14
AR 3513.3 (a)

AR 3513.3 Business and No instructional Operations

Tobacco-Free Schools

Notifications Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

(cf. 1113 - District and School Web Sites)

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property. (Health and Safety Code 104420)

Enforcement/Discipline

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

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

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

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

(cf. 1250 - Visitors/Outsiders)
(cf. 3515.2 - Disruptions)

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

Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 16, 2011 King City, California
Sexual Harassment Policy

Personnel

SEXUAL HARASSMENT

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

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

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions (5 CCR 4964).

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

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

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

(cf. 4031 - Complaints Concerning Discrimination in Employment)
Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act, especially:
12940 Prohibited discrimination
12950.1 Sexual harassment training
LABOR CODE
1101 Political activities of employees
1102.1 Discrimination: sexual orientation
CODE OF REGULATIONS, TITLE 2
7287.8 Retaliation
7288.0 Sexual harassment training and education
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments
CODE OF FEDERAL REGULATIONS, TITLE 34
106.9 Dissemination of policy
COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026
Management Resources:
OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime, January, 1999
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
(11/01 3/04) 7/05

Policy
First reading:
Adopted; November 4, 2009

KING CITY JOINT UNION HIGH SCHOOL DISTRICT
King City, California
Personnel

**SEXUAL HARASSMENT**

Prohibited 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 made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; 5 CCR 4916)

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 such conduct by the individual is used as the basis for an employment decision affecting him/her.

3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.

4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors

2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects

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

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
Training

By January 1, 2006, and every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2 CCR 7288.0)

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

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

2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

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

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, 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

(cf. 4031 - Complaints Concerning Discrimination in Employment)

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)

6. Directions on how to contact DFEH and the EEOC

7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

(3/04 7/05) 3/08
Uniform Complaint Procedures Policy

BP 1312.3 Community Relations

Uniform Complaint Procedures

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt a uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)

   (cf. 3553 - Free and Reduced Price Meals)
   (cf. 3555 - Nutrition Program Compliance)
   (cf. 5141.4 - Child Abuse Prevention and Reporting)
   (cf. 5148 - Child Care and Development)
   (cf. 6159 - Individualized Education Program)
   (cf. 6171 - Title I Programs)
   (cf. 6174 - Education for English Language Learners)
   (cf. 6175 - Migrant Education Program)
   (cf. 6178 - Career Technical Education)
   (cf. 6178.1 - Work-Based Learning)
   (cf. 6178.2 - Regional Occupational Center/Program)
   (cf. 6200 - Adult Education)

2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

   (cf. 0410 - Nondiscrimination in District Programs and Activities)
   (cf. 4030 - Nondiscrimination in Employment)
   (cf. 6200 - Adult Education)
3. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics

(cf. 5131.2 - Bullying)

4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)

***Note: Item #5 below is mandated pursuant to Education Code 52075, as added by AB 97 (Ch. 47, Statutes of 2013).***

5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

6. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

7. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of ADR is mediation, which shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The State Administrator/Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

In filing and investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, unlawful
discrimination, or bullying, the State Administrator/Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall resolve the UCP-related allegation(s) through the district’s UCP.

The State Administrator/Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The State Administrator/Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district’s UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures
35186 Williams uniform complaint procedures
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49490-49590 Child nutrition programs
52060-52077 Local control and accountability plan, especially
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52490 Career technical education
52500-52616.24 Adult schools
52800-52870 School-based program coordination
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
PENAL CODE
422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 5
3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6577 Title I basic programs
6801-6871 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs
12101-12213 Title II equal opportunity for individuals with disabilities
UNITED STATES CODE, TITLE 29
794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources:
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Questions and Answers on Title IX and Sexual Violence, April 2014
Dear Colleague Letter: Bullying of Students with Disabilities, August 2013
Dear Colleague Letter: Sexual Violence, April 2011
Dear Colleague Letter: Harassment and Bullying, October 2010
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

(3/12 1/13) 10/14
AR 1312.3 Community Relations

Uniform Complaint Procedures

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

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4031 - Complaints Concerning Discrimination in Employment)

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Claudia Arellano
Senior Director of Human Resources
800 Broadway
King City, Ca 93930
831 385 0606
carellano@dmcjuhsd.org

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

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the State Administrator/Superintendent or designee.

