



**GOLETA UNION  
SCHOOL DISTRICT  
CLASSIFIED**

**EMPLOYEE HANDBOOK**



## **ABOUT US**

The Goleta Union School District serves the Goleta Valley, a suburban community of approximately 90,000 people that includes the City of Goleta and a large unincorporated area. The valley lies between the Santa Ynez Mountains and the Pacific Ocean and is adjacent to the City of Santa Barbara in California. The area is known for its cultural, academic, and recreational opportunities, as well as its mild climate.

The District serves over 3,000 elementary students (K-6) in nine schools. Four schools receive schoolwide Title I support, three schools host District transitional kindergarten, and three state preschools are located at District facilities. In addition, the District runs the Learning Tree Preschool, which enrolls special education students and general preschool students. Afterschool care programs are available for all schools, including either state-supported Afterschool Education and Safety (ASES) programs or the District-run Afterschool program.

Grade-level class size averages are under 20 in Grades TK-K, 1, 2, and 3; and under 23 in Grades 4, 5, and 6. The District has a diverse student population and professional staff. Approximately 30% of students are English-Language Learners. Low-income students account for 35% of enrollment. Foster youth population is less than 5 students Districtwide.

GUSD has a stimulating and challenging atmosphere with a capable, articulate, and professional staff. Many teachers, classified employees, and administrators have enjoyed long careers with GUSD. The staff has developed a reputation for working with a diverse student population to develop individual student potential by providing high-quality instruction aligned with state standards and supported with 21st century learning skills. Core instruction includes comprehensive traditional academic subjects extended to include character development, digital literacy, art, music, hands-on science, and physical education. All schools offer embedded programs to address specific needs of gifted students and English Learners. Each school maintains 1.0-5 full time positions to support intervention needs for all students. Each student in Grades 3-6 has 1:1 access to Chromebooks. In grades K-2 there is one mobile digital device for every two students. All instructional environments include access to high-speed wireless connectivity to the internet.

Parents are highly involved and continue to provide generous volunteer and financial support for schools. Parent education programs are offered on an annual basis with topics supporting parents of English learners to become engaged with their schools.

The District's financial condition is sound and fully supported by local property tax revenue. GUSD employs many certificated employees, classified employees, and non-affiliated employees. In addition, we employ a loyal group of substitutes for teachers and classified employees.

GUSD maintains excellent special education and support services at each site. In addition, special Districtwide programs for students with disabilities are provided at District schools. Areas of specialty in these programs include autism, communicative disorders, severe emotional disturbance, and other severe disabilities. Students in the Goleta Union Elementary School District become a part of the Santa Barbara Unified School District following 6<sup>th</sup> grade promotion. They attend Goleta Valley Junior High School or La Colina Junior High School, in Grades 7 and 8, and Dos Pueblos High School or San Marcos High School in Grades 9 through 12.

### **GUSD MISSION STATEMENT**

*The mission of the Goleta Union School District is to maximize academic, intellectual, and personal growth in order for each student to prosper in, and positively influence, a diverse and dynamic world.*

Education code 220: No person shall be subjected to discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, in any program or activity conducted by and educational institution that receives, or benefits from, state financial assistance, or enrolls pupils who receive state student financial aid.





Goleta Union School District  
Classified Employee Handbook

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## **INTRODUCTION ABOUT THIS HANDBOOK/DISCLAIMER**

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We prepared this handbook to assist you in finding the answers to many questions that you may have regarding your employment with Goleta Union School District. Please take the necessary time to read it. It is your responsibility to use the tools provided such as the New Employee Handbook, Board Policies, posted safety plans, trainings, and District notifications to educate yourself on mandated reporting requirements, deadlines and changes to policies.

We do not expect this handbook to answer all of your questions. Your supervisor and the Human Resources Department will also be major sources of information.

Neither this handbook nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or agreement is in writing and signed by the Assistant Superintendent of Human Resources.

Many matters covered by this handbook are referenced in separate source documents. These source documents are always controlling over any statement made in this handbook or by any member of management.

The handbook is intended to be a “living document”, with periodic additions and updates as necessitated by the inevitable changes that will occur due to legal and other reasons. It is the employee’s responsibility to read the handbook, think about it and to be sure to ask questions if any point is unclear. Comments and suggestions for additions or changes are always welcome. Please forward your suggestions to Human Resources.

This handbook may not supersede any labor laws or contract agreements.



### **CLASSIFIED EMPLOYEES**

During your employment in the Goleta Union School District, you will be known as a Classified Employee. Classified employees are those who hold positions in the school District that do not require teaching or administrative certification.

The efficiency with which you do your job will play a significant role in determining the quality of the education the students will receive. You have a great opportunity and responsibility in helping to shape how the public sees and interprets your service to the community. You should be constantly aware of this fact and always strive to develop and maintain **good public relations**.



## **SECTION 1      GOVERNING PRINCIPLES OF EMPLOYMENT**

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### **1.1    WELCOME**

We would like to welcome you to Goleta Union School District (GUSD). We are honored you chose our District for your career. The purpose of the school District is to provide an effective educational program for students. The classified staff of this school District has a key part in the educational program. You are an important part of the operation of the school District. The efficiency with which you do your job will play a significant role in determining the quality of the education the students will receive. You have a great opportunity and responsibility in helping to shape how the public sees and interprets your service to the community.

### **1.2    EQUAL EMPLOYMENT OPPORTUNITY**

Goleta Union School District is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, or any other characteristic protected by applicable federal, state or local laws [Exhibit D]. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Goleta Union School District endeavors to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operations of the District. If you need assistance to perform your job duties because of a physical or mental condition, please contact Human Resources.

The Goleta Union School District endeavors to accommodate the sincere religious beliefs of its employees to the extent such accommodations do not pose an undue hardship on the District's operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Assistant Superintendent of Human Resources. The District will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to disciplinary action, up to and including discharge.

### **1.3    CHILD ABUSE REPORTING**

The state law requires you to sign a statement signifying that you have knowledge of the laws relating to child abuse reporting requirements specified in California Penal Code Section 11166, and that you will comply with these laws and reporting requirements. You signed this statement in your hiring process.

Abuse of a child in any form, whether physically or verbally, by anybody is something we cannot tolerate. All employees of Goleta Union School District are “Mandated Reporters.” This means that if you see any signs of abuse you are required to report it to the local child protection agency.

### **Child Abuse – Duty to Report**

Under the law, you have an obligation, as a **Mandated Reporter**, to report known and suspected incidents of child abuse.

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

Common District practice is for you to refer any known or suspected incidents of child abuse to the school nurse and/or the school principal so that these individuals, who are familiar with the procedures, **can assist you**. However, you must make the appropriate report to a child protective agency **yourself**.

Reporting is an individual responsibility, although you may **also** report to your administrator, supervisor or the school nurse. No supervisor or administrator may interfere with the individual reporting responsibility; nor may a mandated reporter be absolved of responsibility by relying on a supervisor or administrator to meet their individual reporting responsibility. Failure to report may risk loss of license or credential.

The identity of all persons who report known or suspected child abuse is confidential. Mandated reporters are provided immunity from civil or criminal liability as a result of making a required or authorized report of known or suspected child abuse.

### **How Do I Report?**

As a Mandated Reporter, if you suspect child abuse or neglect, **YOU MUST ADHERE TO THE FOLLOWING PROCEDURES:**

1. Immediately call Child Welfare Services (CWS) to make a Suspected Child Abuse Report (SCAR). You must report by phone and in writing. The SCAR forms (Form #SS8572) are available in the school office.

(800) 367-0166, Santa Barbara County Hotline

(805) 683-2724, After Hours

In the case of an emergency, please call 911.

2. Complete the Suspected Child Abuse Report (SCAR) form and fax it to (805) 346-7418 or mail a copy within 36 hours to:

3.  
Child Welfare Services  
1100 W Laurel Avenue  
Lompoc, CA 93436
4. Retain a legible copy of the SCAR form following school site procedure.
5. YOU CANNOT ALLOW anyone to make the report for you, or assume because another co-worker has some of the same information that they will make the report.
6. Do not attempt to investigate, conduct interviews, or interfere with the information you hold.

**When in doubt, call CWS or law enforcement and get their input about the scope of your report.**

New legislation (January 2015) requires that all employees that work with children complete mandated reporter training on an annual basis. This training can be completed by going online to <http://www.getssafetytrained.com> and enter as a new user with your email. The course name is Child Abuse Reporting for Educators. Completion of this training will result in a certificate that will be placed in your personnel file.

#### **1.4 HARASSMENT**

It is Goleta Union School District's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, sexual orientation, or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that the workplace is free of any and all harassment.

If you feel that you have been subjected to conduct that violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact your supervisor, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Assistant Superintendent of Human Resources. Every report of perceived harassment will be fully investigated and corrective action will be taken, where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, Goleta Union School District will not allow any form of retaliation against individuals who report unwelcome conduct to management, or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

Education code 220: No person shall be subjected to discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance, or enrolls pupils who receive state student financial aid.

#### **1.5 SEXUAL HARASSMENT**

It is Goleta Union School District's policy to prohibit harassment of any employee by a supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this

policy is not to regulate personal morality within the District [Exhibit B]. It is to ensure that all Goleta Union School District employees work in an environment that is free from sexual harassment. While it is not easy to define precisely which types of conduct could constitute sexual harassment, examples of prohibited behavior include:

- unwelcome sexual advances
- requests for sexual favors
- obscene gestures
- displaying sexually graphic magazines, calendars or posters
- sending sexually explicit emails and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments.

Depending upon the circumstances, improper conduct also can include:

- sexual joking
- vulgar or offensive conversation or jokes
- commenting about an employee's physical appearance
- conversation about your own or someone else's sex life, or
- teasing or other conduct directed toward a person because of his or her gender, which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor and/or Human Resources. If you are unable to contact your supervisor, or if you have not received a satisfactory response within five (5) business days after reporting any incident that you perceive to be harassment, please contact Human Resources. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, Goleta Union School District will not allow any form of retaliation against individuals who report in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

GUSDs complaint policy and form can be found behind Exhibit A toward the end of this handbook.

## **1.6 DRUG AND ALCOHOL-FREE WORKPLACE**

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Goleta Union School District property, and to ensure efficient operations, Goleta Union School District has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the District [Exhibit H].

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on the District's premises or while on District business is strictly prohibited. Employees and other individuals who work for the District are also prohibited from reporting to work or working while they are using or are under the influence of alcohol or any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work and does not jeopardize the safety of our students and employees. Violation



of this policy will result in disciplinary action, up to and including discharge.

The District maintains a policy of nondiscrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history that reflects treatment for substance abuse conditions. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any District student, employee or customer, including themselves.

### **Drug and Alcohol Testing For Classified Employees Required To Operate A Commercial Vehicle**

The Governing Board desires to ensure that District-provided transportation is safe for students, staff, and the public. To that end, the Superintendent or designee shall establish a drug and alcohol testing program designed to prevent the operation of commercial vehicles or the performance of other safety-sensitive functions by a driver who is under the influence of drugs or alcohol. This includes a driver of a school bus, student activity bus, or other school transportation vehicle or any other employee who holds a commercial driver's license which is necessary to perform duties related to District employment. [Exhibit F]

A driver shall not report for duty or remain on duty when they have used any drug listed in 21 CFR 1308.11. A driver is also prohibited from reporting for duty or remaining on duty when they have used any drug listed in 21 CFR 1308.12-1308.15, unless they are using the drug under the direction of a physician who has advised them that the substance will not adversely affect the driver's ability to safely operate a bus. In addition, a driver shall not consume alcohol while on duty or for four hours prior to on-duty time. (49 CFR 382.201-382.209, 382.213)

The District's testing program for drivers shall include pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of drivers. (49 USC 31306; 49 CFR 382.301-382.311)

The Superintendent or designee shall contract for testing services upon verifying that the personnel are appropriately qualified and/or certified and that testing procedures conform to the requirements of federal law.

Stricter than the federal regulations, state regulation 13 CCR 1213.1 provides that no driver may operate a District vehicle when their blood alcohol content is found to be .01 percent or greater. A driver shall not consume alcohol while on duty or for four hours prior to on-duty time and up to eight hours following an accident or until they undergo a post-accident test, whichever occurs first. A driver shall not report for duty or remain on duty that requires performing safety-sensitive functions when the driver uses a controlled substance, unless so instructed by a physician. (49 CFR 382.205, 382.207, 382.209; Vehicle Code 34520.3; 13 CCR 1213.1)

Except as otherwise provided by law, the Superintendent or designee shall not release individual test results or medical information about a driver to a third party without the driver's specific written consent. (49 CFR 40.321) The DMV Vehicle Code 13376 states that not later than five days after receiving notification of the test result or refusal to comply, the Superintendent or designee shall report any refusal, failure to comply, or positive test result to the California Department of Motor Vehicles (DMV) using a form approved by the DMV.

### **Consequences Based on Test Results**

Any driver who refuses to take a required drug or alcohol test, tests positive for drugs, or is found to have a blood alcohol concentration level that exceeds the levels specified in law

shall be removed from performing safety-sensitive functions in accordance with 49 CFR 40.23 and 382.211.

Any driver who refuses, fails to comply, or has a positive test result may be referred to an education and treatment program that meets the requirements of 49 CFR 40.281-40.313. If the substance abuse professional recommends that ongoing services are needed to assist the driver to maintain sobriety or abstinence from drug use, the Superintendent or designee shall require the driver to participate in the recommended services as part of a return-to-duty agreement and shall monitor their compliance. Any drop from a rehabilitation or return-to-duty program or a subsequent positive test result shall be reported to the DMV. (Vehicle Code 13376; 49 CFR 40.285, 40.287, 40.303, 382.605)

A driver who has violated federal drug and alcohol regulations may be subject to disciplinary action up to and including dismissal in accordance with law, administrative regulations, and the District's collective bargaining agreement.

#### Voluntary Self-Identification

Whenever a driver admits to alcohol or drug misuse under the District's voluntary self-identification program, the Superintendent or designee shall ensure all of the following: (49 CFR 382.121)

1. No adverse action shall be taken against the driver by the District.
2. The driver shall be allowed sufficient opportunity to seek evaluation, education, or treatment to establish control over their drug or alcohol problem.
3. The driver shall be permitted to participate in safety-sensitive functions only after:
  - a. Successfully completing an education or treatment program, as determined by a drug and alcohol abuse evaluation expert, such as an employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor.
  - b. Undergoing a return-to-duty test with a result indicating an alcohol concentration of less than 0.02 and/or a verified negative result for drug use.

A driver who admits to alcohol or drug misuse shall not be subject to federal requirements related to referral, evaluation, and treatment, provided that they do not self-identify in order to avoid drug or alcohol testing, makes the admission prior to performing a safety-sensitive function, and does not perform a safety-sensitive function until they have been evaluated and has successfully completed education or treatment requirements in accordance with program guidelines. (49 CFR 382.121)

The following employees are covered by this policy. Details of the administrative procedures are provided to employees in the Classified Employee Handbook.

1. All employees, including regularly employed, substitute, casual, intermittent, and occasional, who are required to operate a commercial motor vehicle, as defined in 49 CFR 382.
2. Employees and substitutes who work in the following classifications are covered: Bus Driver, 12-Month Bus Driver, Bus Driver/Custodian and Transportation Supervisor.
3. Leased drivers and independent owner-operator contractors who are either directly employed by or under lease to the District or who operate a commercial motor vehicle at the direction of, or with the consent of, the District.

Employees covered by this policy are considered to be on duty during any period in which

they are actually performing, ready to perform, or immediately able to perform safety-sensitive functions. Safety-sensitive functions include all time spent waiting to be

dispatched; inspecting equipment as required by Federal law; at the driving controls of a commercial motor vehicle; in or on a commercial motor vehicle; loading and unloading a commercial vehicle; repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle; inspecting, servicing, or conditioning any commercial motor vehicle; performing the driver requirements associated with an accident; providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the testing requirements.

## **1.7 WORKPLACE VIOLENCE**

Goleta Union School District is strongly committed to providing a safe workplace. The purpose is to minimize the risk of personal injury to employees and damage to the District and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs:

- over-resentment, anger and hostility
- extreme agitation
- making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur
- sudden and significant decline in work performance
- irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior
- reacting to questions with an antagonistic or overtly negative attitude
- discussing weapons and their use, and/or brandishing weapons in the workplace
- overreacting or reacting harshly to changes in District policies and procedures
- personality conflicts with coworkers
- obsession or preoccupation with a coworker or supervisor
- attempts to sabotage the work or equipment of a coworker
- blaming others for mistakes and circumstances
- demonstrating a propensity to behave and react irrationally.

## **1.8 PROHIBITED CONDUCT**

Threats, threatening language or any other acts of aggression or violence made toward or by any District employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

## **1.9 PROCEDURES FOR REPORTING A THREAT**

Harassment, Discrimination, Sexual Harassment and Bullying

Goleta Union School District prides itself in providing a safe and healthy workplace. All forms of harassment, discrimination and bullying **must** be reported. Employees of Goleta Union School District are mandated reporters. Refer to GUSD Board Policies: BP 0410, 4030, ARs 4011.1, 4011.2, 4030, 5145.3, 5145.4.

All potentially dangerous situations, including threats by coworkers, should be reported immediately to any member of management with whom you feel comfortable. Reports of

threats may be maintained confidential to the extent that maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If Goleta Union School District determines, after an appropriate good faith investigation, that someone has violated this policy, the District will take swift and appropriate corrective action.

If you are a recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else. GUSDs sexual harassment policy can be found behind Exhibit B toward the end of this handbook.

