



ANDERSON UNION HIGH SCHOOL • WEST VALLEY EARLY COLLEGE HIGH SCHOOL
ANDERSON NEW TECHNOLOGY HIGH SCHOOL
NORTH VALLEY HIGH SCHOOL • OAKVIEW HIGH SCHOOL
ANDERSON COMMUNITY DAY SCHOOL • ANDERSON ADULT SCHOOL • DISTRICT OFFICE

Employee Handbook 2023/24

Our District & Staff
Employee Standards & Responsibilities
Annual Notifications Processes & Procedures
Policies • Calendars • Forms

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Our District

District Office

Anderson Union High School District
Brian Parker, Acting Superintendent
Paula Foster, Executive Assistant
1469 Ferry St. Anderson 96007
378-0568 fax 378-0834

The Anderson Union High School District has six schools and several programs. The District has approximately 2,000 students, grades 9 through 12. For more information on each school, visit the District website at www.auhsd.net.

Our Schools

Anderson Union High School
Tom Safford, Principal
Claudia Waite, Assistant Principal
Clarinda Ahern, Executive Asst.
1471 Ferry St., Anderson 96007
365-2741 fax 365-5446

Anderson Union High School is a comprehensive (9-12) high school with an enrollment of approximately 500 students located on Ferry Street in Anderson.

West Valley Early College High School
Josh Mason, Principal
Justin Byxbe, Assistant Principal
Lisa Bullington, Executive Assistant
3805 Happy Valley Rd, Cottonwood 96022
347-7171 fax 347-0481

Established in 1981, West Valley Early College High School is a four-year comprehensive public high school serving approximately 800 students in grades 9-12. West Valley High School serves the communities of Happy Valley and Cottonwood. Students can also earn a certificate or AA Degree while earning their high school diploma.

Anderson New Technology High School
Terry Bennett, Principal
Kat Domke, Program Coordinator
2098 North Street, Anderson 96007
365-3100 fax 365-2957

Anderson New Technology High School is a four-year charter school of 120 students which focuses on project and problem based learning.

Alternative Education Program
North Valley High School
Oakview High School
Anderson Community Day School
Christopher Fort, Director of Alternative Education
Fawn VanMeter, Administrative Secretary
20083 Olinda Road, Anderson 96007
365-6054 fax 378-1264

Anderson Union High School District is fortunate to have an outstanding alternative education program. North Valley High School is the Continuation School for the District. North Valley High serves at-risk students. So this may be accomplished, class sizes are smaller, allowing for more individualized instruction and personal attention for each student. Oakview High School is the independent study school of the District, created for those students who are unable to attend daily classes. Oakview provides an opportunity for students who might otherwise be unsuccessful in a comprehensive high school environment. Anderson Community Day School serves 9th and 10th graders that are struggling academically, with the goal of preparing them for success in a comprehensive site.

Anderson Adult School
Jennifer Epperson, Administrative Secretary
5250 West Anderson Drive, Anderson 96007
365-3334 fax 365-8440

AUHSD also operates the adult education program, the adult transition program, and the inmate education program at the county jail.

The Staff

The staff of the Anderson Union High School District consists of classified, certificated and management employees and administrators. Teachers, counselors, and administrators are licensed by the State of California and are referred to as the “certificated” staff. Non-certificated employees are referred to as “classified.” The classified staff is made up of employees specializing in accounting, clerical, technology, maintenance and custodial, food service, and paraprofessionals.

Governing Board	Joe Gibson, President	jgibson@auhsd.net
	Butch Schaefer, Clerk	bschaefer@auhsd.net
	Staci Adams, Trustee	sadams@auhsd.net
	Jackie LaBarbera, Trustee	jlabarbera@auhsd.net
	Dustin Gurney, Trustee	dgurney@auhsd.net
Special Education	Brandt Shriner, Director	Ext. 10016
	Alisa Lee, Admin. Secretary	Ext. 10011
Human Resources	Brian Parker, Director	Ext. 10006
	Ericka Cooper, Secretary	Ext. 10001
Business Services	Donell Evans, CBO	Ext. 10007
	Jennifer Parks, Accountant	Ext. 10012
	Tara Hartman, Payroll Clerk	Ext. 10008
Technology	Derek Taff, Director	Ext. 15001
Food Service	Elaine Robinson, Food Service Lead, AUHS/ANTHS/Alt Ed	Ext. 20032
	Audrey Merkel, Food Service Lead, WVHS	Ext. 30030
Facilities Maintenance	Jake Stepp, Site Lead Maintenance, AUHS/ANTHS/Alt Ed	Ext. 20040
	Brandon McLeod, Site Lead Maintenance, WVHS	Ext. 30040
Fleet Maintenance	Steve McLuckie	Ext. 10016

Employee Code of Conduct

Certain standards of performance and conduct must be maintained in an organization. Because of the nature of the district and responsibilities toward the education of the student body, the highest standards of ethical and moral behavior must be applied to our employees. Employees must meet these standards of behavior to protect the validity of the mission of the district.

Represent the district. Good public relations are vital in every district employee's job. No matter what position you hold, you are a representative and spokesperson for the school district. The people with whom you come in contact, both on and off the job, will form opinions about the school system through observation of your conduct and attitudes. These citizens have every right to expect your full courtesy, understanding, cooperation, and tact. Only YOU can create and maintain the public's confidence and good will.

Provide good customer service. Generally, our business is to serve the students of the district. But when we are approached by a parent or member of the community, it is because they have concerns or need information. Always be courteous and respond quickly to their requests.

Dress professionally and wear your district-issued ID. Appropriate dress and grooming by district employees contributes to a productive learning environment and models positive behavior. During school hours and at school activities. It is expected that all employees will exercise good judgment and meet acceptable norms for personal cleanliness, hygiene, and grooming. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. All adults affiliated with the district (employees, volunteers, health care professionals, student teachers, coaches, etc.) must wear district-issued identification, face out, while on campus.

Keep confidential information to yourself. As an employee of the Anderson Union High School District, you may have access to confidential, private information. This information includes, but is not limited to, documents concerning employees, students or members of the public. The documents may include medical information; home address or telephone number; social security number; payroll deductions; salary information, data, and reports; personnel files and any personally identifiable information regarding employees or applicants; and student files and data. Confidentiality also applies to electronically accessible information. You are personally responsible for maintaining the confidential nature of these private materials by carefully observing the security measures listed below: 1) Permit no other persons to have access to confidential private information or materials and do not discuss any aspect of the data/information or other confidential personnel-related matters with any other persons unless they are: a) members of the AUHSD staff who need the information to perform their work; or b) authorized by your supervisor or another designated member of the AUHSD staff; 2) Secure all confidential materials when you are not directly working with them; 3) Do not retain any copies or make personal file copies of confidential materials unless necessary. Any extra copies of confidential materials should be destroyed by shredding when they are no longer necessary and if you are unsure of the confidentiality of information to which you have access, you should assume the information is confidential until you are informed otherwise by your supervisor. Because of the importance of security, you should notify your supervisor or another designated staff member if any circumstances cause you to believe that confidential nature of any material or process has not been maintained. As an employee of AUHSD you are responsible to keep all information concerning AUHSD employees and/or students completely confidential, which means you shall not discuss such information with anyone who does not have a business need for such information. This prohibition against discussing confidential information continues even after you leave AUHSD employment. You are directed to not discuss confidential information with friends, family members, or anyone outside the Department. A violation of confidentiality rules and procedures may lead to immediate termination.

Cooperate with colleagues. When we work together, everyone benefits. You can contribute to a high morale environment by being reliable, meeting commitments, building good working relationships and offering to help others. It is also important to engage in team activities and district sponsored events.

Establish a positive rapport with students. Students are our business, so it is important that you share a mutual respect. Always be friendly and encourage students to do well when you can. You are also responsible for addressing student behavior if necessary.

Conduct work in the best interest of the district and use district funds appropriately. The district is a public agency and funded by the state and federal government. It is the responsibility of all staff to use district funds wisely and to make decisions based on what would best serve the district.

Do good work. No matter your status in the district, work needs to be completed to the highest standard. Do your best to be sure your work is generally error-free, accurate, visually pleasing, considerate of the needs of others, and according to district guidelines. Enthusiasm and a positive attitude are also important to your overall success.

Be nice. No one likes a bully. Workplace bullying undermines the positive workplace climate and is unacceptable. If you are committing actions that a reasonable person would find offensive, humiliating, threatening, disparaging, coercive, belittling, sabotaging, isolating, or an abuse of

authority, even if unrelated to conduct governed by the sexual harassment policy, you are a workplace bully. These actions may be verbal or nonverbal, acts of commission or omission, direct or indirect, covert or overt, or incidents of aiding or abetting. If you feel that you have been bullied, discriminated against, victimized, or harassed, tell the person directly that the behavior needs to stop. Then you should tell your director or supervisor. AUHSD takes bullying very seriously, and will investigate the incident promptly and diligently. The investigator will be fair, impartial, sensitive, and maintain confidentiality. He/she will focus on the facts and evidence to find out what happened. Victims of bullying are protected against retaliation or the threat of retaliation. Those who violate the retaliation policy are subject to discipline, which could mean dismissal.

NON-DISCRIMINATION POLICY

Do not discriminate. The AUHSD prohibits unlawful discrimination and/or harassment based on any legally protected characteristics, actual or perceived, including, but not limited to, race, color, national origin, immigration status, ancestry, religion, age, marital status, parental status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression. The AUHSD does not discriminate in its educational program and activities or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, respectively. Further, the District will not discriminate against any employee, volunteer, intern, applicant for employment, or student because of a physical or mental disability in regard to any position or activity for which the individual is qualified. The District will undertake appropriate activities to treat qualified disabled individuals without discrimination. It is your responsibility to report behavior that may constitute illegal discrimination or harassment by co-workers, supervisors, students, or others.

Responsibilities Shared By All Employees

Whether an employee occupies a position involving instruction, administration, or support services, the responsibility is the same -- to serve our students. While the nature of contact with students varies according to job assignments, the manner in which an employee's responsibilities are carried out has a significant influence on the entire student body at AUHSD. In addition to the items listed below, other staff responsibilities are listed throughout this handbook.

Be familiar with district rules, regulations and policies. In addition to following specific rules and procedures associated with the job assignment, an employee has a responsibility to comply with the general rules, regulations, policies, procedures and safety guidelines of the district. The district policy manual is available for viewing at the district office or on the district website under the Board of Trustees tab. It is also a good idea for employees to familiarize themselves with the information in the Handbook for Parents, Guardians, and Students, also available on the district website.

Use district supplies and equipment appropriately. Be sure district equipment is used correctly and is well maintained. Use or removal of equipment or supplies for personal use, and use of the mail system for personal use are prohibited. Use of the district phone system, fax machine or internet connection for other than business or emergency personal purposes should be done only sparingly.

Use facilities appropriately and be responsible with access. As part of your responsibilities, a key to school buildings or offices may be issued to you. Extreme care must be exercised not to lose keys or to allow unauthorized persons to enter the building. Certain keys, if lost or stolen, may result in the complete rekeying of every door in the district. When you leave the employ of the district, your keys must be returned to your supervisor.

Use work time for the appropriate district business. Well managed time, organization, and planning is important in completing assigned tasks. Working hours used for personal tasks should be limited to those of an urgent or serious nature. To prevent prolonged work stoppage, you should discourage friends, relatives, or others from visiting you while you are on the job. If you do have visitors, they must check in at the principal's office.

Maintain necessary skills and authorization for your position. To do a good job, it is necessary to be competent in all areas of your position or to be making progress toward competency. As you know, duties change as mandates and technology evolve. If you feel you need assistance in building your skills, ask your supervisor for resources or training. You are also encouraged to work with your supervisor to implement new concepts and techniques. Some positions also require authorization such as a credential, First Aid training, etc. It is the responsibility of the employee to renew these before the expiration date.