The State Administrator/Superintendent or designee shall ensure that employees designated to investigate complaints receive training and are knowledgeable about the laws and programs which they are assigned to investigate. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for
investigating complaints, including those involving alleged discrimination, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the State Administrator/Superintendent or designee.

(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)

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

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 - Parental Notifications)

Compliance Officers

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

Director of Curriculum & Instruction
800 Broadway Street
King City, CA 93930
831-385-0606, extension 4315

The State Administrator/Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the State Administrator/Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)
The State Administrator/Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

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

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

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints

2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable

3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies

4. Include statements that:

   a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.

   b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline

   c. A complaint alleging retaliation, unlawful discrimination, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the State Administrator/Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the
extension.

d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

e. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

(cf. 0460 - Local Control and Accountability Plan)

d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision.

e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

(cf. 5145.6 - Parental Notifications)

f. Copies of the district's uniform complaint procedures are available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs or has committed unlawful discrimination.

All UCP-related complaints shall be investigated and resolved within 60 days of the receipt of the complaint. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Filing of Complaint

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

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by
any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. (Education Code 49013, 52075)

3. A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the State Administrator/Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant or alleged victim of unlawful discrimination or bullying requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Investigation of Complaint

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

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

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, shall
AR 1312.3 (f)

individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To resolve a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

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

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

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

Report of Findings

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

OPTION 2:

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

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.
If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Final Written Decision

The district's decision shall be in writing and shall be sent to the complainant. (5 CCR 4631)

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

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

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

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

2. The conclusion(s) of law

3. Disposition of the complaint

4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.
The determination of whether a hostile environment exists may involve consideration of the following:

a. How the misconduct affected one or more students' education

b. The type, frequency, and duration of the misconduct

c. The relationship between the alleged victim(s) and offender(s)

d. The number of persons engaged in the conduct and at whom the conduct was directed

e. The size of the school, location of the incidents, and context in which they occurred

f. Other incidents at the school involving different individuals

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

   For complaints of unlawful discrimination, includinremedies offered or provided to the subject of the complaint

c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

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

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

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

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.
Corrective Actions

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

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

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

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

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

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

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

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

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

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

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE
***Note: The CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final written decision; (2) the complainant requires anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; (3) the complainant alleges that he/she would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile; (4) the complainant alleges failure to comply with the due process procedures established pursuant to special education law and regulation to implement a due process hearing order; (5) the complainant alleges facts that indicate that one or more students may be in immediate physical danger or that the health, safety, or welfare of one or more students is threatened; or (6) the complainant alleges failure to follow a student's individualized education program. ***

(3/12 1/13) 10/14

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
First Reading:
Adopted: March 17, 2015

King City, California
Networked Information Resources: Acceptable Use Policy for Staff
South Monterey County Joint Union High School District

Personnel
NETWORKED INFORMATION RESOURCES

Acceptable Use Policy for Staff

Network access to the Internet and e-mail is available to staff in our district that sign and agree to this ACCEPTABLE USE POLICY.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual users. Students and teachers have access to:

1. Electronic mail communication with people all over the world;
2. Information, news, and research institutions;
3. Public domain and shareware software of all types;

South Monterey County Joint Union High School District strongly believes in the educational value of Internet resources and e-mail. Our goal in providing this access is to support our curriculum and student learning by facilitating resource sharing, innovation, and communication. With the spread of telecommunications throughout the modern workplace, the District recognizes that employees will shift the ways they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

As access is provided, the District expects that all employees will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments.

It is also expected that as teachers are trained, they will begin incorporating appropriate uses of electronic resources into the curriculum. With access to computers and people all over the world also comes the potential for access to material that is illegal, defamatory, inaccurate or offensive to some people. The District has taken steps to restrict access to inappropriate resources. However, on a global network it is impossible to effectively control student access to material. The primary responsibility for access will rest with the student. As a teacher, you will have responsibilities for appropriate supervision and instruction on acceptable use when using the Internet with your students.