## **EDUCATION CODE**

### **Section 44104**

44014. (a) Whenever any employee of a school district or of the office of a county superintendent of schools is attacked, assaulted, or physically threatened by any pupil, it shall be the duty of the employee, and the duty of any person under whose direction or supervision the employee is employed in the public school system who has knowledge of the incident, to promptly report the incident to the appropriate law enforcement authorities of the county or city in which the incident occurred. Failure to make the report shall be an infraction punishable by a fine of not more than one thousand dollars (\$1,000).

(b) Compliance with school district governing board procedures relating to the reporting of, or facilitation of reporting of, the incidents specified in subdivision (a) shall not exempt a person under a duty to make the report prescribed by subdivision

(a) from making the report.

(c) A member of the governing board of a school district, a county superintendent of schools, or an employee of any school district or the office of any county superintendent of schools, shall not directly or indirectly inhibit or impede the making of the report prescribed by subdivision (a) by a person under a duty to make the report. An act to inhibit or impede the making of a report shall be an infraction, and shall be punishable by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000).

(d) Neither the governing board of a school district, a member of the governing board, a county superintendent of schools, nor an employee of a school district or of the office of any county superintendent of schools shall impose any sanctions against a person under a duty to make the report prescribed by subdivision (a) for making the report.

(Amended by Stats. 1996, Ch. 17, Sec. 1. Effective January 1, 1997.)

## **PENAL CODE**

### **Section 245.5**

245.5. (a) Every person who commits an assault with a deadly weapon or instrument, other than a firearm, or by any means likely to produce great bodily injury upon the person of a school employee, and who knows or reasonably should know that the victim is a school employee engaged in the performance of his or her duties, when that school employee is engaged in the performance of his or her duties, shall be punished by imprisonment in the state prison for three, four, or five years, or in a county jail not exceeding one year.

- (b) Every person who commits an assault with a firearm upon the person of a school employee, and who knows or reasonably should know that the victim is a school employee engaged in the performance of his or her duties, when the school employee is engaged in the performance of his or her duties, shall be punished by imprisonment in the state prison for four, six, or eight years, or in a county jail for not less than six months and not exceeding one year.
- (c) Every person who commits an assault upon the person of a school employee with a stun gun or taser, and who knows or reasonably should know that the person is a school employee engaged in the performance of his or her duties, when the school employee is engaged in the performance of his or her duties, shall be punished by imprisonment in a county jail for a term not exceeding one year or by imprisonment in the state prison for two, three, or four years.

This subdivision shall not be construed to preclude or in any way limit the applicability of Section 245 in any criminal prosecution.

- (d) As used in the section, "school employee" means any person employed as a permanent or probationary certificated or classified employee of a school district on a part-time or full-time basis, including a substitute teacher. "School employee," as used in this section, also includes a student teacher, or a school board member. "School," as used in this section, has the same meaning as that term is defined in Section 626.

(Amended by Stats. 1992, Ch. 334, Sec. 1. Effective January 1, 1993.)



## **SECTION 2      OPERATIONAL POLICIES**

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### **2.1    EMPLOYEE CLASSIFICATIONS**

Full-Time Employees - Employees who regularly work 40 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.

Short-Term (Non-regular) Employees - Employees who were hired to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Short-term employees generally are not eligible for District benefits, but are eligible to receive statutory benefits. Short-term employees are “at will” employees and can be terminated at any time.

Substitute Employees - Employees hired to replace any employee who is temporarily absent from duty.

In addition, if the District is engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the governing board may fill the vacancy through the employment of one or more substitute employees, for not more than 60 calendar days, except to the extent that a collective bargaining agreement then in effect provides for a different period of time. [Education Code 45103]. Substitute employees are “at will” employees and can be terminated at any time.

In addition to the above classifications, employees are categorized as either “exempt” or “nonexempt” for purposes of federal and state wage and hour laws. Exempt employees do not receive overtime pay.

### **2.2    YOUR EMPLOYMENT RECORDS**

To obtain your position, you provided us with personal information, such as your address and telephone number. This information is contained in your personnel file.

Please keep your personnel file up to date by informing Human Resources, Benefits and Payroll of any changes. Also, please inform your supervisor or Human Resources of any specialized training or skills you may acquire in the future, as well as any changes to any required visas. Unreported changes or address can affect your withholding tax, benefit coverage, IRS compliance, etc. Further, an “out of date” emergency contact or an inability to reach you in a crisis could cause a severe health or safety risk or other significant problem.



## 2.3 YOUR GUSD EMAIL

Google Workspace will send an invitation, to the personal email you provided us as part of your hiring packet, so you can set-up your GUSD email account. Please check your personal email right away as the invitation link will expire. Follow the proper steps to set-up your GUSD email and once completed please notify Maija Miller (Classified staff) or Irma Gomez (Certificated staff).

If you don't see an email invitation from Google Workspace, please check your spam folder, as your invitation link might be found here, before contacting Maija Miller at x2215 (Classified staff) or Irma Gomez at x2216 (Certificated staff).

Your GUSD email will be the main source of communication between you and GUSD. Anything work related that is emailed to you will come to your GUSD email account.

## 2.4 IDENTIFICATION BADGES

For everyone's safety and to ease in the identification of persons who do not belong on campus, the District provides identification badges for all staff, volunteers, and visitors.

Please wear your badge at all times.

If you should permanently misplace your badge, you may obtain a new one by sending an email request to Juanita Gonzalez to [jgonzalez@gusd.us](mailto:jgonzalez@gusd.us). Juanita has your photograph on file and will replace your badge.

Volunteers and visitors who come to your classroom or onto the work site need to stop by the office and sign out a badge.

Thank you for your cooperation in this important effort.

## 2.5 WORKING HOURS AND SCHEDULE

Goleta Union School District is normally open for business Monday through Friday. You will be assigned a work schedule and you will be expected to begin and end work according to this schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided breaks for a meal and rest periods as required by law. Your supervisor will provide further details.

## 2.6 ABSENCE REPORTING PROCEDURE

### **Absences – Reporting and Requesting Substitutes**

Substitutes are provided for:

Bus Drivers	Custodians 1 and 2
Crossing Guards	Paraeducator 2
School Office Managers	School Office Assistants

Substitutes are not routinely provided for other classified employees.

### **Frontline Notes for Getting Started**

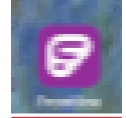
HOW: Each employee will make an Aesop/Frontline account. To do this you must use your district email. This can be done on a computer, an iPad or on your smart phone.

Step 1:

- Please take a moment to look at your district email for an email that has the subject: Welcome to the Frontline Insights Platform
- Open the email and click on “create an account” to create your account.
- Be sure to write down your username and password so you can get to it often.

Step 2:

If you are going to be using a phone to enter your absences, go to the Apple store or



Google Play and download the Frontline Education app. It looks like this:

- Click on the application. When it asks for a 4-digit password, enter: 7354 (This just logs you into the GUSD account. You only have to do this once.)
- Then log in with the username and password you created through your email. • You can then create an absence by scrolling down and clicking on “CREATE ABSENCE”
- After the absence is input, the approver will go on and approve or decline it. You will receive an email confirmation.

Optional: If you would prefer to use a computer to input your absences, please go to this link for a how-to video:

<https://help.frontlineeducation.com/hc/enus/articles/115009549707-Employee-Basic-Training-Video>

Important things to remember –

- You must pick “Custom” to input the correct number of hours you are absent. • Make sure you select “No Sub is Required”
- The times that you see for the shift you work will not match the schedule you actually work. This is so no extra hours are deducted for lunchtimes etc.

**PLEASE NOTE:** This does not replace getting preapproval from a supervisor for your planned vacation, PN and Sick Leave. People still need to do that. Whatever system is in place today with regard to getting approvals for planned absences will remain. If you are unsure of the procedure, please contact your supervisor for clarification.

### **Overtime**

Like most successful Districts, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Your supervisor is responsible for monitoring the daily activity and requesting overtime work if it is necessary. Effort will be made to provide you with adequate advance notice in such situations.

Any nonexempt employee who works overtime will be compensated at the rate of one and one-half times (1-1/2) their normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for nonexempt employees, the workweek begins on Monday and ends on Sunday.

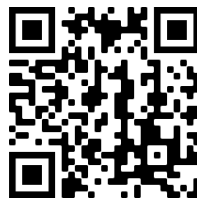
### **Employee Portal**

#### **Accessing your Employee Portal**

**By logging in and using your employee portal you can see your:**

- **Personal HR/Payroll Information**
- **Contact Information**
- **Position Information and History**
- **Paystubs**
- **W-2s**
- **W-4s**
- **Leave Balances**
- **Leave Transactions**

To access your portal, you must have a working district email account. Using your district email account, please create an account by scanning this QR code:



OR by following this link:

<https://eportal.escape.sbceo.org/-/login>

An electronic key will be sent to either your district Gmail account or your phone. To make it easy to return, please bookmark it for future reference.

You have access to this information at any time; however, you will not be able to update/change it. If you notice your phone number, address or contact information is out-of-date or incorrect, please contact Human Resources and we will update the information for you in our database.

For certificated employees, contact: Irma Gomez [igomez@gusd.us](mailto:igomez@gusd.us)

For classified employees, contact: Maija Miller [mmiller@gusd.us](mailto:mmiller@gusd.us)

## **2.7 YOUR PAYCHECK**

### **Pay Warrants and Payroll Deductions**

Classified employees are paid on the last business day of the month. Please note that the last business day of the month does not always coincide with the last working day, e.g., the last working day for you may be Friday, December 18, after which you go on Winter Break, but the last business day of the month will likely be Thursday, December 31.

The Payroll Department will implement payroll deductions for medical benefit contributions.

If you wish to have other items deducted, such as Tax-Sheltered Annuities, insurance, or monthly payments to a credit union, you may contact Lina Budiardjono at Ext. 2209 to set up these deductions.

If you wish to modify your W-4 form (State and Federal withholding), please contact Lina Budiardjono at Ext. 2209 or Maija Miller at Ext. 2215.

If you wish to have your pay warrant automatically deposited to your account at a bank or credit union, you may fill out a form available in the Payroll Department. Allow two

pay warrant cycles for your direct deposit to take effect.

## **Understanding Your Paycheck**

Each month that an employee works they will receive a paycheck on the last business day of the month. Depending on the job you have your pay will work differently. Most permanent positions take your annual salary and divide it by the number of months you work to come up with your "equalized" pay that you will receive each month. From that pay there are a number of deductions taken and contributions made by the district on your behalf. All of this information is detailed on your paycheck or Record of Payroll Direct Deposit. A sample is attached to this document and is split into 7 sections as marked. An explanation of each section is below.

1. **Header** - includes employee name and id# as well as the issue date and check or ACH number. Please review to make sure your address is correct This section also shows Whether the employee is in the Classified or Certificated bargaining units.
2. **Message and Leave boxes** - The message box is available to the Payroll Department to provide District-wide important announcements about your pay. The Leave Box is important and contains your available Sick and Vacation hours. These hours are as of the middle of the month of the issue date on the check. Any hours taken after the 15th of the month will not be included.
3. **Employer Contribution Detail** - This box includes all amounts that the district is paying to various agencies on your behalf. One column displays the amount for the current pay period and the next is the current calendar year to date. These include payments that GUSD makes to PERS/STRS retirement systems, Medicare, Social Security (if applicable) and other items on your behalf.
4. **Employee Deduction Detail** - This box includes all items that the employee elected to have deducted from their paychecks. These voluntary deduction items are paid by the employee and include health and dental benefits; supplemental retirement (403(b)) accounts, life insurance, medical and dependent care flex plans, etc. These deductions have different impacts on your taxable income and are marked differently to identify them for you:
  - #Tax Exempt** - These deductions reduce your taxable income and will never be taxable to the employee
  - \*Tax Deferred** - These deductions reduce your current year taxable income but will be taxable to you at a later time.
  - Other** -These deductions do not reduce your taxable income
5. **Gross Pay Detail** - This section displays all of the pay items that make up your total gross pay, which is, pay before any deductions. The first line will usually include your job title and your monthly base pay. Additional lines will be added on to this section for any extra pay you receive including, longevity, stipends, extra hours, overtime, etc. This section only includes amounts for the current pay period
6. **Gross to net** - This section provides a computation that starts with your total gross pay from above and all of the voluntary deductions from Section 4 as well as all statutory deductions paid by the employee including PERS/STRS retirement, federal and state taxes, Medicare, union dues etc. This section presents the data in two columns with the first showing the current pay period and the second showing your calendar year to date amounts for total gross pay and all deductions. The symbols that define the tax impact of the deductions are totaled up in this section. The end result on the bottom

line is Net Pay, which is the amount that will be deposited into your bank account if you are on direct deposit or the amount of the check that you will receive.

7. Record of Payroll - The bottom section will be the actual check you will tear off, sign and deposit, or it will be a record of your direct deposit. The amount on the check or record of direct deposit should match the bottom-line Net Pay amount in section 6. The direct deposit statement will show banking information and if you have a split, it will show the credit union and your bank split amounts. Please confirm that the address information is correct.

The information presented here is general for informational purposes only. Each employee's pay and deduction information will be different. If you have specific questions about your pay, please contact the appropriate Accounting Technician in the Fiscal Services Division that handles your payroll at (805) 681-1200:

Lina Budiardjono - Classified Payroll x2209 [lbudiardjono@goleta.k12.ca.us](mailto:lbudiardjono@goleta.k12.ca.us)

Sylvia Williams - Certificated Payroll x2212 [sywilliams@goleta.k12.ca.us](mailto:sywilliams@goleta.k12.ca.us)

Your name  
 Your Address  
 Your city, CA Zip

Goleta Union School District  
 401 North Faiview Ave  
 Goleta, CA 93117

Issue Date 06/30/2016

Organization

010

ACH ACH-00005322

Type

2 - Classific

Distribute

DIST

1

Employee ID 00####

(805) 681-1200

Messages			
2			
Sick Leave	599.36 H	Vacation	103.25 H
Employer Contribution Detail		Current	CYTD
Retirement PERS / 55		652.77	3,992.78
Retirement STRS		---	---
Medicare		71.78	439.99
Social Security		306.92	1,881.37
Unemployment Ins		2.48	15.18
Worker's Comp		105.00	643.62
SISC Anthem Bx G		861.10	5,166.60
		3	
Total Employer		2,000.05	12,139.54
Employee Deduction Detail		Current	CYTD
403b Plan	*	100.00	600.00
SISC Anthem Bx G	#	424.10	2,544.60
SISC III - Delta Dental	#	135.60	813.60
BASIC LIFE	^	1.72	540.96
Life Insurance	^	88.44	---
		4	
Total Employee		749.86	4,499.16

Gross Pay Detail	Units	Rate	Compensation
Your Job Title	---	5,402.00	5,402.00
Longevity	1.00	108.04	108.04
			5
Total Gross Pay			5,510.04
Gross to Net		Current	CYTD
Gross Pay		5,510.04	33,702.84
Summer Savings - FYTD Ded		---	---
Federal Tax [M 1]		-434.90	2,445.92
State Tax [M 1: 0]		-89.00	495.49
PERS / 55 / Tax Def*		-385.70	2,359.20
STRS		---	---
Medicare		-71.78	439.99
Social Security		-306.92	1,881.37
Deductions - Tax Deferred		-100.00	600.00
Deductions - Tax Exempt		-559.70	3,358.20
Deductions - Other		-90.16	540.96
		6	
Net Pay		3,471.88	---

Goleta Union School District  
 401 North Faiview Ave  
 Goleta, CA 93117

ACH-00005322

(805) 681-1200

Banking Institution

SANTA BARBARA TEACHERS FCU  
 BANK OF AMERICA, N.A., CA

Account Number

\*\*\*\*\* ####  
 \*\*\*\*\* ####

Amount

300.00  
 3,171.88

Total

\$3,471.88

Check Status is Printed

7

Your Name  
 Your Address  
 Your City, State, Zip

ISSUE DATE 06/30/2016

\*\*\*NON-NEGOTIABLE\*\*\*\*\*NON-NEGOTIABLE\*\*\*



## **Personnel Files**

Your official personnel file is maintained by the Human Resources Department. It contains your application, sign-up papers, change of address forms, correspondence, evaluations, status notices, tuberculosis clearances, W-4 forms, work-shift forms and other permissible documents.

If you wish to examine your personnel file, please call Maija Miller at Ext. 2215. You will be able to review your file during non-duty time with a personnel staff member present. You may obtain copies of materials in your file by making a written request and paying for the cost of copying.

For complete information regarding personnel files, please refer to Administrative Regulation 4212.6 and Article 13 of the Collective Bargaining Agreement.

## **Professional Growth**

Classified bargaining unit members are entitled to Professional Growth Awards, pursuant to Exhibit "C" in the Negotiated Agreement with the California School Employees Association, Goleta Valley Chapter 311. You may obtain a form from Maija Miller at Ext. 2215.

### **2.8 DIRECT DEPOSIT**

Goleta Union School District strongly encourages employees to use direct deposit. Authorization forms are available in the Payroll Department.

### **2.9 CHANGE IN MARITAL STATUS OR DEPENDENTS**

If you change your name, you will need to obtain a new social security card and submit it to Human Resources. You will also get a new email account, if required for your position.

If you change your marital status, or if dependents are added, or no longer qualify for dependent status, you should consult a staff member in Human Resources. You may want to change your PERS beneficiary, your life insurance beneficiary, your health insurance coverage, the person designated to receive your warrant in case of death, and your tax withholding.

Changes in health insurance coverage must be accomplished within 30 days of the event (e.g., 30 days after the birth of a child or change in marital status). Failure to add a dependent in a timely manner results in your having to wait for the next open enrollment period. Failure to remove a dependent in a timely manner may result in claims being denied by the insurance carrier.