Observe scheduled working hours. Your job is important - people are depending on you to arrive prepared and on time for work and meetings. Punctuality and dependability are of prime importance in the efficient running of any organization. If it is necessary for you to be absent from work, you must notify your supervisor and receive permission from him/her ahead of time, when possible. Even with the best intentions,

however, illness or other circumstances may prevent you from being on time or from working on a particular day. In this case, you should contact your supervisor immediately, and in no case later than one hour before the time you are due to report for work. Immediate notification gives your supervisor a chance to arrange for someone else to do your work during your absence. Unauthorized absence from the workplace and collecting pay from two employers for the same work time are all prohibited by the district.

Do not use tobacco, alcohol, or drugs while at work. District employees and volunteers should demonstrate conduct that is consistent with school programs to discourage students from using tobacco products, alcohol and illegal drugs. Also, federal law prohibits all employees from the use of any tobacco products anywhere within 25 feet of the school grounds or district offices or in district vehicles. "Tobacco product" is defined as any product made or derived from tobacco or nicotine that is intended for human consumption, regardless of how consumed; an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device (commonly known as "e-cigarettes"). Staff members must refrain from reporting to work under the influence of alcohol, nor may they consume alcoholic beverages on the job. Non-prescription drugs or controlled substances such as marijuana, methamphetamines, barbiturates, cocaine, LSD, and others are illegal and prohibited from use by employees.

Report job-related injuries and hazards. Because safety is a district priority, you should promptly report all job injuries or safety hazards to your supervisor.

Maintain good communication and stay informed. There are many ways the staff communicates within the district. Staff members are expected to check district email, mailboxes, and voicemail on a regular basis. The website, newsletter, and Facebook are good resources for keeping up on what's going on at AUHSD and provides an opportunity to share good news about our district. Staff members are encouraged to share stories and photos with the district office for posting. It is implied that a staff member's image and/or non-confidential information may be used on the district website, newsletter, and social media unless the district office is notified otherwise within 30 days of the start of the school year, or the date of hire.

Notify the district office of any changes to your personal information. If you have a change of address, telephone number, name, marital status, insurance beneficiaries, or number of dependents, please complete a Change of Personal Information form from the Staff Resources tab on the district website. Forward the completed form to the personnel administrative assistant at the district office.

RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

Your Right to Take Time Off:

- You have the right to take time off from work to get help to protect you and your children's health, safety or welfare. You can take time off to get a restraining order or other court order.
- You can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.
- You may use available vacation, personal leave, accrued paid sick leave or compensatory time off for your leave unless you are covered by a union agreement that says something different. Even if you don't have paid leave, you still have the right to time off.
- In general, you don't have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer before, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, court order or doctor's or counselor's note or similar document.

Your Right to Reasonable Accommodation:

- You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose, and may also request proof showing your need for an accommodation..

Your Right to Be Free from Retaliation and Discrimination:

Your employer cannot treat you differently or fire you because:

- You are a victim of domestic violence, sexual assault, or stalking.
- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

Shasta County Mental Health website: https://www.co.shasta.ca.us/index/hhsa/mental_wellness/adult-mental-health

Human Resources Services & Processes

Probationary Period

Probationary Period: Classified employees have probationary period of six months or 130 days of paid service, whichever is longer. The period is two full years of service for certificated employees. Time spent on leave of absence without pay does not apply toward the completion of the probationary period. Probationary employees may be dismissed at the discretion of the governing board.

Permanent Employees: An employee shall be classified as permanent upon successful completion of the probationary period.

Evaluations

The purpose of the performance evaluation, based on job-related criteria, is to recognize acceptable performance, provide objective information about inadequate performance, if any, and to identify goals for the next review period. The appropriate supervisor will complete the performance evaluation, including goal setting. Employees receive a copy of the evaluation and the original is placed in their personnel file.

Classified:

All probationary classified employees will receive three performance evaluations during their first six months of employment. All permanent employees will be evaluated on an annual basis.

Certificated:

Every probationary certificated employee shall be evaluated annually until the point that they receive permanent status. All permanent certificated employees shall be evaluated a minimum of every two years. However, a certificated employee with permanent status who has been employed by the district at least ten years, is highly qualified in a position that requires such status, and whose previous evaluation rated the employee as meeting or exceeding standards in all California Standards for the Teaching Profession may be evaluated every three years. The certificated employee and administrator must agree to the extension. The certificated employee or the evaluator may withdraw consent at any time.

Job Vacancies

Vacancy announcements for staff positions are posted on designated bulletin boards and at www.edjoin.org. You are welcome to apply for any vacant positions for which you are qualified.

Personnel File

One official personnel file is maintained for each staff employee in the District office. Employees have the right to access, review, and have reproduced materials contained in personnel files. Employees should contact the District office to arrange an appointment to review their file. Personnel files are confidential and only the employee and officials with specific permission can view a file.

Professional Growth

Units allowed for salary schedule advancement or professional growth stipends are limited to college or university courses successfully completed from an institution accredited by a recognized educational accrediting organization and District-sponsored workshops (minimum of fifteen hours equivalent to one semester unit). Such units must be of value to the District as determined by the principal. Units for salary advancement must be approved prior to enrollment by submitting a Request for Course Authorization form to your principal.

Notice of Layoff

When, as a result of a bona fide reduction or elimination of the service being performed by the district, classified employees shall be given notice of layoff by March 15th and informed of their displacement rights, if any, and reemployment rights.

TB Testing

All new employees will be required to have an intradermal skin test or a chest x-ray indicating that the employee is clear from active tuberculosis. The employee may also use any TB results obtained for another agency in the last four years. Employees are responsible for the expense of any tuberculin testing. Existing employees shall undergo a tuberculosis assessment with the District Nurse at least once every four years. A tuberculin skin test will only be necessary if risk factors are identified.

Employee Associations

Employees are entitled to organize so that they may better present their requests for improved personnel practices and other matters to the administration or the Board of Trustees. The classified employees are organized with the California School Employees Association (CSEA), and the certificated employees are organized with the California Teachers Association (CTA).

Membership in the union is not mandatory. A member of the collective bargaining unit may choose to join the union or not join.

You will be contacted by the local chapter regarding membership. The agreement between the Anderson Union High School District and your association is posted on the district website and a hard copy can be obtained upon request.

CSEA Chapter #382 President – Denise McMahon, Library/Media Clerk at West Valley High School
CTA Chapter President – Shaye Kennen, Teacher at Anderson Community Day School

Coach Clearance Process

No coach (volunteer or paid) may be present at team activities until he/she has been notified by the Athletic Director that they have met all requirements. To begin the process, the prospective coach must receive authorization from the site administrator and the Athletic Director through the Coach Clearance Form. The form is then delivered to the district office, and the coach will make an appointment to begin the clearance process.

PRIOR to coaching or volunteering, the coaching candidate must successfully complete the following: background check, TB assessment, drug assessment, and physical exam (if paid coach). The coach must also provide or obtain: First Aid and CPR authorization, a concussion certificate, a coaching certificate, mandated reporter child abuse training, sudden cardiac arrest course and any other required course.

Additional paperwork may be required for coaches that are not regular district employees.

It is the responsibility of the head coach to make sure that no coaches are on the athletic field or court until all requirements have been completed. Failure to abide by these policies may result in disciplinary action and/or termination.

For more information about coaching, see the district Coach's Handbook.

Outside Employment

As an AUHSD employee, you may be permitted to engage in outside employment/activities that do not pose a conflict of interest if such employment/activities are properly disclosed and approved by the superintendent. Because of this, you will need to review potential conflicts with and secure approval before beginning any such outside employment or activity.

Government Code 1126 provides that an employee's outside employment, activity, or enterprise may be prohibited if it:

- 1) involves the use for private gain or advantage of the school district's time, facilities, equipment and supplies; or the uniform, prestige, or influence of the school district
- 2) involves receipt of any money or other consideration from anyone other than the school district for work done during the course of his or her regular work hours for the District
- 3) involves the performance of an employee whose acts may later be subject directly or indirectly to the control, inspection, review, audit of another employee of the school district
- 4) involves the time demands that would render the performance of the employee's duties for the school district less efficient

Cause for Dismissal

No person in the permanent service shall be suspended, demoted, or dismissed except for reasonable cause designated by those rules as detrimental to the service or the welfare of the District.

One or more of the following causes may be grounds for suspension, demotion, or dismissal of any employee:

- Incompetence or inefficiency in the performance of the duties of his/her position

- Insubordination (including, but not limited to, refusal to do assigned work)
- Carelessness or negligence in the performance of duty or in the care or use of district property
- Discourteous, offensive, or abusive conduct or language toward other employees, pupils, or the public
- Dishonesty
- Drinking alcoholic beverages on the job, or reporting for work while intoxicated
- Addiction to the use of narcotics
- Personal conduct unbecoming an employee of the District
- Engaging in political activity during assigned hours of employment
- Conviction of any crime involving moral turpitude
- Commission of a sex offense as defined by law
- Repeated and unexcused absence or tardiness
- Any willful failure of good conduct tending to injure public service
- Revealing confidential information
- Abuse of illness leave privilege
- Falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms
- Persistent violation or refusal to obey safety rules or regulations made applicable to public schools by the governing board or by any appropriate state or local governmental agency
- Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the acceptance of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public
- Willful or persistent violation of the Education Code or rules by the governing board
- Abandonment of position
- Advocacy of overthrow of Federal, State, or local government by force, violence or other unlawful means

Mandatory Trainings

Every year employees will do the required mandatory trainings through Keenan. <https://anderson-keenan.safeschools.com/>

Sexual Harassment

It is the policy of the district to provide a working and learning environment free from all forms of unlawful discrimination. Sexual harassment is a form of illegal sex discrimination. The District prohibits sexual harassment. It is a violation of this policy for any student or employee of the District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The District will promptly investigate all complaints of sexual harassment and will take remedial action reasonably calculated to end the harassment. If a student engages in sexual harassment, remedial action may include discipline, up to and including expulsion.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational settings, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive working or educational environment. Even if the conduct or language is not sexual in nature, harassment based on the victim's sex may create a sexually discriminatory working or learning environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexual harassment also includes any act of retaliation against a student or employee for reporting violations of this policy or for participating in the investigation of a sexual harassment complaint.

Sexual harassment can occur in a variety of circumstances. The victim, as well as the harasser, may be a woman or man, a girl or boy; the victim does not have to be of the opposite sex. A student can be the victim of sexual harassment by another student, the victim's teacher, another teacher, a principal, a counselor, a parent volunteer, a coach, a custodian, an instructional aide, or a school secretary, or any other agent or employee of the school district. An employee can be the victim of sexual harassment by the victim's classified or certificated supervisor, a supervisor in another area, a co-worker, a student, an agent of the school district, or someone who is neither an employee nor a student. The victim does not have to be the person harassed but could be anyone adversely affected by the offensive conduct.

Sexual harassment can include, but is not limited to, the following conduct when it is unwelcome: physical (leering, winking, throwing kisses, sexual gestures, deliberate touching, pinching, patting, leaning over, intentional rubbing or brushing against another individual's

body, grabbing, fondling, kissing, cornering a person or blocking a person's way or other physical interference with normal movement, attempted or actual rape or sexual assault); verbal (sexual demands, propositions, slurs, jokes, teasing, remarks, questions, telephone calls, catcalls, whistles, derogatory comments, too-familiar remarks about an individual's body parts, repeated or unwanted requests or pressure for romantic dates, requests for sexual activity, remarks or rumors about an individual's sexual activities, unwelcome compliments, telling about sexual fantasies, sexual threats); visual (sexually explicit posters, graphics, cartoons, drawings, objects, sexually suggestive looks or gestures, leers or gawking), written (notes or letters of a sexual nature, displays of sexually explicit literature, posters, or poems).