The Network Supervisor will report inappropriate behaviors to the employee’s supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee’s supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

1. Personal Responsibility

When using the District network, you are a representative of the District. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications apply.

a. Misuse of the computer network should be reported to your site administrator and the District Technology Services Department.
2. Acceptable Use

The network is provided to staff to conduct research and communicate with others. All school computers (desktops & laptops) and/or internet are to be used exclusively for school-related business at all times. Only licensed programs will be installed on school computers. The district Director of Technology has exclusive authorization to add/delete programs to/from school computers. A Site Software Installation Request Form must be completed and approved before any software can be installed on any school computer. The following behaviors are not permitted on district networks:

a. Sharing confidential information on students or employees
b. Sending or displaying offensive messages or pictures
c. Assisting in a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
d. Harassing, insulting or attacking others
e. Using obscene language
f. Behavior that might damage computers, computer systems, computer networks, or data (For example, loading files that may introduce a virus)
g. Loading software downloaded from the Internet or any other software without having a completed and approved Software Installation request form.
h. Violating copyright laws (For example, duplicating movies and audio cds)
i. Using others' passwords or sharing an individual's password
j. Trespassing in others' folders, work or files
k. Intentionally wasting limited network resources
l. Attempting unauthorized access to computer systems, networks, or data
m. Employing the network for commercial purposes
n. Violating the rules and regulations prescribed by other organizations for the use of their network or resources.
o. Some inappropriate uses of the network can be a violation of local, state and federal laws and you can be prosecuted for violating those laws.
p. Using programs which cause congestion of the network or otherwise interfere with the work of others.
q. Removing equipment from its assigned location without prior administrator and technology approval.

3. Safety
To protect the students, the following safety rules should be adhered to:

a. You should never give out students' last names, addresses, or telephone numbers online.
b. You should report any messages that make your students feel uncomfortable to your site administrator and the District Technology Services Department.

c. You should not send students' photos out online or put students' photos on a home page.

d. You should use only students' first names when posting work on a home page.

e. You should not allow students to arrange face-to-face meetings with an online friend without their parent's permission beforehand.

4. Network Etiquette and Privacy

E-mail, instant messenger and other information accessed or stored on the network are not guaranteed to be private. All stored data, electronic messages and electronic transmissions may be monitored. Network administrators may look at files and e-mail to make sure that the system is working properly and that users are using the system responsibly Electronic communications and files may exist in backup form. In addition, files and email are sometimes misdirected or left accessible by someone who is careless with their account.

To protect the privacy of others, you must get written permission before you publish an adult's photo online or share their school e-mail address with people outside the district.

Users of the network are part of a global community and are expected to follow the rules of network etiquette. In addition to the rules in the Acceptable Use and Safety sections of this policy, you should also follow the following rules of network etiquette:

a. Be brief

b. Minimize spelling errors and make sure your message is easy to understand and read

c. Use accurate and descriptive titles for your articles

d. Get the most appropriate audience for your message, not the widest

e. Be careful with humor and satire, since it may be misinterpreted

f. Forgive the spelling and grammar errors of others

g. Keep your signature brief

h. Remember that all network users are human beings.

i. Post only to groups you know

5. Services

South Monterey County Joint Union High School District will not be responsible for any information that may be lost, damaged or unavailable due to technical, or other, difficulties. The district assumes no responsibility for the accuracy of information obtained through the network.

a. You should take responsibility for evaluating your sources of information for accuracy and biases.
Networked Information Resources (continued)

6. Responsibilities for Student Use

a. When incorporating student use of the network into the curriculum, the following rules should be followed.

b. Student use of the network should be focused on research and communication related to a class project.

c. As much as possible, students should be directed toward appropriate resources. While students may be able to move beyond those resources to others, which have not been evaluated by staff, they should be provided with guidelines and lists of resources particularly suited to the learning objectives. The District will assist in this by creating a homepage with links to sites that support our curriculum and by providing lists of other appropriate sites.

I have read the Networked Information Resources Acceptable use Policy for Staff.

Name (please print) ______________________

Signature ______________________

Date ______________

Regulation approved:

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
September 22, 2004 King City, California

First Aid And Universal Precautions
Most classroom, playground and campus activity accidents should be handled with common sense. Students who are injured should be sent to the office where designated personnel can administer first aid. Don’t fall into the trap where students are continually asking to go to the office for band-aids or ice for fake injuries. In the event of a severe injury, do not move the student. Remain with the student, send another student or teacher for help, and try to keep the other students calm. Never give medication to a student, not even aspirin. If a student requires medication, it should be administered through the designated personnel. Learn how to handle situations involving blood and other bodily fluids. Listed below are the OSHA Universal Precautions for dealing with these situations.