## **SECTION 3      BENEFITS**

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### **3.1    BENEFITS OVERVIEW/DISCLAIMER**

In addition to good working conditions and competitive pay, it is the District's policy to provide a combination of supplemental benefits to all eligible employees. These benefits include time off, such as vacation and holidays, insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet your present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits program Goleta Union School District provides for you and your family. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for your general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon your request from the Human Resources staff.

Further, Goleta Union School District's Human Resources staff retain full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement. If you feel an error has been made in the plan administration, please contact the Human Resources Assistant Superintendent immediately.

The District reserves the absolute right for management of the benefit plans. If you have any questions regarding your benefits, please contact Human Resources staff.

### **3.2    HOLIDAYS**

All employees will be paid for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Veterans' Day
- Christmas Day

When holidays fall or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an

additional payment of straight-time for the actual time they worked that day (refer to bargaining unit language and Ed. Code 45206).

Additional days of holiday time have been negotiated by the bargaining units. Please refer to your work calendar to know which days are awarded.

### **3.3 PAID TIME OFF**

We know how hard you work and recognize the importance of providing you with time for rest and relaxation. We fully encourage you to get this rest by taking your paid time off. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

Full-time nonexempt employees accrue paid time off as negotiated in the bargaining unit contracts. Please refer to your contract for allotted time.

The maximum paid time off entitlement for part-time employees is prorated based on hours worked.

Paid time off should be taken during the year received, unless otherwise required by law. Accrued, unused paid time off can be carried over to the following fiscal year only if approved by Human Resources. Human Resources will only approve carry over time that follows all bargaining unit contracts.

If you wish to use paid time off for personal necessity or planned time off, you must submit a request to your supervisor at least two weeks in advance of your requested time off. Every effort will be made to grant your request, consistent with our operating schedule. However, if too many people request the same period of time off, the District reserves the right to choose who may take time off during that period according to bargaining unit contracts and management discretion. Individuals with the longest length of service generally will be given preference.

If you will be out of work due to illness or due to any other emergency for which notice could not be provided, you must call in and notify your supervisor as early as possible, at least before the start of your work shift. It is your responsibility to report all absences in Frontline. Failure to report your absence can result in disciplinary action up to and including dismissal. If you call in sick for three (3) or more consecutive days or the day before or after a holiday, you may be required to provide your supervisor and Human Resources with a doctor's note on the day you return.

Advanced but unaccrued paid time off will be deducted from your final paycheck, to the extent permitted by law.

### **3.4 INSURANCE PROGRAMS**

Full-time equivalent employees (30 hrs. per week) may participate in the District's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits. An employee must sign up for benefits within the first 30 days of employment.

If an employee has a qualifying event, such as marriage, birth of a baby, adoption, dependent acquiring student status, etc., the open enrollment period for signing up that dependent is the first 30 days after the beginning of the event.

It is the responsibility of the employee to notify the Human Resources staff when a dependent is no longer eligible for benefits and no longer IRS dependent eligible, such as a divorce, death of a dependent, losing student status.

## Medical Benefits

Each year health benefit plans for employees are available. Log on to [HR Connection](#) for all Open Enrollment information.

1. Go to [www.gusd.us](http://www.gusd.us)
2. Click on: Staff Links Icon in the top right-hand corner
3. Click on: Human Resources
4. Click on: Medical Benefits Information
5. Click on: HR Connection (link to external website)
6. Click on: HR Information>Forms

Navigate the Forms page and you can access the 2022-2023 Benefit Guide, Anthem Blue Cross Plan Summaries, Rates, Enrollment Forms and much more.

### Medical Benefits – Over-age Dependents

Current healthcare reform allows over-age dependents to remain on their parents' health coverage until age 26. There is no mandate for the over-age dependent to be a full-time student or 50% tax dependent. GUSD will follow any health care reform, federal or state guidelines.

### 3.5 COBRA

Congress passed the landmark Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit provisions in 1986. The law amends the Employee Retirement Income Security Act, the Internal Revenue Code and the Public Health Service Act to provide continuation of group health coverage that otherwise might be terminated.

COBRA provides former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of health coverage at group rates.

Contact the Benefits Department if you or your dependent needs COBRA coverage.

### 3.6 WORKER'S COMPENSATION

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your supervisor. All injuries or illnesses covered by Workers' Compensation must be reported to Human Resources within 24 hours of the incident. Failure to follow the District's procedures may affect your ability to receive Workers' Compensation benefits. [Ed. Code 44984 & 45192].

Supervisors are encouraged to explore flexible work schedules to accommodate medical appointments outside regular working hours when possible. In any case, employees may be asked to schedule appointments at a time convenient for the department. Supervisors may require written verification of attendance at the health care provider.

### Work-Related Injury or Illness

If you suffer a work-related injury, illness, or exposure, please do the following:

- File a Work Injury, Exposure, or Illness Report – Form 6900. The form is available in any school office and on the District website. If you need treatment:
- Human Resources staff may authorize injured staff that need treatment to go to Sansum Occupational Medicine. The Principal or School Office Manager will call Human Resources to report.

If you have a designated physician for work-related injuries, you may go that physician. Forms for this purpose are available in Human Resources.

If you have not designated a physician ahead of time, you must go to:

**Sansum Santa Barbara Medical Foundation Clinic Occupational Medicine Center  
101 S. Patterson  
Santa Barbara, CA  
(805) 898-3311**

for non-emergency, non-hospitalization illness or injury.

### **Return to Work**

After any treatment (no matter how minor) by a doctor or other facility, you must present a written release from the physician clearing you to return to work and stating specific restrictions, if any. Your supervisor will determine whether the District can accommodate your restrictions through an interactive process meeting.

**NOTE:** If the injury results in exposure to bloodborne pathogens through contact with mucous membrane or broken or chapped skin, please report the injury to your principal or School Office Manager immediately. Additional steps to those above need to be implemented in the special case of exposure to bloodborne pathogens.

Please see the section on Bloodborne Pathogens – Precautions.

Stephanie Gardner, Ext. 2218, can respond to your questions regarding Workers' Compensation.

### **Injury and Illness Prevention Plan (IIPP)**

The Goleta Union School District has an Injury and Illness Prevention Program, with the objective of maintaining a safe and healthful work environment for all employees. This program is in compliance with the California Labor Code Section 6401.7 and the California Code of Regulations Title 8, Sections 1509 and 3203.

The District has developed a comprehensive Safe Schools Plan, to provide a safe learning environment for employees, volunteers and students. The safety of the children and personnel is the paramount priority of the Goleta Union School District. The Injury and Illness Prevention Program (IIPP) for employees and volunteers works conjunctively with said plans.

Safety and accident prevention are essential to the Goleta Union School District. We strive to prevent injuries to staff, students and volunteers. By making safety a high priority for every employee and volunteer, we attempt to reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at the Goleta Union School District. We also want to protect our environment and community. As it is necessary, the District will contract with experts in specialized fields of safety and health to meet these goals.

The Goleta Union School District will provide the tools and education necessary for every employee and volunteer to work efficiently and safely. We expect these individuals to willingly follow and utilize the procedures set forth. We also expect that employees and volunteers will provide feedback to us when better methods or new ideas come to their

attention.

## **Responsibility**

### Safety Official

The ultimate responsibility for the Goleta Union School District's Injury and Illness Prevention Plan (IIPP) rests with the Assistant Superintendent of Human Resources. In this program, this person will be referred as the Safety Official:

David Simmons  
Assistant Superintendent, Human Resources  
401 North Fairview Avenue  
Goleta, CA 93117  
(805) 681-1200

## **Reporting Procedures**

For any occupational injury or illness which results in lost work time of at least a full day or shift beyond the date of occurrence, or which requires medical treatment beyond first aid, the employee must report the injury or illness immediately.

## **Serious Injury or Death**

The following action is required to be completed by the Workers' Compensation Coordinator:

- The incident is reported to the supervisor.
- CAL/OSHA must be notified immediately or within 8 hours by telephone. The local Cal/OSHA District Office telephone number is 1-510-794-2521. Serious injuries or fatalities must be report to the local Cal-OSHA area office. <http://www.dir.ca.gov/title8/342.html>.
- Completion of "Employer's Report of Occupational Injury or Illness" Form 5020 and DWC must be done within 24 hours.
- The supervisor shall conduct an initial investigation as soon as possible and distribute reports according to procedure.

A serious injury or illness is one that occurs in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours, or in which an employee suffers a loss of any member of the body or suffers a serious degree of permanent disfigurement.

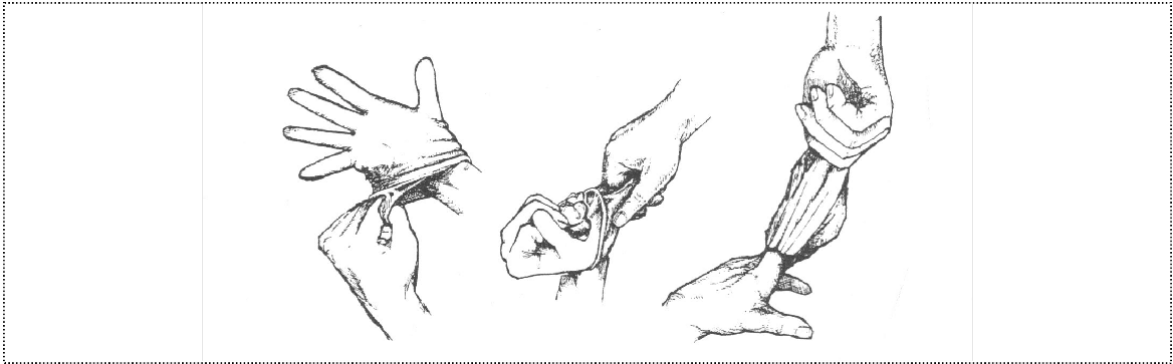
The IIPP also contains Bloodborne Pathogens, Ergonomic Awareness, Heat Illness Prevention Plan and Workplace Violence.

## **Bloodborne Pathogens – Precautions**

When handling blood or other potentially infectious materials (OPIM), you should:

- Observe Universal Precautions. Consider all blood or OPIM to be infectious regardless of the perceived status of the source individual.
- Wear disposable gloves when handling blood or OPIM.
- Remove disposable gloves according to this procedure:

- With both hands gloved, peel one glove off from top to bottom and hold it in the gloved hand.
- With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second.
- Dispose of the entire bundle promptly.
- Never touch the outside of the glove with bare skin.
- Wash your hands with soap and running water as soon as possible.



- Use hand wipes if running water is not available.
- Use pocket masks when performing mouth-to-mouth resuscitation.
- Use dustpan, brush, tongs or forceps to pick up broken glass or contaminated material.
- Handle soiled clothing with tongs or gloves.
- Do not eat, drink, apply cosmetics or lip balm, or handle contact lenses in areas where there is a likelihood of exposure to blood or OPIM, such as the nurse's office or bathroom.

**If an exposure incident should occur:** please notify your School Office Manager, Principal, Nurse, or **Human Resources** immediately and file Form 6150, "Report of Bloodborne Pathogen Exposure Incident" available in school offices.

Please be sure to read the definition of "exposure incident" carefully before deciding whether or not to file a report. An exposure incident is defined as "a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral (piercing) contact with blood or other potentially infectious materials that results from the performance of an employee's duties."

Please call **Human Resources** if you have any questions regarding a possible exposure to bloodborne pathogens. Refer to Exhibit G.

### **Exposure Control Plan for Bloodborne Pathogens**

As part of its commitment to provide a safe and healthful work environment, The Board of Trustees recognizes the importance of developing an exposure control plan. The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).

The Superintendent or designee shall determine which employees have occupational

exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the District's exposure control plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

Any employee not identified by the Superintendent or designee as having occupational exposure may submit a request to the Superintendent or designee to be included in the training and hepatitis B vaccination program. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

### **Universal Precautions**

In order to protect employees from contact with potentially infectious blood or other bodily fluids, The Board of Trustees requires that universal precautions be observed throughout the District.

Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present. Employees should always wear their personal protective equipment (PPE) when exposed to any bodily fluid that may contain bloodborne pathogens.

### **3.7 SALARY CONTINUATION**

Employees are entitled to differential pay when sick leave is exhausted. Please refer to your bargaining unit for your differential plan. A doctor's note must be submitted to Human Resources placing you off work to qualify for salary continuation pay.

### **3.8 AMERICANS WITH DISABILITIES**

The Goleta Union School District is committed to providing equal employment opportunities to all employees and job applicants. (See BP 4032 -- Nondiscrimination in Employment.) The District shall not unlawfully discriminate against employees or job applicants on the basis of physical and mental disabilities. A disabled employee or job applicant may request reasonable accommodation(s) to allow them to perform the essential functions of their existing or desired job. Upon receipt of such a request, the District shall engage in an interactive process with the employee or the job applicant, as described in the Policy. The District shall endeavor to provide a reasonable accommodation to the employee or applicant unless such accommodation would impose undue hardship on the District [Exhibit E].

### **3.9 TAX SHELTERS**

Full-time or part-time employees may participate in a tax-shelter annuity (TSA). Goleta Union School District offers a 403(b) plan through our Third-Party Administrator (TPA) called TCG.

Enrollment and Contact Information:

TCG, a HUB International Company

900 S. Capital of TX Hwy, Ste. 350

Austin, Texas 78746

Office: 800-943-9179

Fax: (888) 989-9247

[www.tcgservices.com](http://www.tcgservices.com)

#### **What is a 403(b)?**

A 403(b), also known as a tax-sheltered annuity (TSA) plan, is a retirement plan for certain



employees of public schools, employees of certain tax-exempt organizations, and certain ministers. It gets its name from the particular section of the Internal Revenue Code.

### **What is the difference between a 403(b) and a 401(k)?**

These plans share the same basic structure as 401(k)s: pretax contributions and tax-deferred earnings. The contribution limits are also the same, and the money you accumulate in one type of plan may be moved into any of the others (provided the new plan permits transfers). But these plans also have features that set them apart from 401(k)s.

Nonprofit organizations, educational institutions, religious institutions, and certain hospitals, may offer 403(b) plans. In a 403(b) your investment menu is limited to annuities – fixed or variable and in some cases equity-indexed annuities (EIAs) – or mutual funds. Your employer may choose to match your contributions, but that practice is less common than with 401(k)s. But if there is a match, you usually have immediate vesting, or the legal right to all contributions and their earnings. That differs from 401(k) plans, where it might take up to six years to fully vest. GUSD does not match any amount of your contributions.

State and local governments (and some local school Districts) typically offer 457 plans, also called deferred compensation plans. Rather than belonging to you, your assets are held in trust for the duration of your employment. Not all of the same rules for early withdrawal penalties and minimum required distributions that apply to 401(k)s apply to 457s. And while you can use the same guidelines for catch-up contributions as apply to the other plans, 457s have a catch-up system of their own. You can contribute to a 457 even if you have made maximum contributions to a 403(b) or 401(k).

There are three benefits to contributing to a tax annuity:

- You do not pay tax on allowable contributions in the year they are made. You do not pay tax on allowable contributions until you begin making withdrawals from the plan, usually after you retire. Allowable contributions are either excluded or deducted from your income.
- Earnings and gains on amounts in your 403(b) account are not taxed until you withdraw them.
- Each plan has its own rules and regulations. Please contact the Payroll Department for more information.

## **3.10 RETIREMENT**

### **Resignation and Retirement**

If you are planning to resign or retire from your position, you must submit a written resignation to Human Resources as soon as possible. Form 6600 is available at school and department offices. It can also be downloaded from the District website.

You have the option to continue health benefits through the Federal COBRA legislation. Under this option, you are eligible to purchase group medical benefits for a period of 18 months from the expiration date of your current coverage.

If you are thinking about retirement, you may obtain information from PERS at (800) 225-7377.

Unless you have a Beneficiary Designation form on file with PERS, in the event of your death, your benefits would be paid to your estate. In addition, some of you may have a form on file with PERS that lists a beneficiary you no longer wish to have.

If you would like Form STD 241, please call the Human Resources office at Ext. 2215. ***Once you have completed the form, you need to send it directly to PERS. Your new form will supersede the old one.***

Medical benefits are available to retired employees at their costs and at special rates for retired individuals. You may either make an appointment in Human Resources to discuss the particular options available to you or request a rate sheet.

### 3.11 HIRING A RETIREE

All employees retiring and returning to work must meet all conditions of employment. Goleta Union School District will probably require you to be fingerprinted and provide proper documentation for your personnel file. Laws change over the years and when returning to work after a separation, you are considered a new employee. Retirees should also be aware of the following:

- Certificated retirees must have a physical on file before returning to work on the first day. All STRS members have a limit on earnings each year. This limit changes year to year. Please check with Human Resources or Payroll for the updated limit. Certificated retirees must wait 180 days before returning to work in a PERS/STRS workplace.
- Classified retirees have a limit on hours worked. The limit is 960 hours. Classified retirees must wait 180 days before returning to work in a PERS/STRS workplace.
- Compensation shall not be less than minimum or greater than employees performing comparable duties [Government Code Section 21153]. Social Security earnings limitations apply if receiving Social Security benefits.

#### 3.11.1 Retirement Pension Plans

##### STRS and PERS

Employees who work 20 hours a week or greater also make contributions to a state pension retirement plan. The contributions are pre-taxed. We advise you contact your state pension plan to discuss preparing for retirement. Do not wait until it is time to retire to start planning.

STRS Website:	<a href="http://www.calstrs.ca.gov">www.calstrs.ca.gov</a>	1.800.228.5453
PERS Website	<a href="http://www.calpers.ca.gov">www.calpers.ca.gov</a>	1.888.225.7377
Social Security Website	<a href="http://www.ssa.gov">www.ssa.gov</a>	1.800.772.1213



## **SECTION 4            LEAVE OF ABSENCES**

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If you are ineligible for any other District leave of absence, Goleta Union School District, under certain circumstances, may grant you a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and you are not eligible for FMLA or CFRA, medical certification also must be submitted. Your request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as your bargaining unit agreements. During your leave, you will not earn vacation, personal days or sick days. An unpaid leave will affect your retirement pension and possibly District retirement benefit plans.