Conduct prohibited by this policy need not be sexual in nature but can be harassment carried out because the victim is of a particular sex, sexual orientation, or gender identity (e.g. referring to women or girls as "chicks," "broad," etc., making statements about women or girls based on stereotypes, suggesting that a person does not conform to his or her assigned gender).

Responsibility of Supervisors

Each site has an obligation to assure that the work and educational environment is free from all types of unlawful sexual harassment. Prevention is the best tool. Prompt, appropriate action may help to avoid, or at least minimize, the incidence of sexual harassment.

As a result, the district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is made as much as possible, consistent with the district's legal obligations and the need to investigate allegations of sexual harassment, and take remedial and corrective action when the conduct has occurred.

Employee and Student Action

Many persons are not aware that their behavior is offensive or potentially harassing. Often, simply advising someone of the offensive nature of their behavior will resolve the problem. Whenever possible, an employee or student should inform the alleged harasser that his or her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. If this does not resolve the concern or if an employee or student feels threatened, or has difficulty expressing his or her concern and therefore does not feel comfortable confronting the alleged harasser, the employee or student should utilize the reporting procedure.

Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment by a student or employee of the District, or any person who knows or believes that he or she has knowledge of conduct which may be sexual harassment, should submit a written report describing the alleged conduct immediately.

Any employee or student who believes he or she has been the subject of sexual harassment shall report the alleged act in writing immediately to his or her site administrator, or, if the complaint is against actions of the site administrator, the alleged acts shall be reported in writing to the Director of Personnel. When a complaint is made to the Director of Personnel, the Director of Personnel will inform the site administrator of the complaint unless the complaint is against the site administrator.

Any site administrator receiving a complaint of sexual harassment shall immediately inform the Director of Personnel of the complaint in writing. The Director of Personnel has the full authority to investigate all aspects of the complaint. The results of the investigation shall be reported to the Superintendent in writing along with a recommended action and remedy, if deemed appropriate. The Superintendent shall review the results of the investigation and any recommended actions, and then take whatever action he or she deems necessary and appropriate.

Rest and Lunch Breaks

Every classified employee who works more than six hours or more a day **must** take a non-compensated lunch period of thirty (30) minutes. Should the lunch period not be taken, time **may not** be used to shorten the workday or to accumulate overtime. The only exception, in case of an emergency, is if an administrator or your supervisor requests you work at this time. Food service employees, who work at least four hours a day, are provided a thirty-minute compensated meal period, as assigned by the supervisor.

Classified employees are granted a fifteen (15) minute rest period at the mid-point of each four-hour period of time. Your supervisor shall determine the number of employees to be off at any one time. You are expected to take this time for relaxation. Should the rest periods not be taken, such time may not be used to lengthen lunch periods or shorten the work day, nor may the rest period be used to make up for lost time. The time is simply lost. Breaks are an important part of your workday. Relaxation and additional nourishment help all of us to perform at our best. Much of what we do is scheduled daily and work breaks must be taken when scheduled in order to make our operations run smoothly. So be encouraged to take them and enjoy them.

Teachers receive a thirty-minute duty-free lunch.

All employees are encouraged to join other staff in the lunchroom.

Payroll & Benefits

Salary & Paydays

All regular employees shall be paid in accordance with the current negotiated salary schedule.

Each new **classified** employee will be placed on the salary schedule in the range corresponding to the classification for which he/she is hired. Employees will receive one-year placement for each three years of comparable experience in the same field not to exceed 12 years prior experience.

In placing a new **certificated** employee, experience prior to employment with the district will be recognized on a year-to-year basis up to a maximum of 11 years. Newly appointed certificated employees will be placed at the rating one year greater than the number of years of credit. Teachers are placed on the column which corresponds to their post-baccalaureate units earned. The maximum step placement for newly hired certificated employees is Column 5, Step 11.

Regular employees will be paid on a monthly basis. Salary warrants (payroll checks) are normally issued on the last working day of each month, except June and December. (June checks are usually issued mid-June and December checks are issued on the last day of school in December.) Paycheck “stubs” will be emailed to your district email account.

Ten month employees are paid in eleven equal installments based on total working hours plus holidays and vacation time. Ten month employees may also participate in the deferred pay method. Under the deferred pay method, all eleven month deductions and pay will be annualized and the employee will receive one “extra” paycheck at the end of June. This must be set up with the payroll department prior to the employee’s first paycheck for the school year.

Benefits

HEALTH, DENTAL, & VISION INSURANCE

The District provides full-time classified employees (8 hours/day) a medical insurance CAP of \$1075 per month and full time teachers a medical insurance CAP of \$1075 per month. This CAP is pro-rated for employees who work four or more hours a day, but not full time. (A four hour per day employee would be eligible for up to 50% of the CAP).

CVT (California's Valued Trust) provides Health, Dental and Vision plans. MyCVT is a web-based site where you can enroll as a new member, choose your plan or make changes to your plan such as adding dependents or a change of address. Before you can enroll online, you must first create an account. Information on how to set up your account and how to apply for insurance coverage are included in this handbook. A new employee has 30 days to sign up for a benefit package. After that, an employee does not have an opportunity until the next open enrollment period. Additional members of your family may be added but must be done within 30 days of birth, or 30 days since the addition of a new dependent other than a newborn.

California's Valued Trust: 1-800-288-9870 or www.cvtrust.org

LIFE INSURANCE & LONG TERM DISABILITY

Principal Life provides a \$50,000 life insurance policy and long term disability plan for full-time District employees. These plans are paid for by the District.

Principal Life: 1-800-843-1371 ext. 51940

EMPLOYEE PAID PLANS AND SECTION 125 PLANS

These plans for unreimbursed medical and day care expenses are also available through American Fidelity.

Payroll Services

The District will provide employees the opportunity to participate in an Elective Deferral to 403(b) plan and direct payroll deposit. Through the Direct Deposit program, an eligible employee can elect to have pay warrants automatically deposited into a savings or checking account at the financial institution of choice.

Deductions shall be made from each month's salary in accordance with the California State Employees' Retirement Act, Federal Income Tax, State Income Tax, and Social Security as provided by law. Other deductions will be made when authorized by the employee. Deductions for absence (not covered by leave) will be made from the warrant following the month in which the absence occurs except for those terminating their employment.

As an employee of AUHSD, you are eligible to make an elective deferral from your salary to the MidAmerica 403(b) Plan. To make an elective contribution to the Plan, you must complete a Salary Reduction Agreement (on-line at auhsd.net) and return it to Debbie Peterman at the district office. You may make, change or stop such an election to contribute as often as you wish, and it will be effective at when indicated on the Salary Reduction Agreement or the next applicable payroll date after it is approved by the Plan administrator. Such elective contributions are subject to applicable Internal Revenue Code limits and the terms of the Plan. They may also be suspended for six months following a distribution to you from the Plan on account of hardship. For a copy of the Salary Reduction Agreement or a summary of the Plan, or if you have any other questions, please contact MidAmerica Administrative & Retirement Solutions, Inc. at (866) 873-4240.

All eligible employees are automatically enrolled in the California Public Employee's Retirement System (CalPERS) or the California State Teachers Retirement System (CalSTRS). Members are eligible for regular service retirement and disability retirement benefits. See the Payroll Department for more information.

Time Off Requests

The district uses an absence management and substitute placement on-line program for time off requests. Upon hire, the employee will receive an email with a link to create a Frontline account.

To request time off, employees must log on to www.aesoponline.com. They complete the on-line form (date, time, and reason) to create a time off request. Depending on the reason for your absence, you may also need to fill in the "notes" section with an explanation. Once an absence is submitted, your supervisor will review the absence and approve or deny it. You will receive an email notifying you whether the absence has been approved.

For teachers, the Frontline program will also begin a search for a substitute. Teachers are allowed to enter five favorites for subs, which will be contacted first to fill the position. You will also need to submit lesson plans for the sub via Frontline.

If you have questions regarding your Frontline account, please contact Paula Foster, ext. 10003.

All employees are to submit a completed time card to their supervisor or principal at the end of each month. For classified employees, conditions may demand that the number of hours in the regular work week be increased beyond the normal level of hours. Overtime or comp time will then be specifically authorized by the department supervisor. You may not work overtime without prior approval by your supervisor.

Employee Paid & Unpaid Leave

Punctuality and dependability are of prime importance in the efficient running of any organization. If it is necessary to be absent from work, employees must complete an Aesop Absence to receive permission from his/her supervisor ahead of time, when possible. Consult the Collective Bargaining Agreement for more information about specific leave.

Types of Leave

- ~ *Sick Leave* - Deducted from accrued sick leave; used for employee's own illness, accident, issues related to pregnancy and childbirth, medical appointments, personal necessity, personal days, when workers comp has run out, FMLA
- ~ *Personal Necessity* – Deducted from accrues sick leave, 7 days maximum/year; can be used for death or illness in the immediate family, accident involving employee or property, fire, flood, danger to the home, appearance in court, etc.
- ~ *Personal Days* – Deducted from Personal Necessity Days, 3 days maximum/year; “No tell” days - If no sick leave available, then no personal days are available.
- ~ *Vacation* – Deducted from accrued vacation time, number of days available each year depends on longevity and position; 10 month employees don't receive vacation time
- ~ *Comp Time* – Deducted from earned comp time; Instead of overtime, an employee can take comp time with supervisor approval at a rate of 1.5 hours for each hour of work
- ~ *Bereavement* – No deduction from time; 3 days/incident; 5 days if out of state or over 300 miles Workers
- ~ *Industrial Illness and Accident Leave* – No deduction from time; 60 days maximum, used when an employee has a work-related injury or illness
- ~ *Conference Leave* – No deduction from time; time of conference plus reasonable travel time, Employee is allowed to miss work with leave to attend approved conferences. There is no extra pay for extended days or travel time
- ~ *Jury Duty* – No deduction to time; time during jury selection or while serving on a jury, employee is required to bring the juror pass as proof of service
- ~ *Accumulated Substitute Time Off* – Deducted from accrued ASTO time; Certificated only - no more than four teachers should be using ASTO in a single day; two at alternative sites
- ~ *Active Military Leave* – No deduction to time; as long as deployed, if employed for more than one year, employee will receive 1 month's pay. Employee can use vacation if they want. No loss of seniority or time served.
- ~ *Spouse on Leave from Military Service* – Deducted from available vacation or ASTO; 10 days, employee may use any paid leave available to them, then leave is unpaid
- ~ *Leave of Absence* – Unpaid, up to one year, anything over 10 days must be board approved
- ~ *Family Medical Leave* – Deducted from available sick leave and vacation; up to 12 weeks, employee may use any paid leave available to them, then leave is unpaid. (See Family Medical Leave information following this section.)

Quick tips for taking time off:

- Time off must be recorded.
- Time off must be approved in advance by the supervisor (except in emergency situations).
- An absence during a prep period is still an absence
- All employees must complete a time card every month
- Supervisors are responsible for keeping the reason for the leave confidential and contacting the district office if an employee is out for more than three days.

Family Medical Leave

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. An eligible employee is one who has worked for AUHSD for at least 12 months and has at least 1,250 hours of service in the last 12 months. Please contact the district office for more information about FMLA.

LEAVE ENTITLEMENT

An employee may use Family Medical Leave for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
 - To care for a spouse, son, daughter, or parent who has a serious health condition;
 - For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
 - For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.
- Employees have the right to take bonding leave for up to 12 weeks to bond with a newborn baby, newly adopted or foster child. Bonding leave must be taken within 12 months of the child's arrival in the home.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

Under the district's FMLA policy, employees must use any available accrued paid leave, such as sick or vacation leave, to cover some or all of the FMLA leave period.