**OSHA UNIVERSAL PRECAUTIONS FOR HANDLING EXPOSURE TO BLOOD/BODILY FLUIDS**
1. All blood/bodily fluids should be considered infectious regardless of the perceived status of the individual.
2. Avoid contact with blood/bodily fluids if possible. Immediately notify the administrator, or his/her designated first aid person.
3. Allow the injured individual to clean the injury if possible.
4. If it is not possible for the individual to clean the injury, disposable gloves should be worn. Gloves are to be discarded in a designated lined bag or container.
5. Clothing that has been exposed should be placed in a plastic bag and sent home with the individual.
6. Upon removal of gloves, hands should be washed thoroughly with warm water and soap.
7. Surfaces contaminated with blood/bodily fluids should be cleaned thoroughly with disinfectant. The cleaning should be completed by the custodian, administrator, or his/her designated individual.

As a general rule: Do not touch a student who is bleeding even if you use gloves. If a student has a bloody nose or cut knee, hand him/her the box of tissues or paper towel, instruct him/her to hold it on his/her wound, and then send him/her to the office where designated staff can administer further care. Students who are bleeding should not be allowed to participate in class activities until the bleeding has stopped and the wound has been cleaned and completely covered.

**SUMMARY OF FIRST AID AND SAFETY**
- Handle accidents with common sense.
- Only the designated personnel should administer first aid including dispensing medication.
- Do not move a severely injured student.
- Learn and follow school district policy for handling situations involving blood/bodily fluids.
- Always remain with the class and send a student or another teacher to get help when needed.
Prevention of the Spread of Infectious Disease

In the school setting, knowing who carries an infectious disease and what germs may be present is not possible. Persons with infections do not always have outward signs and often are not aware of being infected. However, you can take precautions at the school and in other situations that will help protect you from infectious diseases. Those precautions include the following:

- Wash your hands with soap and running water at regular times during your workday. Common infectious diseases may be contracted from dirt and waste encountered in the workplace (excluding human immune-deficiency virus [HIV] infection, acquired immune deficiency disorder syndrome [AIDS] and hepatitis B).
- Avoid punctures with objects that may contain blood of others.
- Handle discharges from another person's body (particularly body fluids containing blood) with gloves and wash hands thoroughly with soap and running water when you are finished.
- Carefully dispose of trash that contains body wastes and sharp objects. Use special containers with plastic liners for disposal of sharp objects, use containers that cannot be broken or penetrated. Do not bend, break or recap needles.
- Promptly remove another person's blood and body wastes from your skin by washing with soap and running water.
- Clean surfaces that have blood or body wastes containing blood on them with an Environmental Protection Agency (EPA) approved disinfectant or a 1:10 solution of household bleach and water. (The solution should be fresh daily to endure proper strength.)
- Have a vaccination for protections from hepatitis B if you are an employee identified as having occupational exposure according to the Exposure Control Plan.
- If you are responsible for administering first-aid to others or may be placed in a position where you may give first-aid, obtain a current instruction in first-aid and cardiopulmonary resuscitation (CPR). Current instruction will include modification of first-aid needed to protect the rescuer from infection.

These precautions will protect you from HIV infection, hepatitis B and many other infectious diseases. These ordinary hygienic practices will result in fewer illnesses for you and others around you. You do not need to know which people around you are infected with HIV or any other diseases because you use precautions routinely.

MAINTAIN CONFIDENTIALITY of all medical information concerning students and co-workers, especially if the individual has either HIV infection or AIDS. With few exceptions, sharing information about someone who has either HIV infection or AIDS without permission is prohibited by law and punishable by a fine in California.

HIV infection and hepatitis B are most commonly spread through sexual contact and by sharing needles with others to inject drugs. By abstaining from these activities, the major risk of exposure to these viruses is eliminated.
Non-discrimination in Employment Policy

Nondiscrimination In Employment

The Governing Board desires to provide a positive work environment where employees and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. The Board prohibits any district employee from harassing or discriminating against any other district employee or job applicant on the basis of the person's actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Prohibited discrimination consists of the taking of any adverse employment action against a person, including termination or denial of promotion, job assignment, or training, or in discriminating against the person in compensation, terms, conditions, or other privileges of employment based on any of the prohibited categories of discrimination listed above.

The prohibition against discrimination based on the religious creed of an employee or job applicant includes any discrimination based on the person's religious dress or grooming practices or any conflict between the person's religious belief, observance, or practice and an employment requirement. The prohibition against discrimination based on the sex of an employee or job applicant shall include any discrimination based on the person's pregnancy, childbirth, breastfeeding, or any related medical conditions. (Government Code 12926, 12940)

Harassment consists of any unwelcome verbal, physical, or visual conduct, and any electronic communication (cyberbullying) that is based on any of the prohibited categories of discrimination listed above and that is so severe and pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, assists, or in any way participates in the district's complaint procedures instituted pursuant to this policy.