When you anticipate your return to work, please notify management of your expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of your personal leave of absence, the District will attempt to return you to your original job or to a similar position, subject to District considerations.

Failure to advise management of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by the District, will be considered a voluntary resignation of your employment.

Contact Human Resources if you would like consultation on coordinating your leave of absence rights.

## **LEAVES**

Various state and federal laws provide you, as a classified employee in California, with a variety of leaves. For complete information regarding paid and unpaid leaves available to you, please refer to **Article 8: Vacation** and **Article 12: Leaves** of the [Collective Bargaining Agreement](#).

### **4.1    SICK LEAVE**

Any full time or part time regular employee of Goleta Union School District is entitled to one day a month worked of sick leave. [Ed. Code 44978]. Part-time employee's sick leave is prorated. It is the responsibility of the employee to report all absences in the Absence Reporting System. A doctor's note may be requested at any time for an employee's absence.

### **4.2    PERSONAL NECESSITY**

Employees are entitled to personal necessity days that are deducted from their sick leave. Personal necessity days must meet the guidelines of the bargaining unit or association contract. All personal necessity days require immediate supervisor preapproval (except in the case of an emergency) and must be filed in Human Resources and approved by the Assistant Superintendent of Human Resources prior to taking the time off.

### **4.3 MILITARY LEAVE**

If you are called into active military service or you enlist in the uniformed service, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please ask management for further information about your eligibility for Military Leave.

If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give management as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away.

### **4.4 FAMILY CARE LEAVE AND PREGNANCY LEAVE**

Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse.

Even if you are not eligible for CFRA leave, if disabled by pregnancy, childbirth or related medical conditions, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH pregnancy disability leaves and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under the law.

If possible, you must provide at least 30 days advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events which are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave.

Failure to comply with these notice rules is grounds for, and may result in deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy or your own serious health condition, or certification from the health care provider of your child, parent, or spouse who has a serious health condition, before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced workload.

If you are taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks and you must conclude the leave within one year of the birth or placement for adoption or foster care,

Taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact Human Resources.

During FMLA leave, the employee must use all accrued vacation leave, other accrued time off, and any other paid or unpaid time off negotiated with the District. Accrued sick leave shall be used when the purpose of the leave is one for which sick leave can be taken pursuant

to bargaining unit agreements and/or Board Policy. The employee will be required to provide advance leave notice and medical certification.

If FMLA leave is due to an employee's health condition, the health care provider's certification must state that the employee is unable to perform the functions of their job.

If FMLA leave is to care for a child, spouse or parent, a doctor's note must be provided certifying the employee must be available to provide care during a period of treatment or supervision of a child, parent or spouse.

**FMLA leave may be taken intermittently or on a reduced work schedule when medically necessary and in such a case, the employee may be required:**

- to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment;
- to transfer temporarily to a different job with equivalent pay and benefits that can better accommodate recurring periods of leave;

If the person is in an instructional capacity and requests leave for more than 20% of the total number of working days during the period of medical treatment, the District may require the employee to choose one of the two options above.

During FMLA leave, the employee shall continue to be entitled to participate in the District's medical, dental and life insurance plans with the same District contributions that were in effect prior to the leave.

The District will recover health premiums paid if the employee fails to return from FMLA after the leave period has expired.

The employee shall retain their employee status with the District during the leave period. The leave shall not constitute a break in service for purposes of longevity or seniority. For purposes of layoff, recall, promotion, job assignment and seniority-related benefits such as vacation, the employee returning from family care leave shall return with no less seniority than they had when their leave started.

The District shall not refuse to hire and shall not discharge, fine, suspend, expel or discriminate against any employee because they exercise the right to family care leave or because they give information or testimony related to their or another person's family care leave in an inquiry related to family leave rights.

For more information or to receive the District's FMLA policy, employees may contact the Human Resources Department.

#### **4.5 JURY DUTY LEAVE**

Goleta Union School District realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. You are expected, however, to provide the District with proper notice of your request to perform jury duty and with your verification of service. You also are expected to keep management informed of the expected length of your jury duty service and to report to work for the major portion of the day if you are excused by the court or are awaiting service by phone. If the required absence presents a serious conflict for management, you may be asked to postpone your jury duty. Employees on jury duty leave will be paid for their jury duty service in accordance with state law. [Ed. Code 44037]. Employees are required to waive any payment by the court of jury fees.

#### **4.6 BEREAVEMENT LEAVE**

We know the death of a family member is a time when you wish to be with the rest of your family... Likewise, you may have to deal with the exigencies of probate. You are entitled to a maximum of five (5) days of leave of absence without loss of salary for the death of any member of your immediate family. The term “immediate family” is defined as: spouse; parent; parent-in-law; child; sibling; grandparent; grandchild; step parent; step child; foster parent; foster child; those in guardianship relationships; partners; and spouses or partner of the aforementioned, as applicable; or any individual living in your immediate household. (Ed. Code 44985 & 45194)

#### 4.7 SUBSTITUTE REQUEST

##### **Frontline/Aesop Notes for Getting Started**

**WHAT:** GUSD Staff will be moving away from paper Absence Report Forms and beginning to report absences on Frontline/Aesop.


**WHEN:** Beginning May 16, 2020 (for the June pay period and then going forward).

**HOW:** Each employee will make an Aesop/Frontline account. To do this you must use your District email. This can be done on a computer, an iPad or on your smartphone.

##### **Step 1:**

- Please take a moment to look at your District email for an email that has the subject: ***“Welcome to the Frontline Insights Platform”***
- Open the email and click on the area that says to create an account. Create an account.
- Be sure to write down your username and password so you can refer to it often.

##### **Step 2:**

- If you are going to be using a phone to enter your absences, go to the Apple store or Google Play and download the Frontline Education app. It looks like this: 
- Click on the application. When it asks for a 4-digit password, enter: **7354**. (This just logs you into the GUSD account. You only have to do this once.)
- Then log in with the username and password you created through your email.
- You can then create an absence by scrolling down and clicking on “CREATE ABSENCE”
- After the absence is input, the approver will go on and approve or decline it. You will receive an email confirmation.

**Optional:** If you would prefer to use a computer to input your absences, please go to this link (you may need to copy and paste this into your browser) for a how-to video:

<https://help.frontlineeducation.com/hc/en-us/articles/115009549707-Employee-Basic-Training-Video>

##### **Important things to remember –**

1. You must pick “Custom” to input the correct number of hours you are absent.
2. Make sure you select “No Sub is Required”
3. The times that you see for the shift you work will not match the schedule you actually work. This is so no extra hours are deducted for lunchtimes etc.

**PLEASE NOTE: This does not replace getting preapproval from a supervisor for your planned vacation, PN and Sick Leave. People still need to do that. Whatever system is in place today with regard to getting approvals for planned absences will remain. If you are unsure of the procedure, please contact your supervisor for clarification.**

Please make your requests for release time as early as possible. In the event that we run out of substitute teachers, illness and personal necessity will take precedence over release time, which will be canceled in the reverse order in which it was submitted.

## HUMAN RESOURCES AND PAYROLL

### Who to Contact

Have a Question?	Contact	Phone & Email
Classified Personnel Specialist	<b>Maija Miller</b>	805-681-1200, Ext. 2215 mmiller@gusd.us
Certificated Personnel Technician	<b>Irma Gomez</b>	805-681-1200, Ext. 2216 igomez@gusd.us
Personnel Technician	<b>Yvonne Freeman</b>	805-681-1200, Ext. 2232 yfreeman@gusd.us
Accounting/Personnel Technician	<b>Stephanie Gardner</b>	805-681-1200, Ext. 2218 sgardner@gusd.us
Database Administrator	<b>Maureen Ray</b>	805-681-1200, Ext. 2213 mray@gusd.us
Certificated Payroll	<b>Sylvia Williams</b>	805-681-1200, Ext.2212 sywilliams@gusd.us
Classified Payroll	<b>Lina Budiardjono</b>	805-681-1200, Ext. 2209 lbudiardjono@gusd.us

To find several helpful forms you may visit the GUSD web page. There you will find forms for Address Change, Transfers, Resignation and Retirement, among others.



## **SECTION 5      GENERAL STANDARDS OF CONDUCT**

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### **5.1    WORKPLACE CONDUCT**

Goleta Union School District endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play. No person shall be subjected to discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status in any program or activity conducted by the district.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge. The following are examples of some, but not all, conduct which can be considered unacceptable:

- Obtaining employment on the basis of false or misleading information
- Stealing, removing or defacing GUSD property or a co-worker's property
- Disclosure of confidential information
- Completing another employee's time records
- Dishonesty
- Violation of the Drug and Alcohol-Free Workplace Policy
- Fighting, threatening or disrupting the work of others and other violations of the Workplace Violence Policy
- Insubordination or disobedience of a lawful management directive
- Use of foul or inappropriate language
- Loitering or loafing during work time, or leaving a work area without permission of management
- Punctuality abuse and/or excessive absenteeism
- Gambling on District property
- Willful or careless destruction or damage to the District's assets or to the equipment or possessions of another employee
- Wasting work materials
- Performing work of a personal nature during working time
- Violation of the Solicitation and Distribution policy
- Violation of Goleta Union School District's Harassment or Equal Employment Opportunity Policies
- Violation of the Communication and Computer Systems Policy
- Unsatisfactory job performance
- Any other violation of District policy



Education code 220: No person shall be subjected to discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance, or enrolls pupils who receive state student financial aid.

Obviously, not every type of misconduct can be listed. The District will deal with each situation individually and nothing in the handbook should be construed as a promise of specific treatment in a given situation. However, the District will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate a short-term or substitute employee at any time for any reason. Full-time and part-time regular employees will follow the disciplinary action in the appropriate contract.

The observation of these rules will help to ensure that our workplace remains a safe and desirable place to work.

## **5.2 PUNCTUALITY AND ATTENDANCE**

You were hired to perform an important function at the Goleta Union School District. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees and your supervisors. We expect excellent attendance from each of you. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your supervisor as early as possible, but no later than 1hr. before the start of your work shift. Asking another employee, friend or relative to give this notice is improper. Employees must report all absences in Frontline. and notify their supervisor by phone, email or text. Failure to follow this procedure may result in disciplinary action up to and including discharge.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of your employment with Goleta Union School District.

## **5.3 OUTSIDE EMPLOYMENT AND GAINFUL ACTIVITIES**

District Employees shall not engage in any outside employment or gainful activity which is in conflict with their duties as a district employee. Employment and/or gainful activity deemed to fall in these categories include the following:

- a) Using the district's prestige or influence for the employee's private gain or the private gain of another.
- b) Using district time, facilities, equipment, or supplies for private gain.
- c) Using, or having access to, confidential information available by virtue of district employment for private gain or providing confidential information to persons to whom issuance of this information has not been authorized.
- d) Receiving or accepting money or any other consideration from anyone other than the district for the performance of duties as a district employee.
- e) Performance of an act in other than the employee's capacity as a district employee knowing that the act may later be subject to the control, inspection, review, audit, or enforcement by employee.

- f) Receiving or accepting, directly or indirectly, any gift, including money, or any service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value from anyone who is doing or is seeking to do business of any kind with the district or whose activities are regulated or controlled by the district under circumstances from which it reasonably could be substantiated that the gift was intended to influence the employee's performance of official duties or was intended as a reward for any official actions performed by employee.
- g) Subject to any other laws, rules, or regulations as pertain thereto, not devoting full time, attention, and efforts to employment during hours of duty as a district employee.

#### 5.4 WORK SHIFTS

The following work schedule shall in be in effect for all school-year employees:

Classification	Student Year	Days Before Year	Days After Year	Staff Development Buy-back Inside the Student Year	Total
After School Program Assistant	180	2	0	0	182
After School Program Leader	180	5	0	0	185
After School Program Specialist	180	5	0	0	185
Assistant to Food Service Director	180	10	5	0	195
Behavior Specialist (RBT)	180	2	0	0	182
Board Certified Behavioral Analyst (BCBA)	180	5	0	0	185
Bus Driver	180	1	0	0	181
Community Liaison	180	5	0	0	185
Content Specialist	180	2	0	0	182
Crossing Guard	180	2	0	0	182
Food Service Worker II	180	1	0	0	181
Foodservice Worker III	180	2	0	0	182
Intervention Specialist	180	2	0	0	182
Instructional Assistant Special Bilingual	180	2	0	0	182

Library Media Specialist (LMS)	180	3	0	0	183
Licensed Vocational Nurse (LVN)	180	2	0	0	182
Occupational Therapist (OT)	180	5	0	0	185
Paraeducator I (IA)	180	2	0	0	182
Paraeducator II (IASE)	180	4	0	0	184
Playground Supervisor	180	0	0	0	180
School Office Assistant (SOA)	180	15	5	0	200
School Office Manager (SOM)	180	15	8	0	203

## 5.5 USE OF COMMUNICATION AND COMPUTER SYSTEM

Goleta Union School District's communication and computer systems are intended for business purposes; however, limited personal usage is permitted if it does not hinder performance of job duties or violate any other District policy. This includes the voice mail, email and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the systems.

In the ordinary course of business when the District deems it appropriate to do so, it may access the voice mail and email systems and obtain the communications within the systems, including past voice mail and email messages, without notice to users of the system, The reasons for which the District may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that District operations continue appropriately during an employee's absence.

Further, Goleta Union School District may review Internet usage to ensure that such use of District property, or communications sent via the Internet with District property, are appropriate. The reasons for which the District may review employees' use of the Internet with GUSD property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that District operations continue appropriately during an employee's absence.

The District may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The District's policies prohibiting harassment, in their entirety, apply to the use of the District's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Since the District's communication and computer systems are intended for business use, these systems may not be used to solicit in violation of the solicitation and distribution policy.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.



## **SECTION 6      INFORMATION SECURITY**

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### **6.1    PRINCIPLES OF INFORMATION SECURITY**

Information is an asset. Like any other business asset, it has a value and must be protected.

The systems that enable us to store, process and communicate this information must also be protected.

‘Information Systems’ is the collective term for our information and the systems we use to store, process and communicate.

The practice of protecting our information systems is known as ‘Information Security.’

Goleta Union School District has implemented an Information Security Management System in order to manage and continually improve information security over time.

The ISMS of Goleta Union School District is maintained from day-to-day by the Information Technology Support Services Department. Refer to the Use of Technology policy Exhibit C.

### **6.2    GENERAL PRINCIPLES**

#### **Things to Know**

Information Security is everybody’s responsibility.

Goleta Union School District information systems are provided for business use only.

Goleta Union School District reserves the right to monitor any aspect of its information systems in order to protect its lawful business interests. Information gathered from such monitoring may be used to instigate or support disciplinary proceedings.

You should have no expectation of privacy when using Goleta Union School District information systems.

Breach of this policy will result in disciplinary action. Depending on the severity of the breach, this may include:

- An informal warning from a manager
- A formal verbal or written warning for misconduct
- Dismissal for gross misconduct
- Criminal proceedings
- Civil proceedings to recover damages

Please refer to Exhibit C.

This policy refers in several places to things that others may find offensive. These include but are not limited to:

- Pornographic or sexually explicit material
- Racist, sexist or homophobic material
- Tasteless material (such as depiction of injury or animal cruelty)

**Education code 220: No person shall be subjected to discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance, or enrolls pupils who receive state student financial aid.**

### **Things To Do**

- Exercise care and common sense in your use of information systems.
- Report any security-related incident to your supervisor.
- Refer to the glossary at the back if you need a definition of any term in this document.

### **Things Not to Do**

- Anything illegal
- Anything that contravenes this policy
- Anything that will harm the commercial interest, reputation or business objectives of Goleta Union School District.

## **6.3 YOUR COMPUTER**

### **Things to Know**

“Your” computer is the property of Goleta Union School District and has been prepared by the Technology Services Department for use on the Goleta Union School District network.

Data saved to local drives will not be backed up, and will be lost if your computer breaks, gets stolen or is replaced.

Goleta Union School District may at any time and without prior notice:

- Audit your computer to ensure compliance with policy
- Require the return of your computer and any associated equipment

### **Things To Do**

- Ensure that files received from anywhere outside the company are virus checked before you open them.
- Turn your PC and monitor off at night to save energy unless there is a specific reason to leave it on.

### **Things Not to Do**

- Do not allow anyone else to use your computer while you are logged in.
- Never install software on your computer. This should only be done by the Technology Services department.
- Things that you should never attempt to install include but are not limited to:
- Screen savers
- Games
- iTunes or other music download software
- MSN messenger, Yahoo messenger or other messaging software
- Skype or other telephone software

- Utilities that claim to remove spyware or viruses
- News readers or ticker-tape services
- Do not disable or uninstall any of the software that is installed on your computer
- Never connect your own devices to your company computer. These include but are not limited to:
  - USB memory devices (also known as pen drives or memory sticks)
  - MP3 players (including iPods)
  - Mobile phones and cameras

## 6.4 PORTABLE COMPUTERS

### Things to Know

You should read and understand this section even if you do not normally use a portable computer. You may need to do so at some point in the future.

You are responsible for the care and safe storage of any computer equipment that has been issued to you.

The term ‘portable computer’ covers any company-owned mobile computing device including:

- Laptop or tablet PCs

### Thing To Do

Back up your work at regular intervals.