NOTICE

Employees must comply with the district's usual and customary requirements for requesting leave and provide enough information for their supervisor to reasonably determine whether the FMLA may apply to the leave request. Employees generally must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

CERTIFICATION

When an employee requests FMLA leave due to his or her own serious health condition or a covered family member's serious health condition, the district requires certification in support of the leave from a health care provider. The district may also require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition.

JOB RESTORATION AND HEALTH BENEFITS

Upon return from FMLA leave, an employee will be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. Employers are also required to continue group health insurance coverage for an employee on FMLA leave under the same terms and conditions as if the employee had not taken leave.

Business Services & Processes

Requisitions for budgeted items should originate from personnel directly responsible for their use. A requisition form can be obtained at the site or via the district website under Staff Forms & Resources/Requisitions & Reimbursements. Instructions for completing the form can be obtained from business services at the District Office. Completed requisitions should be submitted to the site administrator for approval and signature. You must include a funding source on the requisition. If the purchase also involves special program budgets (e.g. Perkins, Special Education, textbooks), the requisition should then be routed to obtain the additional required signatures and/or backup. Keep in mind that all technology related purchases must have an approval from the technology department. If you are unsure of special requirements for your purchase, feel free to contact the Business Office for clarification.

Purchases not made in accordance with this procedure may not be approved for payment by the district. Incomplete forms may delay the purchase.

Regular and necessary school supplies for all classes shall be requisitioned from the school's Library Media Specialist or site secretary at alternative sites and shall be charged to the appropriate school office supply account. Staff members should be conservative in their use of supplies. In the event special or large amounts of supplies are needed, teachers should receive permission to make the purchase from the Principal. Special supplies for art, shop, special education, etc., shall be requisitioned separately and will be charged to department accounts.

District Chairs or teachers may request assistance from Business Services concerning any departmental purchases. One of the services provided by the business office is to assist in securing price quotations for better utilization of allocated funds.

The placement of orders with vendors is to be made by issuing an executed district purchase order or contract form. In emergency situations, and only with prior authorization from the Chief Business Official, Superintendent, or designee, verbal orders may be given to vendors. Requisitions confirming those emergency orders must be submitted promptly to the business office.

Open purchase orders may be utilized to expedite the procurement of frequently depleted supplies. The number of open purchase orders must be kept at a minimum, and they may not be used to purchase equipment items. All orders must be written in such a way as to specify and limit those employees who are authorized to make purchases from the open orders. Each individual receipt of goods or services must be reviewed by the responsible administrator. The business office may not process any payment until the administrator has authorized the purchase by signing a delivery receipt form.

When placing an order for a technology item, the person requesting the purchase must contact the Director of Technology to get a quote. Once a quote has been received, the purchaser creates the requisition. Please remember, all technology orders are shipped to the Tech Center at the following address: AUHSD Technology Center, 20111 Olinda Road, Anderson 96007. This allows the technicians to configure the tech items before they are used in the classroom or office.

There are separate instructions and requirements for purchasing for Student Accounts that you may oversee. Please consult with your site ASB Secretary for additional information.

Reimbursement

An employee who has received prior authorization of the District may be reimbursed for expenses such as the cost of meals, lodging, tools, automobile mileage, or others incurred while in the performance of duties. Detailed receipts, along with a completed Revolving Fund Check Requisition form must be submitted to the District Office.

Handling of Cash

Staff members are expected to check in all money received during the day to the appropriate office. Receipts must balance with the money turned in, for auditing purposes. Receipts shall not be left in desks or in rooms. Any loss of money by teachers because of failure to deposit funds with the appropriate office must be borne by the individual teacher involved. It is imperative that teachers make arrangements for approved methods of collection before selling shop cards, tickets, or starting any selling campaign, etc.

Accepting Donations

Any grant award or donation of funds or equipment with a value of \$500 or more, must be accepted by the Board of Trustees. Please submit a memo with the name of the donor, value of donation/grant, and the intended purpose of item donated to the superintendent's office for approval.

All gifts to the district, or to any school within the district, shall be approved by the Board of Trustees before acceptance. The Board will not accept gifts if the value is less than the cost necessary to repair the gift and/or to install the gift, or if the property does not conform to the educational program, or if the district must assume financial liability in case of default on the part of the donor.

Travel for Conferences

Employees may be allowed to attend conferences or seminars that are directly related to their professional duties. Those seeking conference leave will be expected to take an active part in the conference or meeting, and may be responsible for reporting information back to the district.

An employee who wishes to attend a conference/workshop/training must complete the top portion of the conference request form with estimated expenses and the funding source. The information must include all estimated costs related to the travel such as registration, meals, parking, hotel, and airfare. All necessary backup must be attached so that arrangements can be made and advances can be processed correctly (This form is available on the district website under staff resources.). **DO NOT REGISTER YOURSELF FOR ANY CONFERENCE OR MAKE ANY ARRANGEMENTS UNTIL YOUR REQUEST HAS BEEN APPROVED.**

After completing the form, the staff member seeking to attend the conference must obtain approval from his/her supervisor for the period of leave and the expense of the conference. The approved period of leave will normally be for the period of attendance at the conference or meeting, together with a reasonable period for travel to and from their work site. Arrangements must be made with your supervisor if a substitute is needed.

After supervisor approval, the form and back-up are submitted to the district office for approval by the Superintendent. Advances for conference and travel expenses will be processed if the conference request form is received by the district office five (5) working days prior to your departure. Requests received after this cut-off will not be able to be advanced and will be reimbursed by submitting receipts upon your return.

Receipts are required for all expenditures except meal advancements and should be submitted to the district office within 10 days of return from travel. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper cost incurred. The district will not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, expenses for any family member who is accompanying the employee on district-related business, personal use of an automobile and personal losses or traffic violation fees. Reimbursement for unexpected costs will be issued with submittal of receipts.

Employees are entitled to leave with pay to attend professional conferences or seminars. There will be no charge to vacation or personal leave or other time and leave accruals. An employee who chooses to attend a conference on a day that is not their normal workday will not receive compensation for the extra day(s). The employee must submit a Request for Time Off when attending conferences. The employee will not be paid extra for travel time.

Any questions regarding seminar or conference expenses may be answered by contacting business services at the district office.

Use of Technology

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

Computer Use Guidelines

The district expects all employees to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through the system. The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use of the system. Each employee who is authorized to use district technology shall sign an Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

DEFINITIONS

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

EMPLOYEE OBLIGATIONS AND RESPONSIBILITIES

Employees are expected to use district technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology. The district is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of district technology.

The employee in whose name district technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.

District staff must only use district email addresses and other approved district technology to conduct district business. Staff shall not distribute their personal, non-district e-mail addresses or other technological accounts such as social media to parents, students, or others for contact related to their district responsibilities.

Student personal e-mail addresses (Hotmail, AOL, Yahoo Mail, etc.) should not be used on district websites. The district does not provide personal use e-mail addresses to students, but where students have contact responsibilities, appropriate e-mail addresses with joint student/staff access may be created.

PRIVACY

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

PROHIBITED ACTIVITIES

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

- ✦ Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
- ✦ Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor
- ✦ Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
- ✦ Engage in unlawful use of district technology for political lobbying
- ✦ Infringe on copyright, license, trademark, patent, or other intellectual property rights
- ✦ Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers)
- ✦ Install unauthorized software
- ✦ Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice

PERSONALLY OWNED DEVICES

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

RECORDS

Any electronically stored information generated or received by an employee which constitutes a district or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - District Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

REPORTING

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

CONSEQUENCES FOR VIOLATION

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

Wireless Network

To connect to the wireless network, choose the AUHSD wireless network. Employees will have the same privileges they have when logging on to any district PC.

District Website

Employees are encouraged to visit AUHSD's website: www.auhsd.net. You can find information on the school sites, district office, employee & payroll forms, district departments, and employment opportunities. There are also internet and intranet links.

The district website is provided to enhance productivity, to facilitate professional communication, and to harness the resources of the Internet in the service of the education of the students of the district. The district web server is not a public forum. Posting permissions and posted content is maintained at the discretion of district and site administration.

Staff posting to the District web server will abide by the AUHSD Acceptable Use Agreement. Staff will not:

- ✱ Use the district website or network for personal financial gain
- ✱ Use the district website for any fund raising without prior written administrative approval
- ✱ Use the district website for political advertising or issue advocacy
- ✱ Use the district website for transmitting or requesting & receiving materials inconsistent with the mission and values of the district
- ✱ Use the district website for attempts to breach network security or transmit viruses
- ✱ Post copyrighted images, text, sound files, or software to the district web server without filing with site administration written permission from the holder of the copyright
- ✱ Post any material, text or image, allowing the identification of any individual student without prior written approval by site administration or their designee that the proposed posting meets Board criteria for parental approval of posting student information
- ✱ Post any student addresses or telephone numbers at anytime

Staff with web publishing permission will post language and materials appropriate for district communications.

Use of Employee Image & Non-Confidential Information

The district web server is not a forum for student expression. Staff, in accordance with administrative guidelines established at each site, will take responsibility for posting any student-generated material to the district server.

Staff will not link to non-district sites that are framed or formatted in such a way as to appear to be part of the district site. All sites linked directly to the district website will be consistent with the standards of the district and will support and be consistent with the educational mission of the district. Staff will not link to personal home pages, will not use the district site for personal web pages, and will not use the district site for links that exist only to illustrate personal interests.

No 'guest books' or response forms which allow immediate, unmediated posting by the public will be posted on the district website or linked to from that site.

Your phone's voicemail box password will be 12345 until you change it. The technology department will assist you with any questions regarding phone use.

Email Purging

To save space on the server hard drive and allow for efficient server operation, all emails are purged from each employee's Inbox after one year. That includes all sent and received email, and attachments.

However, those emails are never lost. As required by law, the district has an email archiving system. Anybody with an AUHSD email account can use this device to retrieve emails for the previous three school years. To do this, point your internet browser to <https://archiver.auhsd.net> and enter their email username and password. From here, you can search for any and all emails you have ever sent or received using their AUHSD email account with full access to attachments and files.

District Sponsored Social Media

Social media platforms promote community involvement and collaboration. The purpose of the district FaceBook page and Twitter account are to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

Official district social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation. Staff members who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

Users of official district social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

Employees are encouraged to visit AUHSD's FaceBook page: Anderson Uhsd and Twitter: @Andersonuhsd

All employees are required to be photographed prior to employment for the purpose of security and for the creation of an identification badge. Employee photos may also be used on the district website, in school or district newsletters, and on district sponsored social media. The district may also edit, use and reuse photos for non-profit purposes including use in print, on the internet, and all other forms of media.

The district may also generate articles and social media posts about the AUHSD staff for the purpose of creating a positive image for the school district, building relationships among staff and community, providing important information, and promoting specific events. The district will not publish confidential staff information on the district website, newsletter, directory, or social media without prior consent of the employee.

A staff directory is printed each year which provides employees with a resource for school site information. All employees are listed in the directory with the following information: name, position, work site, and phone extension. Employees also have the option of including such personal information as spouse, home address, and phone numbers in the directory. This information is considered confidential and will not be included in the directory without employee consent. Staff members are given the choice each school year to opt in or out of disclosing personal information in the directory.

If you are having trouble or need help with technology hardware or software, email the helpdesk at helpdesk@auhsd.net.

Software Copyright Laws

Employees are expected to comply with the provisions of federal copyright laws relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data, and programs).

It is against federal and state laws as well as district policy to make and/or use illegal copies of software programs or other media. As of January 1, 1993, the fine for illegal copying is \$250,000 per incident.

Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement. An illegal copy is one that is made from the master copy provided by the vendor without the expressed written permission from the vendor. If you have any doubt, please read the literature provided with the software/media by the vendor.

According to copyright law (H.R. Rep. No. 94-1476, pages 61-62), "...a copyrighted work would be infringed by reproducing it in whole or in any substantial part, and by duplicating it exactly or by imitation or simulation." However, there are instances when reproduction of a copyrighted work is allowable. The principle for determining when it is okay to reproduce instructional items is called the principle of "fair use" of a copyrighted work. According to the fair-use principle (Section 107, Title 17, United States Code), when "determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include: The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes; 1) the nature of the copyrighted work; 2) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and 3) the effect of the use upon the potential market for or value of the copyrighted work."

The district has an obligation to ensure that software on its computers is being used legally according to that software's license and to ensure that any software installed does not create difficulties on the individual computer or on the district network. Staff members who wish to have specific software installed on a district computer must go through an approval process.

When requesting new software, please consider the following:

Users are not permitted to install software on district computers. In order to acquire and maintain required documentation of software licenses, the request for installation of software must be accompanied by the original media and the license for the software.

If the software is not currently used in the network environment, software compatibility testing may need to take place before the software is installed.

Most software can be remotely installed and will be done by a Technology Services tech support staff member.

New software purchases handled through the Technology Services department will be installed remotely as soon as practical after arrival of the software from the manufacturer or reseller.

Multiple installations of the same license number will be assumed to violate copyright unless a multiple license provision can be demonstrated.

Software not related to the mission of the district will not be installed on district equipment.

"Migrating" to an upgraded computer does not carry with it the right to migrate software to that computer unless that software is wiped clean from the original computer.

The AUHSD does not allow staff or students to take home district software for home use or to be installed on personal computers.

District technical staff has the capacity to survey individual computers through the network, will remove programs not authorized for installation, and will report the incident to the appropriate site and district administration.

Safety

Crisis Response

It is important to be prepared for an emergency. Know the location of the emergency exits from your room or building. Know the location of your building's established gathering point.

The first response for staff, in the case of an emergency should be to take immediate steps to protect students, staff, and property. Call 911 and provide your name, location, incident, injuries and call back number.

Establish communications with site administration and follow directions of site administrators or emergency responders. If your immediate supervisor is not available, notify the District Office. If supervisors are not available, or until you are able to make contact with them, consider lockdown or evacuation.

Lockdown:

- ✓ All outside doors are locked and/or secured.
- ✓ All outside windows are covered if possible.
- ✓ All students and staff move to the most isolated section of the room/building.
- ✓ All equipment and lights turned off.
- ✓ Account for all students and staff under your control.
- ✓ No noise or talking.
- ✓ Wait for administration to contact you.
- ✓ Only open the door, or release from lockdown when notified by a person you know.

Evacuation:

- ✓ Everyone moves to either the primary/secondary or alternate location as directed by the incident commander.
- ✓ Close all doors as you leave.
- ✓ Account for all students and staff under your control.
- ✓ Remain in your evacuation area until directed to move by authorized personnel.
- ✓ Return to the facility only upon being released by authorized personnel.

Hazards

The objective of the safety program is to prevent accidents. A work environment should be conducive to good physical and mental health, safe and healthful attitudes, procedures and practices for all students and employees. AUHSD has an Injury and Illness Prevention Program (IIPP) and the Asbestos Hazard Emergency Response Act (AHERA) for all employees to follow. A copy of the IIPP program is in all departments. For information about the AHERA, see the Safety Coordinator or the district office.

You, as an employee, are directly responsible for maintaining maximum safety precautions and preventing accidents. This responsibility is greatly increased if your job brings you into close contact with students. Be sure you are aware of workplace hazards. Report all accidents, injuries, safety hazards or safety concerns to your supervisor or the safety director.

Avoid horseplay or any action that may endanger others. Always walk; never run, when performing tasks. Don't clean up potentially hazardous materials without first talking to your supervisor.

Always seek help when lifting or moving heavy objects. When lifting, use leg muscles; do not lift from waist. Pull hand truck, except on down incline. Push heavy objects, avoid pulling. Use only ladders or approved stools. Do not stand on chairs, tables or boxes.

Always keep work areas clean and free from spills or debris. Aisles, exits, electrical panels and fire extinguishers must be kept clear of materials and equipment at all times.

Remain free from alcohol, drugs and other inappropriate behavior during working hours.

Illness and Injury Prevention Program

In order to maintain a safe and healthful work environment, the district has developed an Injury and Illness Prevention Program (IIPP) for all employees to follow. The document describes the goals, statutory authority, and the responsibilities of all employees under the program. It addresses compliance, hazard identification, accident investigation, hazard mitigation, training, hazard communication, and program documentation. By making employee safety a high priority for every employee, we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at the district.

Diligent implementation of this program will reap many benefits for the district. Most notably it will protect the health and safety of employees, reduce workers' compensation claims and costs, improve efficiency, improve employee morale, and minimize the potential for penalties.

More information about the IIPP goals, statutory authority, responsibility, compliance, hazard identification, accident investigations, hazard correction, training, communication, and documentation, is available on the district website. See [IIPP Section 1: Overview](#) under the Health and Safety tab.

Personal Protective Equipment

Proper personal protection equipment must be worn when the nature of the operation presents a potential hazard. A specific level of protection needs to be determined. If the level of protection is unclear, please ask your supervisor.

You should wear PPE whenever there is a chance that machines or operations present the hazard of flying objects, dust, hot or splashing chemicals or cleaning detergents, harmful rays, and potential pinch points or a combination of these or other hazards. Anyone working or passing through areas that pose eye hazards should wear appropriate protective eyewear at such times.

If you need PPE or you see that some PPE is damaged or needs replacing, please inform your supervisor. Full text of the [Personal Protective Equipment](#) section of the IIPP is available on the district website under the Health and Safety Services tab.

Plan to Reduce Repetitive Motion Injuries

The district has adopted a program to minimize work related repetitive motion injuries (RMI) through implementation of work site evaluations, administrative and engineering control measures, and employee training.

For purposes here, the best way to reduce repetitive motion is to have good posture, minimizing the effort required to work at your computer. The following checklist identifies the proper way to sit in order to achieve good posture:

- Feet flat on the floor
- Knees directly over feet, bent at right angles (or slightly greater), with a couple inches of space from the chair
- Pelvis rocked forward with hips positioned no lower than, and perhaps slightly higher than the knees
- Lower back arched in, and possibly supported by your chair or a towel roll.
- Upper back naturally rounded
- Shoulders and arms relaxed, at your sides
- Neck arched in, relaxed, supported by your spine

It's okay to shift your legs and feet around if they get restless, but be sure to always keep the spine neutral and the head balanced above the pelvis. If you can't hold good posture, it's a sign that you need to walk away from your computer for a while. You may also need to adjust your workstation.

Additional ways to reduce RMI:

- Don't stretch for the hard-to-reach keys on the keyboard. Instead, move your entire hand so that you may press the desired key with ease.
- Let your hands float above the keyboard when you type, and move your entire arm when moving your mouse or typing hard-to-reach keys, keeping the wrist joint straight at all times. This allows the big muscles in your arms, shoulders, and back to do most of the work instead of the smaller, weaker, and more vulnerable muscles in your hand and wrist.
- Use two hands to type combination key strokes, such as those involving the SHIFT and CONTROL keys.
- Take a break from your computer. At least once every hour, get up and walk around. Stretch.
- Look out the window at a far off object. This will reduce eye strain and change the angle of your neck.
- Have your workstation evaluated by the Safety Coordinator to make sure it is ergonomically optimized.
- Exercise regularly outside of work – include strengthening and stretching exercises.

For the full text of the Plan to Reduce Repetitive Motion Injuries see the Health and Safety Services tab on the district website.

Disaster Service Workers

The health and safety and preservation of lives and property from the effects of natural, manmade, or war caused emergencies is of paramount importance, and requires the responsible efforts of public and private agencies and individual citizens. In protection of its citizens and resources, all public employees are disaster service workers, and may be assigned to them by their superiors or by law.

Reporting Injuries

When an unsafe act or condition results in an injury, you should determine the extent of injury and inform your supervisor. If the injury is severe, call 911 immediately. If not, contact the Early Intervention Nurse at 1-877-742-3467 for further direction.

Supervisors are the accident investigators as they are the ones who know the job procedures and will have to act on preventive recommendation. All accidents, no matter how small, should be investigated. Even a non-injury accident can be a warning about a hazard, which may result in a severe injury in the future. Employees should not contact OSHA directly. All contact with OSHA should be made by Safety Coordinator, Steve McLuckie or the Superintendent.

Emergency Earthquake Procedures

EARTHQUAKE WHILE INDOORS AT SCHOOL: The teacher or other person in authority shall implement the drop action. Each student should: a) get under equipment (desk, table, etc.) where available. Otherwise, get next to an inside wall or under an inside doorway; 2) drop to knees with back to the windows and knees together; 3) clasp both hands firmly behind the head, covering the neck; 4) bury face in arms, protecting the head, and close the eyes tightly; and 5) stay there until the procedure or emergency is over or until subsequent instructions are given. Such instructions will depend upon circumstances and the extent of damage to the buildings. As soon as possible, the person in authority should move the children away from windows and out from under heavy suspended light fixtures, and implement action to leave the building when the earthquake is over. Adults should keep students from running, particularly on stairways.

EARTHQUAKE WHILE ON SCHOOL GROUNDS: The person in authority should direct the children to walk away from buildings, trees, poles, or exposed wires, implement the drop action, and cover as much skin surface as possible, close eyes, and cover ears. Adults and students shall stay in the open until the earthquake is over or until further directions are given.

SUBSEQUENT EMERGENCY PROCEDURES: No one should reenter the school until the buildings are declared safe. No one should touch electrical wires or light burners or stoves until cleared to do so. First Aid should be rendered to the injured if necessary. Teachers should take roll of their classes.

Safety Training

Employee safety training is one of the most important tools schools can give employees to maintain a safe and healthful work place. Injury prevention is directly tied to safety awareness. All employees and staff members should understand that certain hazards are associated with some job tasks. All employees should be trained in the hazards of the job. Additionally, any time a new job task or hazardous task is introduced to the workplace, training is required. For more information about specific safety training, contact your supervisor or Safety Coordinator, Steve McLuckie.

Hazardous Bulk Substances, Communication Program, Business Plan, Emergency Plan and Community Right-To-Know Program

The district must provide new employees with in-service concerning the storage and use of bulk quantities of certain hazardous materials, such as gasoline, diesel fuel, etc. The district has filed a Business Plan with the Shasta County Department of Public Health, Environmental Health Division, for each facility where bulk quantities of hazardous materials are stored or used. The definition of a hazardous material is established by the state and federal government. Gasoline is one of the substances identified as hazardous. We use some of these substances, such as gasoline, every day, even though we know that, in certain situations, they can be extremely hazardous. Likewise, in the school setting, we use acetylene and oxygen in welding classes and for maintenance work. These substances, when not used properly, are hazardous.

All employees should be aware that these materials can be found at school sites. If you are assigned to work with bulk hazardous materials, you should become familiar with the school/site Hazardous Bulk Substances Business Plan. It will provide you with safe methods of handling the material, proper storage methods, emergency procedures in the event of accident, use of emergency equipment, and notification procedures. In the unlikely event that there is a serious emergency which threatens the school/site, the site administrator will determine the nature of the incident and what action needs to be taken. He or she will then communicate to the students and employees, using every means possible (phones, intercom, portable radio, runner, etc.), what actions should be taken. Barring direct communication, the usual

procedure for evacuating the school/site will be by using the fire drill procedure. All employees should be aware of the quickest and safest route for evacuating particular sections of a school/site facility.