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.

(cf. 4117.4 - Dismissal)
The following position is designated as Coordinator for Nondiscrimination in Employment:

State Administrator / Superintendent
800 Broadway
King City, CA 93930
831-385-0606

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of district policy should, as appropriate, immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaint.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031 - Complaints Concerning Discrimination in Employment.

Training and Notifications

The State Administrator/Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination.

The State Administrator/Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The district's policy shall be posted in all district schools and offices including staff lounges and student government meeting rooms. (5 CCR 4960)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
CIVIL CODE
51.7 Freedom from violence or intimidation
GOVERNMENT CODE
11135 Unlawful discrimination
12900-12996 Fair Employment and Housing Act
PENAL CODE
422.56 Definitions, hate crimes
CODE OF REGULATIONS, TITLE 2
7287.6 Terms, conditions and privileges of employment
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 29
621-634 Age Discrimination in Employment Act
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age discrimination in federally assisted programs
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 34
100.6 Compliance information
104.7 Designation of responsible employee for Section 504
104.8 Notice
106.8 Designation of responsible employee and adoption of grievance procedures
106.9 Dissemination of policy
110.1-110.39 Nondiscrimination on the basis of age
COURT DECISIONS

Management Resources:
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Questions and Answers: Religious Discrimination in the Workplace, 2008
Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr
(11/03 3/10) 3/12
AR 4031 Personnel

Complaints Concerning Discrimination In Employment

Complaint Procedure

Any complaint by an employee or job applicant alleging discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: Any employee or job applicant (the "complainant") who believes he/she has been subjected to prohibited discrimination or harassment shall promptly inform his/her supervisor, the district's Coordinator for Nondiscrimination in Employment, or the Superintendent.

   The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.

   A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the Coordinator, whether or not the complainant files a written complaint.

   The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

2. Investigation Process: The Coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five school days of receiving notice of the behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

   The Coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The Coordinator shall inform the complainant that the allegations will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.
If the Coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the Coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

When necessary to carry out his/her investigation or to protect employee or student safety, the Coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The Coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents do not occur. The Coordinator shall ensure that such interim measures do not constitute retaliation.

3. Written Report on Findings and Corrective Action: No more than 30 days after receiving the complaint, the Coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator shall notify the complainant and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, correct the effect on the complainant, and ensure that retaliation or further discrimination or harassment does not occur.

The report shall be presented to the complainant, the person accused, and the Superintendent or designee.

4. Appeal to the Governing Board: The complainant or the person accused may appeal any findings to the Board within 10 working days of receiving the written report of the Coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 working days.

(cf. 3580 - District Records)  
(cf. 4112.6/4212.6/4312.6 - Personnel Files)  
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 9321 - Closed Session Purposes and Agendas)
Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may also file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)

2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)

3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
GOVERNMENT CODE
12920-12921 Nondiscrimination
12940-12948 Discrimination prohibited; unlawful practices, generally
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 29
621-634 Age Discrimination in Employment Act
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended
2001e-2001e-17 Title VII, Civil Rights Act of 1964, as amended
2001h-2-2001h-6 Title IX of the Civil Rights Act of 1964
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 34
106.8 Designation of responsible employee for Title IX
Management Resources:
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
(12/91 6/99) 3/10
Legal Responsibilities of Teachers

Supervision of Students
A teacher has a duty to keep the students in his/her charge safe and orderly. A teacher acts in loco parentis - in the place of a parent - and is allowed to use his/her judgment in a manner similar to a parent. The standard is the reasonable use of professional judgment for the safety and orderly education of students. In California, except during lunch periods, certificated staff must maintain visual contact and assume the primary responsibility for the supervision of students (classified staff may not legally assume this role except during lunch periods).

Due Care and Caution
A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and your actions, as well as following school safety policies and procedures. While under the supervision of school personnel, staff members serve in loco parentis.

Release of Children
Students should not be released directly to anyone other than school personnel without the written permission from office staff. Anyone who requests that a student be released to their care should be sent to the school office for written authorization, before the student is released.

Leaving Students Unattended & Locking Classrooms
Students should not be left unattended in the classroom. They must be under supervision by certificated personnel at all times. Teachers are responsible for all students under their charge and are legally responsible for the welfare of these students. Lock the door when you leave the room.