Always consider the physical security of your portable computer:

<b>In an unlocked office</b>	Secured with a cable or kept in a locked drawer
<b>In the car</b>	Concealed from view. Ideally in a locked trunk or glove compartment
<b>At home</b>	Ideally within a locked work area. Otherwise within a locked drawer
<b>In a hotel</b>	Concealed from view. Ideally locked in a suitcase
<b>Travelling</b>	Keep the computer on your person and out of sight at all times

If you work at home, prepare your work area as follows:

- Where possible, set aside a lockable room for company use. Otherwise:
  - Minimize and control interruptions from family and visitors
  - Ensure that there is a lockable storage for your computer and papers when not in use
  - Ensure that your computer screen cannot be viewed by others
  - Ensure that any papers can be covered in the event of an interruption

### Things Not to Do

- Do not view sensitive information on the train, plane or in any public area. This provides an opportunity for onlookers.

- Do not allow family, friends or anybody else to use the computer.
- Do not leave portable computers in the car unless absolutely necessary.
- Never connect your computer to an unapproved network (such as your home broadband service or a hotel access point).

## 6.5 YOUR PASSWORD

### Things to Know

The access rights associated with your user account may be changed or revoked should your employment change or become terminated.

### Things To Do

Set a password or phrase. Make it as secure as you can by using some or all of the following techniques:

- Use two unrelated words or a short phrase
- Include at least one number
- Include at least one upper case character
- Include at least one symbol
- Change your password if you suspect that someone else may know it. Never share your password!

If you have to write your password down:

- Keep it in your purse or wallet so that it is not left behind when you leave your desk
- Try to obscure it in some way so that it is not easily recognizable as a password
- Destroy it as soon as you have committed it to memory

### Things Not to Do

Do not use one of the ‘top 5 predictable passwords’:

- The name of a family member
- The name of a pet
- Your football team
- A rude word
- An item or brand name that you can see from your desk

Do not disclose your password to anyone. Even Technology Services’ staff do not need to know it.

Do not use anyone else’s password.

## 6.6 EMAIL

### Things To Know

Goleta Union School District email systems are provided for business use. Personal use is not permitted.

Goleta Union School District monitors all email to ensure compliance with policy.

Email is not a secure method of communication. Once a message is sent you have no further control over who reads it.

Email is admissible in court and carries the same weight as a letter on District letterhead.

### Things To Do



Use the same care when drafting an email message as you would when writing a letter or memo on District letterhead.

Make sure that your message is concise, relevant and sent only to the people that need to read it.

Clear out old and unwanted messages from your mailbox.

The naming convention for most GUSD emails is the 1st initial of your first name followed by your last name. This may vary depending on the number of staff with the same first and last name. Once you sign-up for your GUSD email account you can find other staff email addresses using the drop-down function of your Gmail.

Make sure that your message is concise, relevant and sent only to the people that need to read it.

Use the telephone or face-to-face conversation instead of email where possible and appropriate.

Clear out old and unwanted messages from your mailbox.

### **Things Not to Do**

Never open an attachment that you were not expecting. Even if you know the sender.

Never supply banking or payment details in response to an email message. This is a well-known method of fraud. Your bank will never request security details by email.

Do not use email to send sensitive or confidential information. Do not send or forward anything that:

- Others may find offensive
- May be defamatory (about an individual or organization)
- Is covered by a copyright
- Do not circulate non-work-related material. This includes but is not limited to:
  - Jokes
  - Chain letters
  - Virus warnings
  - Software
  - Music, pictures or video

Do not disclose any information about a person that you would object to being disclosed about yourself.

Never use email to rebuke, criticize or complain about somebody. You may say something that you regret, and the record will be permanent.

## **6.7 WEB ACCESS**

Web access is provided for business use.

Goleta Union School District monitors and records all web access to ensure compliance with policy.

Access to certain websites may be blocked in order to protect you and the organization. This does not imply the suitability of sites that are not blocked. You must always use your discretion along with the guidance below when visiting websites.

### **Things To Do**

Inform the Technology Services department if access to a legitimate and business-related website is blocked.

Inform the Technology Services department if you believe you have a virus or spyware infection on your computer. This is a routine occurrence; it does not indicate irresponsible browsing, and you will not be disciplined. Do not attempt to remedy the infection yourself.

Inform the Technology Services department in case of a data breach of personal or student data.

### **Things Not to Do**

Do not view or download anything that others may find offensive.

Do not download anything that is likely to be covered by copyright. This includes, but is not limited to:

- Music
- Pictures
- Software

Do not use web-based email.

Do not visit the “high-risk” site categories shown below. Although their content appears to be free, it is often funded by installing spyware on your computer.

- Free screensavers and smileys
- Free music downloads or ringtones
- Free software and serial numbers
- Adult material

## **6.8 PRINTING**

### **Things To Know**

Color prints cost much more per page than black and white, even if there is no color on the page. Printers are provided for business use only.

### **Things To Do**

Be selective about what you print. Print only when necessary and only the necessary pages of a document.

Print double sided to save paper where possible. Keep the area around printers tidy (uncluttered).

### **Things Not to Do**

Do not print to a color printer unless color conveys important information in your document that would be lost in black and white.

Do not resend your print job if nothing happens. Instead, check the following:

- Is the print job still listed in the queue?
- Did you send it to the right printer?
- Is the printer switched on?
- Is the printer in an error state because:
  - There is paper jam
  - It is out of paper
  - It is out of toner or ink

## **6.9 USE OF RESOURCES**

### **Things To Know**

Implementing the small changes described on this page can make a big difference to the

organization's costs, and also to the environment.

Phone chargers and AC adapters consume a small amount of power even when nothing is connected to them.

### **Things To Do**

Shut your computer down at the end of your working day rather than just logging off. The energy saved over a year is enough to boil 66 tons of water.

Turn off your monitor before you leave rather than leaving it in standby.

If you have a workgroup printer or copier in your area, establish a routine with your colleagues so that it gets turned off at night and back on in the morning.

### **Things Not to Do**

Do not turn off computer equipment on behalf of someone else. There may be a good reason why it has been left on.

Do not turn off fax machines.

## **6.10 LEGAL RESPONSIBILITIES**

### **Things To Know**

You are personally responsible for ensuring that your use of information systems is lawful. Failure to do so may result in any or all of the following:

- You being personally liable to criminal prosecution.
- You being personally sued for damages.
- Goleta Union School District Assistant Superintendents being personally liable to criminal prosecution.
- Goleta Union School District being sued for damages.

### **Things To Do**

Comply with software licenses, copyrights and all other laws governing intellectual property.

If you process personal data (data that identifies a living individual) in the course of your work, you must do so in accordance with Data Protection laws. Your supervisor can provide you with job-specific guidance regarding data protection.

Inform the Technology Services department in case of a data breach of personal or student data.

### **Things Not to Do**

Do not borrow or copy company software for use at home or elsewhere.

Do not write or say anything defamatory or potentially libelous about another individual or company.

## **6.11 MONITORING**

Goleta Union School District owns the District's information systems and any information that resides on them. It reserves the right to monitor any company system at any time.

You should have no expectation of privacy when using Goleta Union School District information systems, whether for business or personal use.

Monitoring of systems is carried out in order to:

- Detect and prevent unlawful use of systems
- Detect and prevent misuse of company systems
- Maintain the effective operation of systems
- Protect the reputation of Goleta Union School District
- Protect Goleta Union School District from legal liability

Raw monitoring data will be viewed and analyzed only by the Technology Services Department and its nominated representatives.

On instruction of the Technology Services Department / Human Resources Department, the data may be passed as necessary to any of the following:

- The Assistant Superintendent of Human Resources
- The appropriate supervisor
- The police

#### **6.12 ENFORCEMENT**

Breach of this policy will invoke the company disciplinary process.

Serious or persistent breaches may constitute gross misconduct and result in dismissal.

#### **6.13 INSPECTIONS**

Goleta Union School District reserves the right to require employees while on District premises to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Goleta Union School District property and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the District or to its customers. Employees are expected to cooperate in the conduct of any search or inspection.

#### **6.14 SMOKING**

Smoking or vaping is prohibited on District premises or in District vehicles [Exhibit H].

#### **6.15 PERSONAL VISITS AND TELEPHONE CALLS**

Disruptions during working time can lead to errors and delays. Therefore, personal telephone calls and visitations must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

#### **6.16 SOLICITATION AND DISTRIBUTION**

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. "Working time" is the time an employee is engaged, or should be engaged, in performing their work tasks for Goleta Union School District. Solicitation of any kind by non-employees on District premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the District is prohibited at all times. Distribution of literature by non-employees on District premises must be approved through the Superintendent or designee.

#### **6.17 BULLETIN BOARDS AND WEBSITE**

Important notices and items of general interest are continually posted on bulletin boards, District emails and the GUSD website... Make it a practice to review them frequently. It is your responsibility to use the tools provided for you to keep you posted on policies and procedures. These forms of notification are the District's official methods of communication. If an employee does not have access to District email, it is the responsibility

of the site management to assure all employees receive the notifications. These notifications will assist in keeping the employee updated with what is current at Goleta Union School District. To avoid confusion, please do not post or remove any material from the bulletin board without your supervisor's approval.

#### **6.18 CONFIDENTIAL COMPANY INFORMATION**

During the course of work, an employee may become aware of confidential information about Goleta Union School District's business, including but not limited to information regarding Goleta Union School District's finances, students, staff, benefits, and knowledge, skills and abilities of personnel. It is extremely important that all such information remains confidential, and particularly not be disclosed. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

Paraeducators are not allowed to give out any student information to any person other than their teacher, administrator, or other staff member who needs to know the information. A violation of this admonition may be a cause for disciplinary action, including dismissal. (EC 45345)

Paraeducators may be assigned duties which, in the judgment of the teacher or administrator to whom they are assigned, may be performed by a classified employee. Although a paraeducator doesn't

#### **6.19 CONFLICT OF INTEREST AND BUSINESS ETHICS**

It is Goleta Union School District's policy that all employees avoid any conflict between their personal interests and those of the District. The purpose of the policy is to ensure that the District's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interest of the District.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the District, by any employee who is in a position to directly or indirectly influence either the District's decision to do business, or the terms upon which business would be done with such organizations.
- Holding an interest in an organization that competes with the District.
- Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the District.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the District.

#### **6.20 PARAEDUCATOR CONFIDENTIALITY**

Paraeducators are not allowed to give out any student information to any person other than

their teacher, administrator, or other staff member who needs to know the information. A violation of this admonition may be a cause for disciplinary action, including dismissal. (EC 45345)

## **6.21 PARAEDUCATOR RESPONSIBILITIES**

Paraeducator may be assigned duties which, in the judgment of the teacher or administrator to whom they are assigned may be performed by a classified employee. Although a paraeducator doesn't have to perform their duties in the physical presence of their teacher, the teacher always retains full responsibility for the instruction, evaluation, and supervision of their students. Classified employees, such as paraeducators and specialists, may, in the course of their assigned duties, provide consultation and assistance to certificated employees regarding student evaluation; however, such duties cannot include assignment of student grades. (EC 45344)

## **6.22 USE OF FACILITIES, EQUIPMENT, AND PROPERTY**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees and others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the District's intellectual property, such as audio and videotapes, printed materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to including discharge.

Further, the District is not responsible for any damage to employees' personal belongings.

## **6.23 HEALTH AND SAFETY**

The health and safety of employees and others on District property are of critical concern to Goleta Union School District. The District intends to comply with all health and safety laws applicable to the District. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the District's premises, or in a product, facility, piece of equipment, process or District practice for which Goleta Union School District is responsible should be brought to the attention of your supervisor immediately.

Periodically, the District may issue rules and guidelines governing workplace safety and health. The District may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected. The Injury and Illness Prevention plan is available on the GUSD website. Also refer to Exhibit F.

## **6.24 HIRING RELATIVES/EMPLOYEE RELATIONSHIPS**

A familiar relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another

relative. To avoid this problem, Goleta Union School District may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships, where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the District. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The District generally will attempt to identify other available positions, but if no alternate position is available, the District retains the right to decide which employee will remain.

For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

#### **6.25 EMPLOYEES' DRESS AND PERSONAL APPEARANCE**

You are expected to report to work well-groomed, clean, and dressed accordingly to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your supervisor for specific information regarding acceptable attire for your position. If you report to work dressed and groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire. Most employees should be wearing professional business attire during the workday. Workplace dress code and grooming policies may not prohibit natural hair, including afros, braids, twists, and locks, that have disparate impact on Black individuals as these policies are more likely to burden or punish Black employees than any other group.

#### **6.26 PUBLICITY/STATEMENTS TO THE MEDIA**

All media inquiries regarding the District and its operation must be referred to the Public Information Officer. Only the Public Information Officer is authorized to make or approve public statements pertaining to the District or its operations. No employees, unless specifically designated by the Superintendent or Public Information Officer, are authorized to make those statements. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the District must first obtain approval through the Public Information Officer's office.

#### **6.27 OPERATION OF VEHICLE/CELLULAR PHONES**

All employees authorized to drive District-owned or -leased vehicles or personal vehicles in conducting District business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in your possession while operating a vehicle off or on District property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Moving violations and parking tickets are the responsibility of the employee.

District-owned or -leased vehicles may be used only as authorized by management.

Employees should NEVER use their cell phone while operating a District vehicle or bus.

#### **6.28 CELLULAR PHONE USAGE WHILE DRIVING**

Employees should refrain from using their phones while driving. Safety must come before all other concerns. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phones while driving will be solely responsible for all liabilities that result from such actions.

#### **6.29 BUSINESS EXPENSE REIMBURSEMENT**

Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by their supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted in a timely manner to Accounts Payable along with the receipts.

Employees are expected to exercise restraint and good judgment when incurring expenses. You should contact your supervisor in advance to ensure an expense will be reimbursed.

#### **6.30 REFERENCES**

Goleta Union School District will respond to reference requests through the Human Resources Department. The District will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

Only the Human Resources Department may provide references.





## **SECTION 7      GENERAL SAFETY**

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### **7.1    GENERAL SAFETY RULES**

All District employees are required to follow these general safety guidelines. These guidelines have been established in order to provide a safe working environment.

1. Use good judgment at all times when at work.
2. Employees are expected to observe rules and regulations in order to safely conduct their work. Principals and supervisors will take such action as is necessary to maintain compliance.
3. Injuries must be reported within 24 hours to the principal or supervisor no matter how slight. The District will ensure that prompt medical attention is provided; remember to complete an “Employee’s Claim for Workers Compensation Benefits” form to start the claims process.
4. Horseplay, unsafe conduct and any other action that has a negative impact on the safety or wellbeing of employees is prohibited.
5. It is the employee's responsibility to ask questions about procedures they do not understand.
6. Employees must be familiar with and practice all of the safety requirements associated with their job.
7. All unsafe acts and unsafe conditions must be reported to the supervisor immediately.
8. Employees under the influence of alcohol, drugs, or other controlled substances on District property during working hours may be discharged.
9. Use all appropriate and required safety equipment.
10. Wear clothing that is appropriate for the job. Rings, necklaces, loose or frayed clothing are not appropriate when working on or around machinery.
11. Keep all safety guards, equipment, and devices in place and in proper working condition. Defeating any guard or safety device is grounds for disciplinary action.
12. Use the right tool for the job. Tool modifications are not permitted.
13. Keep your work area clean, neat, and orderly.
14. To prevent back injury, use the stronger leg muscles rather than the back, for lifting, carrying, and other strenuous work.
15. When in doubt about your own safety, or the safety of others, ask questions first.

Employees will not be reprimanded for being safe. Use good judgment at all times when at work.

16. Contribute ideas to enhance the District's safety program. Suggestions should be addressed to members of the Safety Committee, or Department of Human Resources.

## **7.2 SAFETY COMMITTEE OBJECTIVES AND GOALS**

The Safety Committee is responsible for ensuring that the District provides all students and staff with a safe and healthful workplace. The Safety Committee is intended to standardize various safety programs and procedures into an effective, uniform program and to ensure compliance with State and Federal safety regulations.

The committee believes that occupational safety and health regulations and workplace practices are designed to reduce or eliminate employee occupational injuries and illnesses. The safety of Goleta Union School District employees is of utmost importance to the committee.

The committee is responsible for implementing and maintaining all aspects of the District's Injury and Illness Prevention Program including:

1. Coordinate risk control activities.
2. Act as liaison between management and outside safety agencies.
3. Establish the safety standards, rules and regulations, and educate employees of these regulations.
4. Ensure safe work practices and conditions are established and that all employees comply with identified safe work practices.
5. Review all supervisors' reports of accidents, and see that recommendations are acted upon.
6. Work with District management to establish training programs for all employees and supervisors.
7. Attend workshops and seminars to stay updated on new or revised laws and procedures.
8. Verify and post emergency phone numbers for police, fire and medical.
9. Establish and update the Student Safety Plan and Student Handbook.
10. Provide bulletin boards in clearly visible areas with required safety information such as accident reporting and how to get medical help.
11. Participate in the updates and training of Site Emergency Preparedness Plan.
12. Follow up on the completion of safety recommendations of the Safety Committee, District personnel or other safety consultants.
13. Follow all OSHA record keeping and accident reporting requirements.
14. Use data collected for analysis of accident trends.

## **7.3 BOX CUTTER/KNIVES**

Employees who use box cutters sustain cuts and lacerations. Injuries occur when blades are worn and the swing of the plane cannot be completed. The box cutter usually strikes the person who is in the path of the cut.

Other injuries occur when blades are disposed of in waste containers with the sharp end of

the blade exposed to anyone who reaches into the waste receptacle.