Severe Weather

The procedure for reporting to work in severe weather conditions is as follows:

If school is closed before the start of school, 10 month employees do not need to report to work.

Twelve month classified employees are to report to work unless they are personally contacted by their supervisor.

When school is closed after the start of the school day, all employees are to remain on campus until they are notified to leave by their site principal.

Each employee is expected to report for work as scheduled, but good judgment should be exercised if an employee feels uncertain about his/her safety. Employees unable to report for work should notify their supervisor as with any unplanned absence.

Universal Precautions

Universal precautions are precautions used in all situations and not limited to use with individuals known to be carrying a specific virus, such as HIV or the virus causing Hepatitis B. In the school setting those precautions should include hand washing, using gloves, careful trash disposal, using disinfectants, and modifications of cardiopulmonary resuscitation (CPR). It is critical that universal precautions be used in every instance when handling blood and bodily fluids because: 1) there may be situations where we do not know that a person is infected; 2) we should not wait until we encounter an identified infected student or adult before practicing infectious disease prevention techniques; and, 3) for legal reasons related to confidentiality, there is no requirement that health officials notify school authorities of the results of blood tests.

Thorough hand washing is the single most important way of preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as routine hygienic practice. All staff should wash their hands before handling food or drinking, after toileting, after contact with bodily fluids or items soiled with bodily fluids, and after touching or caring for students, especially those with nose, mouth, or other discharge.

Proper hand washing includes:

- Wet hands with running water and apply soap from a dispenser.
- Lather well and wash vigorously for 15 to 20 seconds.
- Rinse well under running water with water draining from wrist to fingertips. Leave water running.
- Dry hands well with a paper towel and then turn off the faucet with paper towel. Discard the towel.

FIRST AID INVOLVING BODILY FLUIDS AND CPR

Avoid direct skin contact with bodily fluids. If direct skin contact occurs, hands and other affected skin areas should be washed with soap and water immediately after contact has ended. Disposable single-use vinyl gloves should be used when contact with bodily fluids is anticipated (such as bloody nose, diapering). Gloves should be standard components of first aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school.

Any soiled clothing should be placed in a plastic bag, sealed, and placed in a second bag labeled with the student's name. Send the bag home with the student.

Pocket masks that prevent the backflow of fluids from the mouth of a victim being given CPR should be used by the rescuers. A pocket mask is available at each school site in the health office and the main office.

TRASH DISPOSAL

Place soiled tissues, pads, gauze bandages, towels, etc. into a plastic bag and tie or seal the bag. Place it in a second plastic bag and leave unsealed.

When the need arises for nurses or students to use EpiPens or insulin equipment, a special puncture-proof container must be obtained for used material. Place intact needles and syringes in the designated container. Do not bend or break needles. Do not recap needles. Contact the school nurse or the Health Department concerning disposal of containers.

USING DISINFECTANTS

Environmental surfaces contaminated with bodily fluids should be cleaned promptly with disposable towels and approved disinfectant. Disposable gloves should be worn. Disposable items should be discarded in a plastic-lined wastebasket. Mop solution used to clean up bodily fluid spills should consist of the approved disinfectant. Used mops should be soaked in this solution for 30 minutes and rinsed thoroughly before reusing. After clean-up, remove gloves and wash hands. If carpet is soiled, clean up immediately and disinfect with district-approved disinfectant.

EXPOSURE TO BLOOD AND BODY FLUIDS

If during your school day you are exposed to blood or body fluids, wash the area thoroughly and then report the incident to the administrative secretary at your site. This must be done prior to leaving school for the day. At that time, you will be offered the opportunity to start the Hepatitis B vaccine series. Taking this vaccine is a personal decision.

Asbestos Management Plan

The district has an Asbestos Hazard Emergency Response Act Management Plan which has been approved by the state. Individual school plans are now on file in each school's main office and also at the district office. You may review them at any time during office hours. The plans explain where any asbestos-containing material is located in district facilities. It also explains how this material is to be maintained or abated. The site Principal or Lead Site Maintenance can advise of specific work areas containing asbestos. Much of the asbestos in the schools is contained in floor tile, which, in its present state, poses no hazard to students or employees.

The Federal Environmental Protection Agency requires two hours of in-service for all maintenance personnel, custodians, and gardeners. This special training is provided so they will know how to work around asbestos building materials. However, all employees should be aware of the presence of asbestos in the work place. Under EPA directives, the district is required to inspect all asbestos-containing building materials twice a year to determine if there has been any change in the condition of the material. In addition, the district is required to conduct a reinspection every three years of each school by a licensed asbestos inspector. Presently, when any maintenance is required in areas where there is friable asbestos, the district employs specially qualified and licensed firms.

Safety Committee

The function of the Safety Committee is to create and maintain employees' active, positive interest in safety. This goal can be accomplished by providing open, two-way communication between administrators and employees. Ideally, the safety committee should provide an open forum where employees can take part in and discuss accident causes and means of prevention. By discussing accident causes and possible solutions, the committee can effectively use a broad spectrum of expertise which will help resolve deficiencies in the most practical, cost-effective manner. Another benefit of the open forum approach is generation of a positive attitude by getting personnel at all levels involved in the decision making process. An effective safety committee can promote positive attitudes. These will result in reduced injuries and accidents and in turn higher production and lower costs. For more information about the Safety Committee's goals, agenda, requirements, and duties, see [IIPP Section 4: Safety Committee](#) under the Health and Safety tab on the district website. For more information or to contact the AUHSD Safety Committee, see [Safety Committee](#), also under the Health and Safety tab.

Automated External Defibrillators

Automated external defibrillators (AEDs) are located in the large gym at West Valley High School and in the Assistant Principal's office at Anderson High School. A portable AED is also located in the Principal's office at West Valley High School, Anderson High School and North Valley High School and in the copy room at the District Office. The authorization of AEDs in district schools is not a guarantee or obligation that an employee will use the AED in the case of an emergency nor any expectation that an AED or trained employee will be present and/or able to use an AED in an emergency or any expectation that the AED will operate properly.

Before using an automated external defibrillator (AED) on someone who you think is having sudden cardiac arrest (SCA), check him or her.

❑ If you see a person suddenly collapse and pass out, or if you find a person already unconscious, confirm that the person can't respond. Shout at and shake the person to make sure he or she isn't sleeping.

Never shake an infant or young child. Instead, you can pinch the child to try to wake him or her up.

Call 9-1-1 or have someone else call 9-1-1. If two rescuers are present, one can provide CPR (cardiopulmonary resuscitation) while the other calls 9-1-1 and gets the AED.

Check the person's breathing and pulse. If breathing and pulse are absent or irregular, prepare to use the AED as soon as possible. (SCA causes death if it's not treated within minutes.)

If no one knows how long the person has been unconscious, or if an AED isn't readily available, do 2 minutes of CPR. Then use the AED (if you have one) to check the person.

After you use the AED, or if you don't have an AED, give CPR until emergency medical help arrives or until the person begins to move. Try to limit pauses in CPR.

After 2 minutes of CPR, you can use the AED again to check the person's heart rhythm and give another shock, if needed. If a shock isn't needed, continue CPR.

AEDs are user-friendly devices that untrained bystanders can use to save the life of someone having SCA.

✓ Before using an AED, check for puddles or water near the person who is unconscious. Move him or her to a dry area, and stay away from wetness when delivering shocks (water conducts electricity).

✓ Turn on the AED's power. The device will give you step-by-step instructions. You'll hear voice prompts and see prompts on a screen.

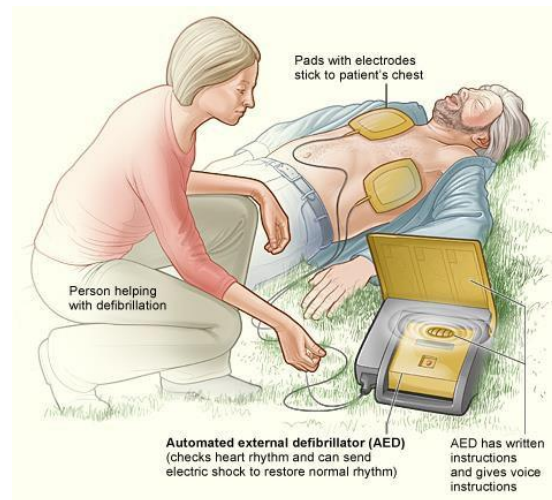
✓ Expose the person's chest. If the person's chest is wet, dry it. AEDs have sticky pads with sensors called electrodes. Apply the pads to the person's chest as pictured on the AED's instructions.

✓ Place one pad on the right center of the person's chest above the nipple. Place the other pad slightly below the other nipple and to the left of the ribcage.

✓ Make sure the sticky pads have good connection with the skin. If the connection isn't good, the machine may repeat the phrase "check electrodes."

✓ If the person has a lot of chest hair, you may have to trim it. (AEDs usually come with a kit that includes scissors and/or a razor.) If the person is wearing a medication patch that's in the way, remove it and clean the medicine from the skin before applying the sticky pads.

This image shows a typical setup using an automated external defibrillator (AED). The AED has step-by-step instructions and voice prompts that enable an untrained bystander to correctly use the machine.



✓ Remove metal necklaces and underwire bras. The metal may conduct electricity and cause burns. You can cut the center of the bra and pull it away from the skin.

✓ Check the person for implanted medical devices, such as a [pacemaker](#) or [implantable cardioverter defibrillator](#). (The outline of these devices is visible under the skin on the chest or abdomen, and the person may be wearing a medical alert bracelet.) Also check for body piercings.

✓ Move the defibrillator pads at least 1 inch away from implanted devices or piercings so the electric current can flow freely between the pads.

✓ Check that the wires from the electrodes are connected to the AED. Make sure no one is touching the person, and then press the AED's "analyze" button. Stay clear while the machine checks the person's heart rhythm.

✓ If a shock is needed, the AED will let you know when to deliver it. Stand clear of the person and make sure others are clear before you push the AED's "shock" button.

✓ Start or resume CPR until emergency medical help arrives or until the person begins to move. Stay with the person until medical help arrives, and report all of the information you know about what has happened.

Management of District Property

Gift of District Funds

District buildings, facilities, grounds, supplies, and equipment have been purchased solely for the support of programs authorized by the Board of Trustees. These properties may not be utilized in any manner that primarily benefits any individual or organization, except as authorized under Board Policy 1330.

The property of the district may not be given away or loaned to any individual organization or employee of the district except as authorized under state law and Board Policy 1330.

Use or removal of equipment or supplies or use of the mail system for any purpose other than district business, is prohibited. Unauthorized absence from work, or collecting pay from two employers for the same work time are all prohibited by the district.

Property Purchased with District Funds

Property Disposal

Equipment and supplies purchased with district funds, or acquired through donations or gifts, shall become the property of the district and shall immediately be placed on the inventory records of the location using the equipment. Each location shall report annually to the business office all equipment for which it is responsible. The loss of equipment caused by burglary, theft, damage, or mysterious disappearance shall be reported immediately, in writing, to the Business Services Office. The safeguarding of equipment shall be the responsibility of the employee to whom it is assigned.

All district property, including, but not necessarily limited to, equipment, supplies and library books, shall be leased, sold or disposed of only by action of the Board of Trustees and in accordance with provisions of the Education Code. With the express authorization of the Superintendent, or his designee, and the administrator directly responsible for the property, unusable supplies and equipment may be discarded at the city or county dump or donated to a charitable organization if the value of the property is insufficient to defray the cost of a public sale. (EC 17546).

When a location desires to declare district property assigned to it as being surplus, Request to Declare Property as Surplus is to be filled out. Special attention in describing the condition of the property is necessary to evaluate for disposition. Property in serviceable condition will be made available to other locations by means of a periodic surplus property list.