Letting Students Out Early
Letting students out early is disruptive to other classrooms, and it often results in students being unsupervised. If unsupervised students are injured, the school district and the assigned teacher/s are legally responsible. The early release of students should not be permitted without prior authorization of school administrators and without appropriate student supervision being provided.

Missing Students
Missing students should be reported to the school office immediately.

School Visitors
Visitors are to report to the school office prior to actually visiting classrooms or the playground. If you observe individuals at the school who you believe are unauthorized, report them to the school office immediately. Most sites provide visitors with name tags or written authorization.

Weapons and Drugs
California has a zero-tolerance law regarding weapons and drugs in schools. Any student suspected of being in possession of weapons or drugs or under the influence of drugs, is in violation of the law and school administrators should be notified immediately.

Reporting Dangerous Situations
If any employee at a school observes the existence of a dangerous situation, it needs to be reported to school officials as soon as possible so preventive and/or corrective actions can be taken. Dangerous situations can include unsafe equipment, physical obstacles, unknown objects, potential and actual student confrontations, substance abuse, gang activities, etc.

Injuries to Students
If any doubt exists in the mind of a teacher about moving an injured student, don't move the student. The school office should be notified immediately for medical assistance. A student may need to be sent to the office for assistance while the teacher attends the injured student.
Students on Medication
Students are prohibited from taking medication without being under the immediate supervision of appropriately designated and trained staff. Students who bring medications (prescription or over-the-counter) to class should be referred to the school office immediately.

Sexual Harassment
Sexual harassment (use of sexually explicit language, requests for sexual favors, sexually graphic materials/language, or the creation of a sexually hostile work or learning environment) between and among students, between staff and students, or between staff members is legally prohibited and should be reported immediately to the appropriate school administrator.

Use of Physical Force
Rarely, and only under emergency situations, is it legally or professionally permissible for teachers to use physical force with students. Physical force may only be used in order to prevent injury to students, others, or self. The use of physical force must be limited to the amount of force absolutely necessary to prevent injury. Teachers should avoid placing themselves in danger to injury when supervising students.

Corporal Punishment
The use of physical punishment is prohibited by the California Education Code.

Child Abuse Reporting
Even suspected child abuse must be reported to the proper legal authorities.

Personal Use of School Property
The personal use of school property constitutes a gift of public funds and is prohibited by law.
Note: This is the Code of Ethics of the Education Profession adopted by the National Education Association in 1975. This code is used by the California Teachers Association and is distributed to teachers in the CTA Handbook.

Preamble

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

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

Principle I. Commitment to the Student

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

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement

6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
   a. Exclude any student from participation in any program
   b. Deny benefits to any student
   c. Grant any advantage to any student

7. Shall not use professional relationships with students for private advantage

8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

Principle II. Commitment to the Profession

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

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

In fulfillment of the obligation of the profession, the educator:

1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications

2. Shall not misrepresent his/her professional qualifications

3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute

4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position

5. Shall not assist a noneducator in the unauthorized practice of teaching
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

7. Shall not knowingly make false or malicious statements about a colleague

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

Source: National Education Association, 1975
Professional Standards for Classified and Code of Ethics Policy

E 4219.21 Personnel

Professional Standards

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

AS A SCHOOL EMPLOYEE I WILL:

1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service – to the end that others may emulate my example.

2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.

3. Be just in my criticism and be generous in my praise; to improve and not destroy.

4. At all times be courteous in my relations with students, parents, teachers and others.

5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and find better ways to do things.

6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.

7. Associated myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.

8. Always uphold my obligations as a citizen to my nation, my state, my school district and my community, and give them unswerving loyalty.

9. Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.

SOURCE: CALIFORNIA SCHOOL EMPLOYEES’ ASSOCIATION
(3/91)

Exhibit: KING CITY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2011 King City, CA
Acknowledgement Form – EMPLOYEE HANDBOOK

South Monterey County Joint Union High School District

800 Broadway

King City, CA  93930

Phone: (831) 385-0606

I acknowledge that I have received a copy of the Employee Handbook from the South Monterey County Joint Union High School District

I understand this signed receipt will be kept on file as verification.

________________________________________
Printed Name

________________________________________
Signature

________________________________________
Date Signed

For Human Resources Only
Date Received: _______________________________________
By (initials) ________________________________________