### Steps

1. Always use a sharp blade and concentrate on the cutting process. A dull blade could cause the user to slip off the box and be struck with the blade.
2. Keep your other hand, arm or legs out of the path of the blade.
3. Use your thumb and knuckles as guides for the cut. This method helps to control the movement of the cutter and assures straight and accurate cuts.
4. Don't be distracted when cutting. Be aware of other employees or customers nearby; stop to let them pass before cutting.
5. Never leave the cutter or cardboard debris lying around.
6. Always ensure the blade is covered when not in use.
7. Provide a "disposal can/box" in which used blades are deposited. When the box is full, it should be taped closed and disposed of as a single unit. An example of such a "disposal box" is a coffee can that has a slit, large enough for a blade to be put through, in its plastic cover. When the can is full, the slit should be taped over and the entire plastic cover should be taped to the can and disposed.

### Reference

*A Guide to Hand Safety*, Krames Communications, Daly City, California

## **7.4 HAND PROTECTION**

As our own personal tools, our hands are subjected to unbelievable punishment. The following steps are training guidelines to help managers, supervisors, and employees reduce hand injuries.

### Steps

1. Identify tasks and processes that expose employees to hand injuries.
2. Develop procedures for these tasks and processes to reduce the exposures to injuries.
3. Select and provide appropriate hand protection. Enforce the use of gloves and barrier creams when working with solvents.
4. Train employees to recognize hazards, such as sharp edges, broken glass, falling objects, chemicals, flammables, electricity, and tasks that require repetitive hand and wrist movements. Teach employees how to protect themselves from such hazards.
5. Provide prompt first-aid and medical treatment when an employee sustains a hand injury.

### References

*A Guide to Hand Safety* – Krames Communications, Daly City, California.  
Safety Data Sheets (SDS) – on all chemical products.  
OSHA 1910.132, Personal Protective Equipment.

## **7.5 HAZARD COMMUNICATION**

### **7.5.1 Hazard Briefs (Right-To-Know)**

The District provides information about hazardous materials used in our facilities to all employees who use or who could be exposed to such materials. The data includes

information on chemical labeling, material safety data sheets, and employee training on the safe use and handling of the materials. These eight steps are basic safe work practices to follow when working with hazardous materials.

#### Steps

1. Read all labels carefully to determine the recommended safety precautions.
2. Use warning labels to identify hazardous materials and the hazards associated with them. If there is no label, notify supervisor. Never use any chemical for which there is no label. All containers must have the original label on it and must be legible.
3. Know where the safety data sheets (SDS) are located. Read and use the SDS of the products you use to understand, determine, and apply the safety precautions, personal protective equipment, and the type of hazards associated with the use and storage of the material.
4. Wear all required personal protective equipment when working with hazardous materials.
5. Know how to fit, clean, and store the personal protective equipment.
6. Use established engineering methods to control exposures as instructed. Engineering controls help reduce exposure to hazardous materials.
7. Follow all safe work practices when using or handling hazardous chemicals. Ask supervisors for help before attempting anything that is unclear. If supervisor says “I don’t know” ...don’t do it!
8. Know where the District's written hazard communication program is kept for employee access and read it. The written program clearly outlines the purpose and intent of the hazard communication policy. The policy is located on the GUSD website in the Safety tab on the home page.

#### Reference

OSHA 1910.1200, amended September 30, 1986.

<https://www.3eco.com/data-content/msds-sds>

## **7.6 HOUSEKEEPING AND MAINTENANCE**

Directors, managers and supervisors must assure that their work areas are maintained at the highest level of good housekeeping. An organized and efficient work environment is a symbol of a well- managed organization. Failure to maintain good housekeeping is a symptom of a management problem.

#### Steps

1. Mark aisles and ensure they are kept clean.
2. Do not store items in aisles or walkways.
3. Do not permit anything to protrude into aisles and walkways.
4. Dispose of refuse and debris daily.
5. Store or hang tools in pre-designated storage areas. Store other equipment and materials in an orderly manner so they are easily retrievable and can be well maintained.
6. Store oily rags in self-closing and approved (ANSI, NFPA, MSHA standards) metal containers.

7. Keep all doorways clear of obstructions.
8. Keep all electrical equipment free of dust, dirt and other materials that could interfere with safe operation.
9. Ensure that employees maintain clean and orderly work areas.
10. For any task that is innately messy, clean up immediately after the task is completed.
11. Dispose of any hazardous waste, such as oils, paints, thinners, solvents, and spray cans according to local, state and federal regulations. State and federal regulations should be posted or made available to employees using hazardous waste.
12. Keep flammable substances in covered fire-resistant containers.
13. Maintain an employee awareness program that encourages the reporting of hazardous conditions and unsafe work practices.

## **7.7 ERGONOMICS**

Repetition and force are important factors in the study of ergonomics and in determining the cause of Repetitive Strain Injuries (RSIs). Repetition and force coupled with an improper workstation setup can in some cases lead to discomfort, fatigue, and the symptoms of RSIs over a longer period of time.

Repetition refers to the number of times a worker has to complete hand, arm, and finger manipulations. Force refers to the amount of effort or strain that must be exerted with each repetition. A high number of repetitions with heavy force are the most undesirable situation. There are a number of ways the effects of force and repetition can be mitigated.

Exercises are an excellent way to relieve some of the stress and tightness in the neck, fingers, hands, and shoulders. There are several different exercises included in this section that can be performed at the desk. Additionally, there are software programs available that remind the workers when to take breaks and show them how to exercise properly.

Taking rest breaks from the keyboard to do copying, filing, and other tasks is another way to reduce the build-up of tension and fatigue. Even short breaks are beneficial because they allow for some recovery in the muscles and tendons. And in addition, short breaks allow for a mental rest, which can have a major effect on reducing stress build up.

Scheduling is another method, which can be used to avoid prolonged periods at the keyboard. By breaking up a variety of duties such as filing, copying, keying, and other tasks, the employee can limit keying to four one-hour periods rather than one prolonged four-hour period. The short segments allow for recovery between segments.

Taking breaks, organizing the work so a variety of tasks can be mixed over a period of a few hours is preferred rather than spending prolonged periods at one repetitive motion task.

The Ergonomic Plan is located in the Injury and Illness Prevention Plan. The Plan is located on the GUSD website in the Safety tab on the home page. If you feel you have pain due to repetitive motion related to your job, please contact Human Resources.

## **7.8 INDUSTRIAL TRUCKS (POWERED)**

The following steps are designed to reduce exposures to loss from industrial truck operations by ensuring that proper safety is maintained.

### Steps

1. Select the appropriate equipment for the job taking into consideration the weight

of the loads to be lifted, the space available to maneuver the vehicle and the loads. The District uses propane powered trucks to reduce the creation of carbon monoxide within warehouses.

2. Inspect and maintain the equipment regularly as a preventive measure. Document all such activities.
3. Permit only trained employees to operate powered industrial trucks.
4. Train employees on the safe use of these vehicles to include:
  - a. Follow facility traffic regulations, including signs and markings.
  - b. Yield the right-of-way to prevent accidents.
  - c. Slow down and sound horn at intersections and when the view is obstructed.
  - d. Ascend and descend grades slowly. On a ten percent or more upgrade, drive with the load upgrade.
  - e. Avoid stunt driving or horseplay.
  - f. Slow down on wet or slippery surfaces.
5. Ensure that trainers have current certification from the National Safety Council or other authorized training organization.

#### References

OSHA 1910.178 and 1910.110.

ANSI B56.1-1969, Powered Industrial Trucks, Parts I and II.

NFPA Standard 505-1969.

Best's Safety Assistant Directory, 1987, OSHA--In-Plant Trucks.

National Safety Council Data Sheet, No. 653-77.

Forklift manufacturer and local distributor.

### **7.9 KITCHEN SAFETY**

Serious accidents can occur in kitchens if people are not aware of the hazards that exist within them. Kitchens provide a valuable and necessary service to the District. They not only serve the students, but they also serve a great deal of the faculty and support staff as well. The smooth operation of this function is hindered when accidents and injuries occur.

1. Keep floors free of liquids, grease, and spilled food items. When liquids spill, wipe them up with a towel or dry mop the area until a more thorough cleaning can occur.
2. Always store knives and sharp tools separately from other equipment. Knives and other sharp tools should also be cleaned separately from other equipment. Knives should be stored in a cardboard guard or a separate drawer.
3. Use the proper tool for the task at hand. If you are using a knife, then choose the proper type and use proper cutting methods which include using the thumb or knuckles of your free hand as a guide. Avoid cutting with the free hand laid flat upon the cutting surface.
4. Store bowls and appliances securely.
5. Store heavy items at waist level.
6. Always wear shoes and clothing that are appropriate for the job. Shoes should be rubber soled and slip resistant. Short sleeved blouses, slacks or skirts with hose is preferred.
7. Employees should only use equipment for which they have been trained and

authorized to use.

8. Use cleaning materials in accordance with the District's Hazard Communication Program. SDS information is available on the District's website. Posters for SDS contact are available at all sites.
9. Know where fire extinguishers are and how to use them.
10. Always place a wet floor sign when mopping or when there is a wet area on the floor.
11. Use all appropriate personal protective equipment when necessary or required.
12. Make sure there is adequate ventilation to remove excess heat and steam from the work area.
13. Use step stools and ladders to reach material placed on high shelves.
14. Keep walk-in refrigerators and freezers free of ice buildup.
15. Large objects should be lifted by proper lifting procedures (bending knees, hugging the object close to the body and lifting the object). **If the object is too heavy ask for help.**
16. Employees should use dry mitts when taking pans from the oven.
17. Employees must report all hazards to supervisor immediately.
18. Protection supplies such as safety goggles, glasses and gloves shall be worn when cleaning equipment.
19. Turn off and unplug electrical equipment before cleaning. Do not touch electrical wires with wet hands.

**REMEMBER: WHEN IN DOUBT, ASK!**

### **7.9.1 Food Service Storage**

#### **A. General Rules**

1. Commodities (USDA) and purchased foods may be stored alongside each other in the same section.
2. Leave all foods in cases until needed, then remove remaining cans from cases. Size of storeroom determines methods to use for storing food items.
3. Date all cases or boxes with magic marker as they are received. Rotate stock using FIFO (first in-first out).
4. Store items used frequently, such as spices and staples, nearest the door.
5. Store items used less frequently in less accessible places.
6. Store light-weight items nearest the top shelves.
7. Store heaviest items at waist height or below.
8. Detergent and cleaning supplies must be stored in a separate room from food. Do not use old food containers such as white gallon containers for detergents and bleach. Clearly mark containers.
9. Remove all equipment not being used from the storeroom. Call the Food Services office and request that equipment be stored at another location.
10. Annually transfer to the Food Services office all bills, receipts, and records that are required for auditing purposes.
11. Discard empty plastic and glass jars and empty boxes. Do not store and save empty boxes.
12. Assign cleaning of storage room areas on a daily and weekly basis. A good general rule is for the individuals in certain preparation areas to be responsible as outlined in the section "Job Description."

13. Avoid re-freezing bakery products. Baked products such as cakes, cookies, and breads do not improve with age or re-freezing.
14. Have a place designated for everything and keep everything in its place.
15. Sort and dispose of unneeded decorations.

## **B. Freezer and Refrigerator**

1. All refrigerated, frozen and dry storage food items are to be dated with a magic marker when they are received.
2. Rotate frozen and refrigerated foods first in, first out.
3. Check refrigeration and freezer temperatures daily and record the reading on temperature logs.
4. Cover all foods stored in refrigerators or freezers. Label and date any opened foods or leftovers.

## **C. Leftover Foods:**

1. Leftovers should be cooled from 140° F to 70° F within 2 hours and 70° F to 41° F within 5 hours.
2. Single use containers cannot be used for storage of food.

Leftover food must be either refrigerated or frozen in approved containers and marked with contents and date. Any unused food that cannot be kept by one of these methods is to be discarded. It is NOT permissible to give away or sell leftover foods to individuals or organizations or to purchase prepared foods from organizations which have sponsored special meals or events. Leftover foods and recipients of the food must be approved by the Food Services Director before donation.

## **Basic Safety Rules for Using Electricity and Electrical Appliances**

- Never drape electrical cords across sinks.
- Never stretch electrical cords across walkways.
- Never turn an electrical switch on or off or unplug a cord in the socket with wet hands or while standing on a wet floor.
- Never use more than two appliances on a double wall socket. Overloaded circuits are shock and fire hazards.
- Pull plugs from the sockets by the plug not by the cord.
- Never leave appliance unattended for a long time while in use. Keep all liquids and metals away from the inside of appliance.

## **7.9.2 Sanitation**

All Food Services employees are responsible for carrying out good sanitation practices. Good sanitation means applying sanitary measures at every stage of the operation—purchasing, receiving, storing, preparing, serving, and holding food. The following should be observed:

1. Physical Plant and Equipment Sanitation
2. Routine check for damaged screens and doors since flies, roaches, rodents and flying insects contaminate food. Call the exterminator immediately when needed.
3. Plants are not permitted in the food preparation area due to the possibility of the development of micro-organisms that could be transmitted to food.
4. Refrain from use of steel wool pads. Use nylon fiber pads to clean kitchen equipment. The equipment should be rinsed thoroughly and sanitized before using.
5. Sanitizing Process: All kitchenware and food-contact surfaces used in the



preparation, service, or storage of potentially hazardous food must be sanitized prior to use and following any interruption of operations during which contamination of the food-contact surfaces is likely to have occurred (such as overnight).

6. Where equipment and utensils are used for the preparation of potentially hazardous food on continual or production line basis, the food-contact surfaces of such equipment and utensils must be cleaned and sanitized at intervals throughout the day.
7. Prior to washing, all equipment and utensils must be pre-scraped and, when necessary, presoaked to remove large food particles and soil.
8. All tableware must be sanitized after each use. A spoon or other utensil, one used for testing food, is not to be reused until it has been cleaned and sanitized.

### **The Sanitizing Process for All Eating and Drinking Utensils**

In a three-compartment sink, one of the following procedures may be used:

1. Immersion for at least one-half minute in clean hot water at a temperature at least 110°F.
2. Immersion for a period of at least one minute in a sanitizing solution of 200 ppm of available quaternary ammonia (quat) at a temperature not less than 75° F or above 110°F.

### **Large Equipment Sanitation**

Equipment too large to be treated by methods described above may be sanitized by one of the following methods:

1. With live steam from a hose, in case of equipment in which steam can be confined.
2. By rinsing with boiling water.
3. By spraying or swabbing with a chemical sanitizing solution of at least 200 ppm. All cloths or sponges used for swabbing tables and equipment must be kept in a container of sanitizing solution.

Cleaned spoons, knives and forks must be picked up and touched only by their handles. Clean cups, glasses and bowls must be handled so that fingers and thumbs do not contact inside surfaces or lip-contact surfaces.

Utensils must be air-dried before being stored or be stored in a self-draining position on suitably located hooks or racks constructed of corrosion-resistant material. Whenever practical, stored containers and utensils should be covered or inverted.

Single-service articles must be stored off the floor in closed cartons or containers which protect them from contamination. Such articles must be handled and dispensed in such a manner as to prevent contamination of surfaces which may come into contact with food or with mouth of the user.

Single-service items, such as plastic silverware, must be used only once.

### **Food Sanitation – Storage and Receiving**

1. To avoid spoilage, keep cooler (refrigerator) temperature 41 F or lower. Freezer temperature should be at 0 F or below.
2. Do not store meat, fish or poultry in an ice cream cabinet as the cabinet may not maintain 0° F level.
3. Prepare and serve on the same day all items containing mayonnaise and/or eggs, such as chicken salad or potato salad. These are potentially hazardous foods.
4. Do not accept meats that have appearance of “freeze-thaw-refreeze” upon delivery.

5. Keep flour, beans and cereal in dry storage.
6. When food molds, destroy the entire product as mold may diffuse in a product.
7. Destroy any product that shows evidence of contamination from rodents or insects.
8. Store food only in approved plastic containers that have smooth interiors. Cover with pan lids food that is refrigerated prior to serving.
9. Report any “questionable food” to the Food Services office before serving and request help in determining if it is safe to serve the food.
10. Do not line drawer with paper or foil.
11. Immediately notify the Food Services office of all rusty, dented or bulged cans. Do not use food if the can has any dents, rust spots or bulges.
12. Check products when received for visual defects, such as discoloration or damaged wrap or container. Report problems immediately.
13. Store ice cream at temperature 0°F to 10°F above zero.
14. Cover all food stored in the refrigerator or freezer. Items in their original wrap do not need to be covered.
15. Store eggs in refrigerator, off the floor, and ensure air circulation around the crates.
16. All stock must be dated when placed in storage to ensure rotation of items, FIFO – First in-First out.
17. Once an item has been opened the contents should be refrigerated. This includes peanut butter, mayonnaise, and jellies.
18. Label and store disinfectants or pesticides and all cleaning supplies in a separate storage area away from all food products.
19. Store all food items in freezers, refrigerators, and storerooms a minimum of 6 inches off the floor.

### **Food Sanitation/Safety Preparation**

1. After handling protein foods such as eggs, poultry, beef, fish and cold cuts, wash hands, wash and sanitize utensils, equipment and work surfaces.
2. Wash fresh vegetables and fruits before beginning food preparation.
3. Do not use MSG (monosodium glutamate) in food preparation.
4. Since poultry is a potentially hazardous food which is highly perishable and capable of supporting rapid and progressive growth of infectious micro-organisms, follow these strict procedures when handling all poultry products to avoid contamination:
  - A. Carefully check in all poultry products to ensure acceptable products. Promptly store in freezer if delivered product is in frozen state.
  - B. Defrost under refrigeration (leave wrapped). Allow two to three days to defrost depending on type and size of poultry.
  - C. Wash and clean in cold running water when preparing to cook.
  - D. Never bone poultry prior to cooking.
  - E. Do not stuff poultry with dressing.
  - F. In cooking poultry be sure internal temperature reaches 165° F.
  - G. Cool cooked poultry stock rapidly in small batches in the chill blaster, **DO NOT LET COOL AT ROOM TEMPERATURE.**
  - H. Do not allow employees with colds, sore throats, cuts or broken cuticles to work with poultry. After handling poultry, clean and sanitize all sinks, table surfaces, cutting boards, utensils, and hands before going to another job. Take slicer apart and use 180 F water with chlorine solution to sterilize.
  - I. To serve poultry safely:
    - Keep meats refrigerated until time to heat. Avoid room temperature. Do not cook too far ahead of serving time. Turkey roll should be used within 48 hours after removing from freezer. After cooking poultry,

store in refrigerator no more than two days or freeze if more than two days.