No property may be removed from a campus until the business office has approved the Request to Declare Property as Surplus form.

Nutritional Services & Processes

The cafeteria facilities are available and we encourage you to enjoy our excellent high quality, low cost meals. Please check with Food Service Personnel for lunch and breakfast prices. You are welcome to charge up to 3 meals in the cafeteria. Please pay your charges in a timely manner.

Non Nutritional Service Staff will not be allowed in the food preparation area of the school kitchens during food preparation times except as necessary to perform their job duties. All food selections must be made from the other side of the serving wall in the cafeteria. The access doors to the kitchen area will remain closed during operational hours to insure safe and sanitary practice in food handling.

Student Rewards and Celebrations

Soda, energy drinks, carbonated drinks, fried foods of any kind and artificial sweeteners are prohibited on campus during school hours per Ed Code. All celebrations and food items that are served or brought on campus during school hours must be approved by administration. If you are planning a celebration that will include food, request an Approval for Celebration form from Food Service and submit the completed form to your principal.

Instructional Services

Instructional Materials

Guidelines for multiple copies for classroom use:

- Copying shall not be used to create, replace, or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately.
- There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable material.
- Copying shall not substitute for the purchase of books, publishers’ reprints or periodicals; be directed by higher authority; or be repeated with respect to the same item by the same teacher from term to term.
- No charge shall be made to the student beyond the actual cost of the photocopying.

Course Approval Process

Certificated employees interesting in submitting a new course for adoption will follow the timeline below:

July	Window opens for development of pilot course proposals (July – December) for the subsequent school year. The author is responsible for: <ul style="list-style-type: none">Obtaining administration approval to begin new course submission processDeveloping concept and elements of the new courseObtaining CBEDS and course code from Director of Educational ServicesCompleting the pilot course proposal form
October	Principal presents the course to Administrative Cabinet
December	Author presents the course to the Curriculum Advisory Committee for comment
February	Upon final approval by Director of Educational Services, the author will: Complete the Curriculum Guide Template <ul style="list-style-type: none">Prepare a course outline that includes key assignments, instructional methods, and assessment methods (This document will need to conform to the UC Doorways submission process.)Complete Textbook Adoption FormsPresent the course to the Board of Trustees for approval
March	Spring registration process begins at the school sites with the new course added to offerings

Use of Vehicles for District Business & Student Transportation

Transporting Students

Due to district liability, nearly EVERY time a student is transported for district business, some type of form must be completed. A helpful guide to the forms required for transporting students has been provided at the end of this manual and is available on the district website.

Quick tips regarding student transportation:

- There are only three incidences when a student is being transported for school related activities when paperwork is not required: 1) student is driving him/herself; 2) student's parent is driving him/her; or 3) home-to-school.
- Any student trips that are overnight or more than 150 miles (one way) must be submitted to the Superintendent for board approval at least one month prior to the trip.
- Walk-on PAID coaches are considered employees for the purposes of driving for district business.
- Anyone driving students must meet the requirements as outline above under "Use of Private Vehicles" and "Use of District Vehicles".

All paperwork must be approved by the site administrator before being forwarded to Fleet Maintenance or the district office.

Use of Private Vehicles for District Business

The AUHSD acknowledges the need for responsible volunteer and employee drivers to provide transportation services for student activities and school/district business.

To drive private vehicles, drivers must provide:

Completed Driver Application (on district website)

DMV paperwork: Volunteers - DMV print out; Employees - DMV pull sheet (on district website)

A current copy of insurance coverage that includes the following information: name of insured, insurance company, policy number, expiration date of policy and liability amounts

Also, to ensure that transportation services will be provided in a safe, efficient and cost effective manner, the following requirements will be met:

- The driver will be 21 years of age or over and possess a valid California driver's license.
- The driver will be in good physical condition, free of medications that may affect operation of the vehicle.
- The vehicle will be in excellent condition and repair.
- The vehicle will have a seat belt for each student or other person being transported and the driver will require them to use seat belts. There will be no transporting of more than 9 passengers.
- The driver accepts the added responsibility that comes from carrying extra individuals and, therefore, will be conscientious in obeying all driving rules and regulations set forth by the State of California. The California Supreme Court has eliminated the protection of the former California Guest Law; therefore, a guest passenger may sue his/her host owner/driver.
- The driver must have an automobile liability insurance policy and is also responsible for all physical damage to his/her vehicle. The district's liability insurance does not extend protection to the private driver unless the driver has been deemed a volunteer/employee by the district. If deemed such, the District's liability insurance serves only as excess insurance over the driver's primary insurance. Minimum limits*** of coverage required of the driver using a private vehicle are: Bodily Injury - \$100,000 each person, \$300,000 each occurrence; Property Damage - \$50,000 each occurrence; OR Combined Single Limit - \$300,000 each occurrence

Drivers using private vehicles that don't meet minimum liability coverage will not be authorized to use their vehicle for any district business. These drivers are encouraged to use district vehicles for conducting district business. Vehicles not authorized are not eligible for mileage reimbursement.

Use of District Vehicles

District vehicles are available for use upon request of Fleet Maintenance. Requests will be granted based on availability of vehicles, approval by the site administrator and whether the operator has met all requirements. Any person using a vehicle for district purposes must be registered with the district office for such purposes. The process for employees includes completing a driver application form and a DMV pull sheet, which is usually done upon hire. The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip.

If you have requested a district vehicle, and then determined that you will not need it, **YOU MUST CANCEL YOUR REQUEST** as soon as you are aware of the change. The number of vehicles available is limited, and failing to cancel your request may cause an unnecessary expense or

inconvenience to another program that could use the vehicle. Under these circumstances, your program may be charged for the extra expense.

A Vehicle Use Report and Inspection form must be completed and submitted to Fleet Maintenance for each trip when using a district vehicle. The operator should record the starting and ending mileage on the form. The condition of district vehicles should be checked by the operator prior to use. Any notable damage or defects should be reported on the vehicle inspection section. Commercial vehicle (van) drivers are required to do a pre-trip inspection and a post-trip inspection as per the California Vehicle code. Commercial vehicle drivers are also required to submit a vehicle condition report at the end of the trip, day or tour of duty.

Using a district vehicle is a privilege. Vehicles should be returned: 1) free from trash and in a clean state; 2) with a full tank of fuel, if applicable; 3) to the location as requested by Fleet Maintenance; 4) at the scheduled time.

Should a Vehicle Use Report be incomplete when returned (or any other district transportation violation*), a one hour training will be scheduled with the Director of Fleet Maintenance. If driver does not attend, all district transportation privileges will be suspended until training is complete.

A second offense will warrant driving privileges being suspended for 2 weeks

A third offense, privileges will be revoked for rest of season

*A district transportation violation could mean not noting damage on vehicle before/after use (i.e., crack in windshield, dent in side, etc.) not returning the vehicle full of gas, not returning keys or not returning/picking up vehicles at time noted on request.

The driver will be 25 years of age or over and possess a valid California driver's license when transporting students in a district vehicle.

CITATIONS AND/OR VIOLATIONS

Employees who receive moving violations issued by a municipal, county, or state law enforcement officer while operating a district vehicle must report the citation to the Superintendent or designee and their immediate supervisor within twenty-four (24) hours. A progressive disciplinary approach will be issued to an employee who receives a moving violation while operating a district vehicle. If more than one active disciplinary action relating to traffic citations is present in the employee's file, disciplinary action may be warranted. If disciplinary action is issued and the citation is later voided in traffic court, the discipline will be voided as well. The Superintendent or designee has the authority to evaluate individual violations and use discretion in deciding what disciplinary action is appropriate under the circumstances.

Any employee found to be operating a motor vehicle for district business with an invalid driver's license or an unsafe driving record in accordance with this policy will immediately cease operating the district vehicle and is subject to disciplinary action. In some circumstances, suspension of driving privileges may be lifted by attendance in and completion of a local remedial driving program.

ACCIDENTS IN DISTRICT VEHICLES

If you are involved in an accident in a district vehicle, stop your vehicle at the scene or as close as is safe. Always ensure your safety first. The police must be contacted if there are injuries, if there is a disagreement over the accident, if you damage property other than your own, or if you feel unsafe. If the police are not called to the accident, it is your responsibility to get the other vehicle information, the name and contact information of the other driver, the names and contact information of any witnesses, the name of the other driver's insurance carrier, and a description of the incident. Do not admit responsibility at the scene of the accident. The accident must be reported to the Superintendent's office as soon as possible.

If a determination is made by a law enforcement agency that the accident was avoidable or the employee/volunteer is at fault for an accident which resulted in serious injuries or the major damage to property, further action may be taken. This may include suspension of privileges, disciplinary measures or mandated driver's training courses. Single vehicle accidents involving minimal damage or especially mitigating circumstances may not warrant further action.

Child Abuse Reporting and Missing Children

Guidelines for Mandated Reporters

The California penal code requires any employee of a child protective agency in his or her professional capacity or within the scope of his or her employment, who has the knowledge of, or observes a child whom he or she knows, or reasonably suspects has been a victim of child abuse, to report the known/suspected instance of child abuse to law enforcement immediately, or as soon as practically possible, and in no case within 36 hours of obtaining knowledge of or observing suspected child abuse.

“Child abuse” is any act which impairs a child’s physical or emotional health and development, including the sexual assault of a child, willful cruelty, unjustifiable punishment or corporal punishment resulting in trauma, medical neglect, infliction of mental suffering, or general neglect. All school employees must sign an agreement upon employment that states that they are obligated by law to report all suspected cases of child abuse.

When reporting, be prepared to provide the following information:

- Your name
- Name of the child
- Present location of the child
- Nature and extent of the injuries
- Any information that led you to believe the suspected abuse

Employees reporting child abuse are encouraged, but not required, to notify site administration as soon as possible after the initial report.

Mandated reporters have absolute immunity. School employees are not civilly or criminally liable for filing a required report of suspected child abuse. A mandated reporter who fails to report an instance of child abuse which he/she knows to exist is guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine up to \$1000, or both.

Reporting Missing Children

Any district employee who recognizes a child who has been reported missing through a DOJ notice, an Amber Alert, or other means shall immediately notify law enforcement and site administration.

In the event that a district employee witnesses a child abduction, he/she shall immediately contact law enforcement and provide the agency with information on the location of the abduction and a description of the victim, the suspect, and any vehicle involved. He/she shall also notify the Superintendent or designee who shall implement steps, as needed, to ensure the safety of other students.



SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

To Be Completed by Mandated Child Abuse Reporters
PLEASE PRINT OR TYPE

CASE NAME: _____

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY	
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS Street City Zip			DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	REPORTER'S TELEPHONE (DAYTIME)		SIGNATURE			TODAY'S DATE
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION <input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)		AGENCY			
	ADDRESS Street City Zip			DATE/TIME OF PHONE CALL		
	OFFICIAL CONTACTED - NAME AND TITLE			TELEPHONE		
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS Street City Zip			TELEPHONE		
	PRESENT LOCATION OF VICTIM		SCHOOL		CLASS	GRADE
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)	
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE): <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY) _____
	RELATIONSHIP TO SUSPECT		PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK	
	PRIMARY LANGUAGE SPOKEN IN HOME					
VICTIM'S SIBLINGS	NAME		BIRTHDATE	SEX	ETHNICITY	
	1. _____					
VICTIM'S PARENTS/GUARDIANS	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS Street City Zip			HOME PHONE		BUSINESS PHONE
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS Street City Zip			HOME PHONE		BUSINESS PHONE
SUSPECT	SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS Street City Zip			TELEPHONE		
	OTHER RELEVANT INFORMATION					
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____					
	DATE/TIME OF INCIDENT		PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incident's involving the victim(s) or suspect)					

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code section 11169 to submit to DOJ a Child Abuse or Severe Neglect Indexing Form BCIA 8583 if (1) an active investigation was conducted and (2) the incident was determined to be substantiated.



SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM BCIA 8572

All Penal Code (PC) references are located in Article 2.5 of the California PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://leginfo.legislature.ca.gov/faces/codes.xhtml> (specify "Penal Code" and search for sections 11164-11174.3). A mandated reporter must complete and submit form BCIA 8572 even if some of the requested information is not known. (PC section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

Mandated child abuse reporters include all those individuals and entities listed in PC section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC section 11165.9.)

III. REPORTING RESPONSIBILITIES

Any mandated reporter 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 child abuse or neglect shall report such suspected incident of abuse or neglect to a designated 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. (PC section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC section 11172(a).)

IV. INSTRUCTIONS

SECTION A – REPORTING PARTY: Enter the mandated reporter's name, title, category (from PC section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes/no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

IV. INSTRUCTIONS (*continued*)

SECTION B – REPORT NOTIFICATION: Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.

SECTION C – VICTIM (One Report per Victim): Enter the victim's name, birthdate or approximate age, sex, ethnicity, address, telephone number, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes/no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes/no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes/no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.

SECTION D – INVOLVED PARTIES: Enter the requested information for Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).

SECTION E – INCIDENT INFORMATION: If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

V. DISTRIBUTION

Reporting Party: After completing form BCIA 8572, retain a copy for your records and submit copies to the designated agency.

Designated Agency: **Within 36 hours** of receipt of form BCIA 8572, the initial designated agency will send a copy of the completed form to the district attorney and any additional designated agencies in compliance with PC sections 11166(j) and 11166(k).

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

Complaint Procedures

Uniform Complaint Procedures

The district recognizes its primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. AUHSD encourages the early, informal resolution of complaints whenever possible and appropriate. When complaints cannot be resolved through this informal process, the district's uniform complaint procedures (UCP) will be used to resolve complaints regarding the following:

- 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)
- Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the 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 (5 CCR 4610)
- Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)
- Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
- Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
- Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
- Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)
- Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)
- 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
- Any other complaint as specified in a district policy

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent 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.

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 investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

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

- 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.
- 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.
- 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.
- Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, 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) Information regarding Williams Uniform Complaints is available on the AUHSD website.

COMPLIANCE OFFICER

The Superintendent ensures that the compliance officer is knowledgeable about the laws and programs for which they are responsible.

Anderson Union High School District
1469 Ferry St. Anderson, CA 96007
530/378-0568

NOTIFICATIONS

The 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. The uniform complaint procedure rights shall be posted in every classroom.

Complaints Against District Employees

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints against district employees. The Superintendent or designee shall determine whether a complaint is against the district or against an employee, and shall accordingly apply the appropriate procedures for resolution.

Every effort shall be made to resolve a complaint at the earliest possible stage. Whenever possible, parents/guardians are encouraged to attempt to orally resolve concerns with the staff member with whom the complaint is made.

If the complainant is unable or unwilling to resolve the complaint directly with the employee involved, an oral or written complaint may be made to the employee's immediate supervisor or the site principal. Complaints against a principal or central office administrator shall be filed in writing with the Superintendent or designee. Complaints against a Board member or the Superintendent shall be filed in writing with the Board. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so.

When a written complaint is received, the employee shall be notified in accordance with collective bargaining agreements or district policy.

A written complaint must include: the name of each employee involved, a brief but specific summary of the complaint and the surrounding facts, specific descriptions of any prior attempt to discuss the complaint with the employee(s), and the failure to resolve the matter.

The Superintendent shall designate an investigator who will attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days. The decision of the Superintendent, or designee, shall be considered final. However, the complainant, the employee(s), or the Superintendent may ask the Board to consider the complaint.

Before the Board considers the complaint, the Superintendent shall submit a written report including: the name of each employee involved, a brief but specific summary of the complaint and facts sufficient to inform the Board and employee(s) of the precise nature of the complaint; and to allow the employee(s) to prepare a defense; a copy of the original complaint; and a summary of the action taken by the Superintendent or designee, along with the finding that the problem has not been resolved and the reasons.

The Board may choose one of the following: to uphold the Superintendent's decision without a hearing or to hold a hearing in which all parties may present evidence and explain rationale. If a hearing is ordered, legal notification procedures will be observed. The decision of the Board shall be final.

Notice of Employee Rights Under Title IX

(34 C.F.R. § 106.8, subd. (b))

Federal Title IX of the Education Amendments of 1972 ("Title IX"), implemented at 34 C.F.R. §106.31, subd. (a), provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient which receives federal financial assistance. This includes employment at an educational institution.

Relevant here, Title IX requires that school districts take immediate and appropriate action to address any potential Title IX violations that are brought to its attention. Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to Brian Parker, Title IX Coordinator, to the Assistant Secretary for Civil Rights from the United States Department of Education, or both.

Title IX Coordinator

Brian Parker is the Title IX Coordinator for the Anderson Union High School District and can be reached by telephone at 530-378-0568, ext. 10006, by e-mail at bparker@auhsd.net, by mail at 1469 Ferry Street, Anderson, CA 96007 or in person at the Anderson Union High School District Office, 1469 Ferry St., Anderson, CA 96007.

Sexual Harassment Under Title IX

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the school district conditioning the provision of an aid, benefit or service of the recipient on an individual's participating in unwelcome sexual conduct (*quid pro quo*);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Alleged conduct that does not rise to the level of the sexual harassment under Title IX will be addressed in accordance with other District policies that prohibit sexual harassment and/or sex- based discrimination, or other forms of inappropriate conduct, as is deemed appropriate.

Filing a Title IX Complaint with the District

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such reports may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

Employee complaints alleging a Title IX violation should be submitted in written form no later than 6 months from the date of the alleged incident, or 6 months from the date the complainant first obtained knowledge of the facts of the alleged incident. If the complainant is unable to prepare the complaint in writing, administrative staff shall help the complainant to do so. To qualify as a Title IX complaint, the complainant must also be participating in or attempting to participate in the recipient's education program or activity. The length of time elapsed between an incident of alleged sexual harassment, and the filing of a formal complaint, may, in specific circumstances, prevent a recipient from collecting enough evidence to reach a determination, justifying a discretionary dismissal under Title IX.

The District will process all formal complaints in accordance with Title IX and District Board Policy ("BP") and Administrative Regulation ("AR") 4119.11 – Sexual Harassment, and AR 4119.12 – Title IX Sexual Harassment Complaint Procedures, which includes an option for informal resolution for certain matters. Under Title IX, a formal complaint means a document filed by a victim, or signed by the Title IX Coordinator, that alleges sexual harassment against a respondent and requests that the school district investigate the allegation of sexual harassment. Complaints that do not rise to the level of a Title IX complaint will be processed in accordance with BP/AR 4030 – Nondiscrimination in Employment, or any other procedure deemed appropriate.

All investigations will be conducted as confidentially as possible. Upon receipt of any formal complaint, the District will provide all known parties with adequate notice of the District's complaint process and the underlying allegations. During the course of the investigation, the District will provide the complainant and respondent (or "the parties") with an equal opportunity present witnesses and evidence. The District will not restrict the ability of the parties to discuss the allegations under investigation, and it will allow parties to utilize an advisor of their choice. Prior to the conclusion of the investigation, the complainant and respondent will have the opportunity to inspect and respond to evidence directly related to the allegations in the complaint that was gathered during the course of the investigation. Thereafter, and prior to any final decision being made, the parties will receive a copy of the investigation report that fairly summarizes relevant evidence, and they will have an opportunity to submit written, relevant questions to be asked of the other party. Next, a determination regarding responsibility will be made and issued to both parties. Under Title IX and District policy, the responding party is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the complaint process.

Any party not satisfied with the final determination will have the option to appeal the final determination, as detailed in AR 4119.12. In addition, a person may file a complaint concerning sexual harassment with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC).

Additional details about procedures for filing a Title IX complaint may be found in AR 4119.12– Title IX Sexual Harassment Complaint Procedures.

Additional Resources

California Department of Fair Employment and Housing:
<https://www.dfeh.ca.gov/Employment/>

U.S. Equal Employment Opportunity Commission
<https://www.eeoc.gov/sex-based-discrimination>
<https://www.eeoc.gov/sexual-harassment>

[Board Policy 4119.11 – Sexual Harassment](#)
[Administrative Regulation 4119.11 – Sexual Harassment](#)

[Administrative Regulation 4119.12 – Title IX Sexual Harassment Complaint Procedures](#) [Board Policy 4030 – Nondiscrimination in Employment](#)

Training Materials

[Title IX Training Materials 9-18-2020](#)

ANDERSON UNION HIGH SCHOOL DISTRICT

School Calendar 2023-24

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
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		1	2	3	4	5
6	7	8	9	10	11	12
13	▲	▲▲	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12/12

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	★	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20/32

October 2023						
S	M	T	W	T	F	S
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8	9	10	11	12	☺	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



22/54

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	★	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



16/70

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	★	7	8	9
10	11	12	13	14	15	16
17	18	19	20	☺	22	23
24	25	26	27	28	29	30
31						

15/85


 School starts Aug. 16
 School ends June 6

STAFF WORK DAYS

 All Staff: August 14
 Teachers: Aug. 15, Jan. 8

HOLIDAYS/RECESSES

Labor Day Sept. 4
 Veteran's Day Nov. 10
 Thanksgiving Break Nov. 20-24
 Winter Break Dec. 22 – Jan 8
 Martin Luther King Day Jan. 15
 President's Day/ Lincoln's Day Feb. 19-23
 Spring Break March 29-Apr 5
 Memorial Day May 27

 **COLLABORATION DAYS**
 School dismissed at 12:51

September 6 February 7
 October 4 March 6
 November 15 April 10
 December 6 May 8
 January 10

☺ QUARTER ENDING DAYS

1st Quarter (42) Oct. 13
 2nd Quarter (43) Dec. 21
 3rd Quarter (48) March 22
 4th Quarter (47) June 6
 180

Emergency Makeup Days

March 29 (If Needed)
 June 7 (If Needed)

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	▲▲	9	★	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

16/101

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	★	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16/117

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	★	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	☺	23
24	25	26	27	28	29	30
31						

20/137

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	★	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

17/154

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	★	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22/176

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	☺	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4/180

ANDERSON UNION HIGH SCHOOL DISTRICT

12-Month Employee Calendar 2023-24

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20/20

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23/43

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20/63

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22/85

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

19/104

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20/124

HOLIDAYS/RECESSES

Independence Day	July 4
Labor Day	Sept. 4
Veteran's Day	Nov. 10
Thanksgiving Break	Nov. 23-24
Christmas	Dec. 22-25
New Year's	Jan. 1
Martin Luther King Day	Jan. 15
President's Day	Feb. 19
Lincoln's Day	Feb. 23
Easter Holiday	April 1
Memorial Day	May 27
Juneteenth	June 19

246 Work days
14 Holidays

260

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21/145

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19/164

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21/185

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

20/205

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22/225

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19/246

ANDERSON UNION HIGH SCHOOL DISTRICT

11-Month Employee Calendar 2023-24

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7/7

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23/30

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20/50

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22/72

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16/88

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15/103

HOLIDAYS/RECESSES

Labor Day Sept. 4

Veteran's Day Nov. 10

Thanksgiving Break Nov. 20-24

Winter Break Dec. 22 – Jan 8

Martin Luther King Day Jan. 15

President's Day/ Feb. 19-23

Lincoln's Day

Spring Break March 29-Apr 5

Memorial Day May 27

Emergency Makeup Days

March 29 (If Needed)

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

17/120

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16/136

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20/156

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

17/173

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22/195

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19/214