- Keep poultry cold (41° F or colder) until it is placed in oven or steamer to be heated. Thaw in refrigerator. Heat poultry to 165° F or hotter in the oven or steamer in 2-½” deep covered serving pans.

### **FOOD SANITATION – SERVICE**

1. Rinse cutting boards and sandwich boards with chlorine solution of one tablespoon per gallon of water to sanitize after each use.
2. Maintain cold food on a serving line at 41° F or below; hot food at 135° F or above.
3. Use plastic gloves or utensils for serving food. The hand must never touch any food being served on the plate for the customer.
4. Destroy all single service plastic products after use: plastic flatware, Styrofoam plates, Styrofoam cups, plastic bags, etc.
5. Provide sugar only in closed dispensers or in individual packets.
6. Portion salad dressings individually or serve containers which are kept on ice or under sneeze guard protection.

### **TRAINING IN SANITATION**

To achieve and maintain high sanitary standards requires training of all employees. Training programs should be conducted frequently with refresher courses to create an awareness on the part of the employees of the health aspects of their job, the importance of serving safe food and the dangers involved. All employees should be aware of the fundamental sanitary practices considered acceptable by the local health authorities. New employees should be given an understanding of sanitation concepts as part of their orientation. High sanitation standards should be expected in child nutrition services and enforced through on-the-job supervision.

The Director of Food Services and the majority of the employees shall be certified in the Serve Safe Sanitation Training Course.

The Director of Food Services and all Food Services employees shall be trained in HACCP regulations and complete all procedures required by the state department. All managers and staff also must be trained and certified in the annual Basic Pest Management Program with the Department of Pesticide Regulation (DPR) and Healthy Schools Act (HSA).

### **IMPORTANT TEMPERATURES**

Equipment must maintain the following temperatures:

Freezer: 0° F or below

Refrigerator: 32°-41° F

Milk Cooler 32°-41° F

Holding Temperature:

Hot Food 135° F and above;

Cold Food 41° F and below

### **Safe Storage of Food Products**

The length of time food may be kept satisfactorily depends on the quality of the product when stored, how well it is stored, and the temperature of the storage area. The Food Services Office should be consulted in regard to any food that may be questionable before beginning food production or service.

If refrigeration breaks down over weekends or at other times and food starts to thaw, contact

the Food Services office before destroying food.

### **Sanitation Inspection and Reports**

Periodically a representative from the Sanitation Division of the Health Services Department visits the Food Services office and evaluates the facilities. The Health Permit and Health Inspection Reports must be posted in the serving line area.

The manager should review the sanitation's findings. A copy of the report is sent to the Food Services office by the manager.

### **Schedule of Equipment Cleaning**

Cleaning of equipment should be assigned on the work schedule and completed on a daily, or weekly, or monthly basis or as needed. The same procedures used at home are usually not adequate since equipment should be sanitized.

## **7.10 LADDER/STEP-STOOL SAFETY**

Ladders are used throughout the District's operations and are needed to reach out-of-the-way locations and storage areas. OSHA requirements for construction and use of ladders are found in three sections:

- Portable Wood (1910.25);
- Portable Metal (1910.26); and
- Fixed Ladders (1910.27).

Even with these standards, many accidents occur each year on ladders while employees perform their normal work. This happens because ladders are inherently dangerous and easy to misuse. Employees can lose their balance and fall, sustaining serious injuries. Proper use of ladders is therefore a matter of routine job safety. The following steps should minimize injuries:

### **Steps**

1. Choose a ladder designed and appropriate for the task. Always use a ladder tall enough for the job.
2. Use nonmetallic ladders in the vicinity of electrical circuits.
3. Mark all metal ladders "Caution - Do Not Use Around Electrical Equipment."
4. Inspect ladders periodically for broken or missing steps, rungs or cleats. Mark damaged or worn ladders with a tag, "Danger, Do Not Use" and remove them from service.
5. Keep rungs clean and free of oil, grease, and caked-on dirt.
6. Treat wood ladders with a suitable varnish or wood preservative. Do not paint wood ladders because paint hides defects.
7. Use non-skid rubber feet on straight ladders to prevent slipping.
8. Always place ladders on a solid flat surface, never on a box or barrel or other movable objects.
9. Before climbing on a stepladder, ensure that it is fully open and the metal spreader is locked. Never stand on the top two steps.
10. Only one person should be permitted to climb a ladder at a time.
11. Always face a portable ladder when ascending or descending and use both hands.
12. Do not overreach or grab onto nearby objects while performing work on a ladder. If necessary, move the ladder closer to your work.
13. Do not leave straight ladders unattended, especially when used outdoors, unless they are anchored at the top and/or at the bottom.
14. Do not block access to ladders when they are in use.

15. Store ladders in designated storage areas only.
16. Tables and chairs should not be substituted for a ladder.

### References

OSHA 1910.25 (Portable Wood Ladders).  
OSHA 1910.26 (Portable Metal Ladders).  
OSHA 1910.27 (Fixed Ladders).  
National Safety Council Data Sheets, Nos. 568 and 665.

## **7.11 LOGOUT/TAG OUT PROCEDURES**

Preventing severe injuries, such as electrocution and amputation, to employees who are repairing machinery is the primary objective of an electrical lockout program. Another important objective is the prevention of damage to valuable equipment and components. A good lockout procedure that all employees know and understand provides management with an effective tool to prevent injuries to maintenance personnel, those employees most likely to be injured when a supposedly “dead” machine is accidentally activated.

### Steps

1. Evaluate machinery and circuitry to determine those places where a machine operator or maintenance employee could get hands, head or other body parts caught in moving machinery.
2. Install guards on such machines according to CAL-OSHA standards to eliminate exposures to injury from moving machinery and parts.
3. Whenever a machine needs to be shut down for repair, a lockout system must be put in place. The lockout system includes the following:
  - a. Post signs on all machinery requiring a lockout system. The signs should state that the machinery requires a lockout system be used when the machine is shut down for repairs or maintenance.
  - b. Post safety rules regarding lockout procedures.
  - c. Issue easily identified personal locks and keys to personnel who regularly operate or maintain machinery.
  - d. Do not issue duplicate keys to anyone.
  - e. Provide employees with lockout tags that are to be posted on machines to be locked out and that provide needed information regarding why the machine is locked out, who locked it out, and pertinent dates and times.
  - f. Train employees on basic lockout procedures and document such training. Employees should be taught the following procedures:
    - (1) Never lend your personal lock and key to another employee.
    - (2) Use, attach, and remove only your own personal lock.
    - (3) Lock and tag the electrical circuit box or machine electrical switch before repairs are made.
    - (4) Lock out and/or block out all energy sources, including hydraulics, pneumatics and electrical energy, as well as unattended vehicles.
    - (5) Test the machine to be sure the lockout is effective.
    - (6) If you must leave the machine you are working on and you must take your lock with you, do so only after another worker has put on their lock. Locks should never be removed until the machine that is being worked on is ready to be started again.
    - (7) Always lock out rather than remove fuses. Someone may replace the fuse without your permission, thereby energizing the system. Make the lockout system foolproof--lockout.

- (8) Do not let anyone else remove your lock.
- (9) Always follow established lockout procedures to prevent injury to yourself or others, or damage to machinery.

### References

“The ABC’s of Lockouts,” National Safety Council. Best's Safety Directory, 1987.

## **7.12 MATERIAL HANDLING**

The number one injury problem in industry today is back strain from such tasks as lifting, carrying, pushing and pulling. There is much that can be done to prevent this type of injury and the following steps will help.

### **Steps**

Review material and equipment that must be moved and take the action that is most appropriate for the situation to reduce the possibility of a strain being sustained.

1. Reduce the size of the objects that need to be moved.
2. Reduce the capacity of the containers.
3. Reduce the weight of the container itself.
4. Reduce the load in the container.
5. Reduce the number of objects lifted or lowered at one time.
6. Eliminate horizontal reaches over 16 inches.
7. Use conveyors, chutes, slides or turntables to change direction of material flow.
8. Use lift tables, lift trucks, hoists, balancers, drum and barrel dumpers and movers, work dispensers, elevating conveyors, and similar mechanical aids.
9. Use gravity dumps and chutes.
10. Keep materials at work level (e.g., don't lower anything to the floor that must be lifted later).
11. Use palletized loads.
12. Change the shape of the object and make it easier to move.
13. Provide grips or handles.
14. Provide better access to the object to be moved.
15. Improve layout of work area.
16. Treat floor surfaces to reduce friction.
17. Relocate storage areas to reduce travel distances.
18. Train employees on how to move material safely using good body mechanics. In the event of a strain injury, rehabilitate injured employees:
  - a. Let them know managementcares.
  - b. Keep in touch if they are offwork.
  - c. Provide the BEST medical treatment.
  - d. Create modified-duty work to help them return to work more quickly.

### **References**

“The Prevention and Control of Back Injuries and Ergonomics in Accident Prevention,” by Leonard Ring.

“Back to Backs, A Guide To Preventing Back Injury,” Krames Communications, Daly City, California.

## **7.13 MATERIALS STORAGE**

The purposes for safe materials storage are 1) to provide access to equipment and supplies,

and 2) to reduce the potential for accidents or injuries in the storage areas. Unexpected dangers can arise from goods toppling over; collisions between stored equipment and supplies and forklift trucks or pedestrians; breakage of containers with hazardous or toxic substances; obstruction of fire-fighting equipment, first-aid supplies, and electrical panels; and fire hazards posed by improper storage of flammable and combustible materials.

### **Steps**

Stack and store equipment and supplies safely by doing the following:

1. Follow the storage plan for the work area to maintain handling requirements and to maintain access to emergency equipment.
2. Observe proper clearances in all storage areas.
  - a. Allow 18 inches of clearance below sprinkler heads to reduce interference with water distribution (36 inches if stored material is flammable).
  - b. Maintain a 3-foot clearance in all one-way traffic aisles. These aisles should not be less than 3 feet wider than the widest vehicle when it is loaded.
  - c. Keep aisles and loading and unloading areas free from obstructions.
3. Use racks or pallets whenever possible. Material stored in this way can be moved easily and quickly with less material damage and fewer injuries. When possible, material on pallets should be cross-tied.
4. Know the maximum height limits for piling or stacking materials and observe the maximum height lines.
5. Make storage more efficient and safer when using containers by
  - a. Placing sheets of heavy wrapping between layers of cartons to prevent shifting.
  - b. Cross-tying to prevent shifting and sagging and to allow for higher, uniform stacking.
6. Make storage more efficient and safer when using bagged material by
  - a. Cross-tying bags, with the mouths of the bags toward the inside of the pile.
  - b. Not stacking bagged items more than 5 feet high.
  - c. Removing sacks from the top of the pile only, not removing them from the middle or from the end. The latter creates an off-balance load which could lead to slippage and injuries.
7. Consider special storage situations, such as flammable liquids, gas cylinders, and combustible solids. Know how to store these items in accordance with the District's safety policies and federal, state, and local rules and regulations.

## **7.14 MEDICAL AND FIRST-AID**

### **Procedures & Supplies**

Although we try to prevent accidents and the injuries they cause, we do not prevent them all. Then we need to have efficient medical and first-aid procedures that will help reduce the severity of an accident. The following procedures are designed to decrease the severity of accidents that may occur to the District's employees.

### **Steps**

1. Consult with the Human Resources Department to assist in the development of occupational health programs, such as first aid and cardiopulmonary resuscitation (CPR) training.

2. Evaluate hazards in all areas of each school and other facilities to ascertain types of exposures to loss.
3. Select a nearby clinic or hospital to treat the injured.
4. Train employees in first aid and CPR and document such training. Ensure that a sufficient number of employees are trained. The larger the operation, the more employees should be trained. The number trained must take into consideration vacation, sick and personal time away from work for those employees.
5. Consult with the Human Resources Department regarding obtaining approval from a consulting physician for first-aid supplies based on the specific hazards in each work area. Kits should be customized for the hazards in each area or facility that are exposures to the employees who work there.  
The final written approval for the contents of each kit must be posted inside the kit. The authorization should include the list of the kit's approved contents and the signature of an approving physician.
6. Provide suitable facilities for emergency eye, face, and body flushing and drenching (showers and eyewashes) in the event of chemical exposure.
7. Provide the treating physician with information from the material safety data sheets (MSDS) for chemical exposures so the physician is able to provide proper emergency treatment.

### References

OSHA 1910.151 (Sub part K)

ANSI Z308.1-1978 -- Minimum requirements for Industrial Type First-Aid Kits.

ANSI X358.1-1981 -- Emergency Eyewash and Shower Equipment.

OSHA 1910.252 (f.13) -- Welding, Cutting and Brazing.

Material safety data sheets for chemical exposures.

National Safety Council Data Sheet, No. 202-1980.

## **7.15 OFF-THE-JOB SAFETY**

Off-the-job accidents take employees away from work just as on-the-job accidents do. The District loses money because of absenteeism, production inefficiencies, and dollars paid out for medical and disability benefits. Accidents and injuries to family members also affect employees in terms of their work. Employees with problems at home have shorter attention spans and are psychologically not “with it” at work. They may have to take time off from work to take care of injured family members, which also affects the efficiency of District operations. More awareness regarding off-the-job safety is a critical step in reducing losses associated with this aspect of life.

### **Off-the-job safety activities**

#### Seasonal Safety Hazards

- a. Winter: winter sports, severe/cold weather driving, holiday activities.
- b. Spring: gardening, bicycling, lawn mowing, general housekeeping.
- c. Summer: sunburn, swimming, poison oak, boating, hiking, field sports.
- d. Fall: back-to-school safety, hunting, gardening and yard clean-up, home power tools, Halloween.

Know defensive driving techniques.

Develop regular exercise and fitness programs.

Recognize personal stressors and how to manage them.

Know about the effects of alcohol and drugs on our minds and bodies.



Practice home fire safety precautions (e.g., barbecuing, use of thinners near water heaters), how to report a fire or other emergency, and evacuation plans and drills.

Prevent slip and fall hazards in the home.

Be aware of other hazards in the home, such as in the bathroom, workshop, or basement.

Know about the problems associated with latch-key children in the family, the dangers associated with being home alone, and what they need to do to take care of themselves until an adult arrives.

### **Reference**

National Safety Council Data Sheet No. 601, "Off-The-Job Safety."

## **7.16 PERSONAL PROTECTIVE EQUIPMENT**

No matter what we do with some tasks, hazards may still remain that could cause serious and even fatal injuries. When a task cannot be redesigned to eliminate all hazards, a perfectly acceptable means to prevent injury is the use of personal protective equipment (PPE). This safety issue addresses the use of PPE and what procedures need to be implemented to ensure that such equipment is used and maintained to assure maximum reliability.

### **Steps**

1. Evaluate all tasks to determine if there is a need for the employee to wear PPE. This determination should be based upon the types of exposures that exist. PPE is used to prevent injuries and illnesses from various stimuli that may impact on the individual. The evaluation has to ascertain which stimuli may be harmful. Document this evaluation process.
2. Select PPE that meets American National Standards Institute (ANSI) standards and Cal- OSHA guidelines for the nature of the work being performed. Document this selection process.
3. Provide the PPE that has been selected, enforce its use, and ensure that it is maintained in a sanitary and good working condition.
4. Train employees on the proper fit, use and care of PPE and document such training.
5. Assure the adequacy of employee-owned equipment, such as industrial safety eyewear and footwear. Ensure that such equipment is well maintained.
6. Ensure that visitors to the District are issued the PPE that must be worn by employees if the visitor is to enter an area where such equipment must be worn.
7. Jewelry - On machinery that may catch jewelry in it, enforce a "no jewelry" rule, e.g., no necklaces, bracelets, or rings. Floppy clothing should also be avoided.
8. Long Hair - On machinery that may catch long hair in it, enforce the use of hats, hair nets, or other devices to keep the hair away from the machinery.

### **Reference**

OSHA 1910.132, Personal Protective Equipment.

## **7.17 PORTABLE POWER TOOLS**

A common type of occupational accident involves the use or misuse of portable power tools. These convenient and efficient devices can make daily maintenance and repair operations much easier, but can also be the impetus for accidents and injuries.

### **Steps**

1. Know how to handle portable power tools. Ensure that employees who are given a

tool to use have had experience using it and know the safe use of the machine. New operators should be closely supervised.

2. Ensure that these power tools are adequately maintained. Power cords should be in good repair, with no splices, no tape, and with electrical plugs appropriately attached in accordance with manufacturer's standards.
3. Employees need to maintain concentration when using power tools to avoid costly mistakes resulting in injury or damage to property.
4. General safe practices include:
  - a. Power source should be disconnected before accessories are adjusted or changed.
  - b. Guards should be in place and adjusted before the tool is used.
  - c. Tools should not be stored in an overhead location where there is a chance that the cord or hose, if pulled, will cause the tool to fall.
  - d. Power lines across aisles should be re-routed to avoid trip hazards.
  - e. Personal protective equipment should be worn as appropriate and supervisors should enforce its use. Protection for eyes is mandatory. Hearing protection is often needed when employees are using excessively loud tools. Gloves are appropriate where hand injuries could occur.
  - f. Loose-fitting clothing should not be worn to preclude catching it in machinery.
  - g. All tools should be placed on a maintenance and inspection schedule to ensure that the tools are always safe to use. Such a schedule is often best complied with when the tools are returned after each use. In this way, the tools are inspected and repaired, if necessary, before the next use.
5. Electrical safety is critical to preventing injuries to employees using portable power tools.
  - a. Use grounded tools plugged into grounded electrical circuits.
  - b. Use a low-voltage power supply which reduces shock potential.
  - c. Use double insulated tools which are designed to prevent electrical current from returning to ground through the operator in the event of an electrical fault.
  - d. Use ground fault circuit interrupters at the power supply to provide another level of electrical safety.
6. Pneumatic (air) powered hand tools have their own safety precautions above and beyond those already mentioned.
  - a. Tools should be chained to the air hose to keep the air hose from whipping about in the event that the tool becomes disconnected.
  - b. Air hoses must not be used for cleaning purposes, except when the pressure is reduced to 30 psi. When used as such, eye or face protection must be worn.
  - c. Air lines should be routed so as not to cause a tripping hazard.

### **Reference**

National Safety Council Data Sheets, Nos. 236, 392, 427, 497, 528, 583, and 675.

## **7.18 PROCEDURES FOR OUTSIDE CONTRACTORS/VENDORS AND THEIR EMPLOYEES**

### **7.18.1 Contractors/Vendors**

In order to help prevent injuries to employees of contractors and vendors as well as District employees, the following guidelines have been established. Contractors and vendors are required to comply with all District policies and procedures, as well as government rules and regulations.

#### **7.18.1.1 Steps – On-Site**

1. The District's safety manual is the basis for safe working conditions and practices within all facilities. The District subscribes to the principle that no function is so

critical as to require a compromise of safety. District rules and regulations regarding safety must be adhered to. Any violation of these rules is sufficient justification for terminating the contractual relationship between the District and the outside contractor/vendor.

2. The contractor's supervisor is responsible for maintaining standard safety practices for employees, as well as complying with the specific safety procedures listed below, while on site.

#### **7.18.1.2 Steps – General Safety Rules**

1. Know and comply with all safety rules, regulations, and warning signs for the District and your particular work area.
2. Report every accident or injury immediately (same day), regardless of whether anyone is injured, to the facility administrator.
3. Report unsafe conditions and/or practices to the facility administrator immediately.
4. Always use prescribed personal protective equipment.
5. Never remove a guard or any other safety device from a piece of equipment. All guards must be in place during regular equipment use.
6. Good housekeeping is a basic rule of safety. Keep your work areas neat and free of slip and trip hazards. Keep aisles, stairways, exits, and fire-fighting equipment clear of any obstruction.
7. Air hoses are to be handled with care. Do not use air hoses for cleaning off clothes or any part of the body. Always wear eye/face protection when using an air hose. Use only 30 psi air sources for cleaning purposes.
8. Use caution when walking in a wet area - - never run.
9. Trucks, Aisles, and Doors. Be on the alert for moving trucks and forklifts in warehouse facilities. Watch out for "blind" intersections and look before passing doorways. Pedestrians are to use marked pedestrian aisles in such facilities. Pedestrian traffic through vehicular doors is prohibited.
10. Good conduct is expected. "Horseplay" and practical jokes are strictly prohibited.
11. Ear and eye protection equipment must be worn in all designated areas.
12. When handling chemicals, steam, or any hazardous liquids or materials, use proper protective clothing. Always follow stated procedures, and construct barriers to protect District employees from exposure.

#### **7.18.1.3 Steps – Protective Equipment**

1. Personal protective equipment (such as hearing protection, safety glasses, gloves, respirators and safety shoes) required for your job must be worn and used as specified.
2. Lockouts and Danger Tags. While repairing or maintaining any piece of equipment that would become dangerous if set in motion, the main electrical disconnect shall be locked in the off position. The contractor shall affix their own lock; in addition, a danger tag shall also be applied to the switch handle bearing a brief description of the work being done, including the contractor's name and the name of the lead supervisor. The tag and lock shall remain in place until the work has been completed. In the case where air, steam or liquid is the motivating power, the valves shall be locked in the closed position, when the system has been bled to assure it is harmless.

#### **7.18.1.4 Steps – Ladders and Scaffolds**

1. If your work requires the use of a ladder, be sure it is free from cracks, broken rungs or other defects. Never use "makeshift" ladders, scaffolds, or rigging. All scaffolds

must be in safe condition, and, if equipped with wheels, the wheels must be locked when employees are on the scaffold.

2. Ladders are not to be placed in a doorway or aisle unless someone is stationed at the bottom. All extensions ladders, 20 feet or more in length, must be securely tied off at the top during use.
3. When overhead work is in progress, the floor area must be fenced off to prevent injury to anyone working or passing below.
4. When working 10 feet or more above the floor, without a ladder, proper planking will be used, and employees must use a safety belt and lifeline to secure themselves.

#### **7.18.1.5 Steps – Hand Tools**

1. Use the right tool for the job. All electrical tools should be properly grounded, or double- insulated.
2. Store tools neatly and put them away when finished.

#### **7.18.1.6 Steps – Lift Trucks**

1. Only authorized drivers who are trained in safe operation may drive powered industrial lift trucks. Where a lift truck is used to lift a person for access to overhead work, a safety platform must be used. Lifting persons on pallets, planking or forks is prohibited.
2. Outside contractors shall not operate lift trucks or other material-handling equipment without express consent.

#### **7.18.1.7 Steps – Electrical**

1. All electrical installations will conform to national electrical code or District requirements. The contractor shall ensure that all electrical tools and appliances conform with the latest National Electrical Code.
2. Only three-wire grounded, double-insulated, or that equipment approved by the District, shall be used for a 110-volt power supply. Plugs and cords shall be in good condition.

Under no circumstances shall a connection be made to an outlet except through an approved plug.

#### **7.18.1.8 Steps – Fire Protection**

1. The contractor shall take all necessary precautions to eliminate possible fire hazards and to prevent damage to any construction work, building, materials, equipment and all other property, both public and personal, involved in their project.
2. No flammable liquids may be brought into District facilities unless they are stored in approved safety cans and proper hazard labels attached.
3. The contractor shall obey all fire drills and other related activities.

#### **7.18.1.9 Steps – Welding and Cutting Instructions**

1. A “Cutting-Welding Permit” must be obtained from the District’s maintenance Assistant Superintendent before any work, such as cutting, welding, or soldering is started. A “fire watch” must be on hand at all times while cutting or welding is being done. See Safety Issue: Welding, Soldering and Metal Burning.
2. Welders must protect District employees from flash burns to their eyes by placing shields around their work area.
3. All compressed gas cylinders must be stored in a ventilated area, located away from traffic, and free from falling material.
4. Full cylinders must be stored in a separate area from empty cylinders. In all cases,

cylinders must be fastened securely in an upright position, the valves closed and safety caps in place-hand tight.

5. All welders are required to carry buckets for welding rods and tips.
6. All cutting and grinding debris will be cleaned up daily.

#### **7.18.1.10 Steps – Housekeeping**

1. Scrap and refuse shall be removed from the work area daily.
2. Oily and waste rags are a fire hazard and shall be deposited in approved covered containers.
3. Aisles and walkways are to be kept clear.
4. Conduit, pipe or structural steel must not be left in such a way that it constitutes a hazard.
5. All openings in the roof or floor must be guarded to prevent anyone from falling through (42-inch barricade) or to prevent stock or scrap from dropping down (4-inch toe board).
6. Outside holes or pits must be guarded (42-inch barricade) and provided with warning lights.
7. Loose equipment or tools must be removed from overhead areas before leaving each day.
8. Upon completion of the project, the contractor shall leave the work area "broom clean" and shall remove all debris and scraps.

### **7.19 SLIPS, TRIPS, AND FALLS**

Slip, trip and fall accidents are very frequent and can result in severe personal injuries. The prevention of such injuries is not a difficult task, but does require ongoing perseverance.

#### **Steps**

1. Maintain safe walking surfaces:
  - a. Non-slippery.
  - b. Clear, no obstacles.
  - c. Report needed repairs.
  - d. Adequately illuminated.
  - e. As few level changes as possible.
2. For inclement weather:
  - a. Put mats down immediately.
  - b. Put mats close to entrances to prevent tracking onto areas without mats or carpeting.
  - c. Ensure mats are held down to prevent tripping.
3. Use appropriate ladders and step stools wherever there is a need to obtain supplies from high places or do maintenance at upper locations to prevent unnecessary stretching or climbing on unsafe objects.
4. Everyone is accountable for any and all safety.
  - a. Inspect for hazards.
  - b. Seek corrective remedies.
  - c. CLEAN UP NOW.
  - d. Report unsafe conditions.
  - e. Provide a rapid fix-it system.
5. Do the following to prevent slip, trip and fall injuries:
  - a. Walk, don't run.

- b. Pay attention to the surface on which you are walking.
- c. Wear appropriate slip-resistant footwear.
- d. Keep footwear soles clean.
- e. Follow established pedestrian routes.
- f. Report any damaged floor surfaces to supervisors for repair.
- g. Keep records and wiring out of walkways.
- h. Keep stairways clear and uncluttered.

### **Management Notes**

- A. Counsel employees who walk by and ignore slip, trip and fall hazards caused by themselves or others, that they have a responsibility to correct or report the problem.
- B. Recognize employees who pick up, repair, spot and warn about slip, trip and fall hazards without being asked to.

### **Reference**

“Slip, Trips & Falls,” Krames Communications, Daly City, CA, exposure of sharp edges.

## **7.20 RESPIRATORY**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substances does not exceed the limits set by OSHA standards. If you are issued a respirator by the District or you voluntarily bring your own, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator’s limitation.
- Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else’s respirator.
- Read and understand the District’s Respiratory Protection Program.

## **7.21 WELDING, CUTTING, AND BRAZING**

Welding, cutting, and brazing may be performed by qualified, properly protected employees only.

### **Steps**

1. Establish and maintain a welding or burning permit system to ensure that someone in authority knows when and where such activities are being performed.

2. Since the heat, sparks and slag from welding can start fires, keep a compatible fire extinguisher with each welding or cutting unit and be prepared to extinguish a fire immediately.
3. Keep all gas welding equipment and connections free from grease and oil. (Oxygen explodes upon contact with oil or grease.)
4. Weld, burn, or cut in designated areas only, away from flammable compounds and other fire hazards.
5. Use welding shields to protect passersby from welding rays, flashes, molten metal and slag.
6. When the job is completed, close all valves and inspect the work area to ensure that no hot particles are smoldering.
7. Shut off electrical power to the welder when no one is in attendance.

## **7.22 HEARING CONSERVATION**

It is the policy of Goleta Union School District (GUSD) to maintain a safe and healthy work environment. Managers and supervisors are responsible for the establishment and maintenance of good health and safety practices. The California OSHA regulation requires employers to provide employees with proper protection against the effects of noise exposure when sound levels exceed an 8-hour Time Weighted Average (TWA) of 90 dBA (Permissible Exposure Level). The protective measures may be provided either through engineering or administrative controls. If these control measures fail to reduce the noise within the acceptable limits, personal protective equipment shall be provided and used. Additionally, whenever employee noise exposures equal or exceed an 8-hour TWA sound level of 85 dBA (action level), the employer shall develop and administer a Hearing Conservation Program.

The Hearing Conservation Plan is on the GUSD website.

### **Program Description**

The objective of the GUSD Hearing Conservation Program (HCP) is to prevent permanent noise- induced hearing loss resulting from on-the-job noise exposure and to comply with Title 8 of the California Code of Regulations, Sections 5095-5100.

Goleta Union School District's Hearing Conservation Program includes:

- Noise surveys
- Audiometric Testing
- Hearing protection
- Employee education and training
- Record keeping

### **Employees**

Employees should be:

- Wearing hearing protection devices and following any noise reduction procedures as required
- Storing and maintaining Hearing Protective Devices (HPDs) in a clean and sanitary manner
- Reporting noise hazards and hearing protector problems to their supervisor
- Attending required training sessions on HCP

Annual training is required for all employees exposed to noise at or above an 8-hour TWA of 85 dBA.

The training shall cover the following information:

- the effects of noise on hearing
- the purpose, advantages, disadvantages, and attenuation of various types of hearing protectors
- instruction of proper fitting and care of protectors
- the purpose and procedures of audiometric testing

### **7.23 BACK AND SAFE LIFTING**

Back injuries can be extremely painful and long-lasting. They can keep you in bed for extended periods of time and they may occasionally even require surgery. For some people, back pain doesn't really ever go away.

Back strains and injuries can happen anywhere, but a great many of them happen at work. OSHA has reported that "Back strain due to overexertion represents one of the largest segments of employee injuries in the American workplace. Only the common cold accounts for more lost days of work."

The National Safety Council has stated that overexertion is the cause of about 31 percent of all disabling work injuries. Injuries to the back occur more frequently than do injuries to any other part of the body, so it's very important that we all understand just what types of acts are likely to strain our backs, and how to perform tasks in ways that reduce the risk.

Improper lifting is probably the greatest single cause of back pain and injury, so it's worth taking the time to learn how to do it correctly. We'll also look at how we can sit, stand, sleep, and perform a variety of tasks in ways that won't harm the back.

#### **General Hazards**

To understand why there are so many back injuries, it's useful to understand what's in your back to be injured.

Basically, the back holds up your entire body. The spinal column, which runs down your back, is an s-shaped stack of bones called vertebrae. These vertebrae are connected by ligaments and separated by soft discs that cushion and protect the bones. At the center of the spinal column is the spinal cord, and nerves from there run out to other parts of the body.

The back does its job with the help of muscles attached to the vertebrae. These muscles work with the stomach muscles to keep the spinal column in place and keep the back strong.

#### **Identifying Hazards**

The way you live and treat your body has a lot to do with how healthy your back is. But even if your back is in good shape, there are a number of tasks and actions that can create trouble if you don't do them properly, in a way that minimizes strain on your back.

Among the hazards to the back that may be encountered on the job are:

- Heavy lifting
- Twisting and lifting at the same time
- Lifting objects that have odd shapes
- Reaching and lifting objects
- Bending and overexerting
- Lifting items whose weights vary
- Sitting or standing too long in one position.

There are also potential hazards to your back in other seemingly unrelated activities. You can, for example, injure your back if you slip on an unlit stair or a wet floor. Or you might trip and fall and injure your back simply because you didn't notice an object lying on the floor.



You can also hurt your back while you're sitting if your posture isn't good, or if you lean and stretch awkwardly to reach something instead of getting out of your chair to get it.

The bottom line to identifying back hazards is to become conscious of just how important it is to protect your back. Learn to avoid situations that force your back to do something it's not meant to do or not able to do.

### **Protection Against Hazards**

The best way to protect your back against the many hazards it faces on the job, and off, is to develop habits that reduce the strain on the back.

- Slow down. Back injuries that result from slips, trips, and falls can often be prevented by walking instead of running from place to place. It's also helpful to wear shoes with nonslip soles, and, of course, to look where you're going.
- Stretch first. Your back muscles, and the stomach muscles that help them, benefit from stretching before heavy use. It's a good idea to stretch gently before lifting or other back activity. Gentle stretches at the beginning of the day, and periodically during the day, also help keep your back muscles flexible.
- Rest your back. When you sleep, your back gets a rest from carrying your body around. To give your back the best rest, sleep on a firm mattress. The best sleep positions for your back are on your side with your knees bent or on your back with your knees elevated.
- Avoid lifting. Whenever possible use material handling equipment—hoists, hand trucks, dollies—rather than your body to lift. And when you transport material on a hand truck, push, don't pull, it.
- Break load down and plan your route.

### **How to Lift Properly**

- Stand close to the load with both feet firmly on the floor, about shoulder width apart. Point your toes out.
- Squat down close to the load with your back straight, knees bent, and stomach muscles tight.
- Grip the load firmly with both entire hands, not just the fingers.
- Bring the load as close as possible to your body. Keep your weight centered over your feet. Tuck your arms and elbows into your side and your chin into your neck.
- Stand up slowly, keeping your back straight and letting your legs do the lifting.
- Make sure you have a good grip and can see where you're going.
- Take small steps, keeping the load close to your body and no more than waist high.
- Caution: If you have to change direction while you're carrying a load, don't twist. Twisting is a major cause of back injuries. To change direction, move your feet.
- When you get where you're going, you also have to unload carefully.
- Here's how to unload to avoid injury:
  - Lower the load slowly, bending your knees so your legs do the work.
  - Position your hands so the fingers don't get caught under the load.
  - Place the load on the edge of the surface and slide it back.

## **7.24 ELECTRICAL SAFETY**

Electrical work is an important part of our business. The Goleta Union School District is committed to providing a safe work environment for its employees and contractors performing electrical work. The electrical safety program outlined below is designed to minimize, and in some instances eliminate, the hazards associated with electrical work. It establishes minimum standards to prevent hazardous electrical exposures to personnel, and

to ensure compliance with regulatory requirements.

This program does not apply to any systems below 50 volts. In order to maximize safety, all employees will:

Work only on de-energized equipment, unless additional or increased hazards result from de-energizing equipment, or it is not possible to complete critical work due to equipment design or operational limitations;

Be well-trained in safe electrical work practices and understand the specific hazards associated with electrical energy; and

Utilize all required safety and personal protective equipment.

### **Objective**

This program establishes minimum standards to prevent hazardous electrical exposures to personnel and ensure compliance with regulatory requirements applicable to electrical systems. Working on equipment in a de-energized state is **required** unless de-energizing introduces an increased hazard or is infeasible. This program is designed to help ensure that energized electrical is performed safely by qualified electrical workers, who are trained and provided with the appropriate safe work procedures, protective equipment and other controls. The program is intended to protect employees against electrical shock, burns and other potential electrical safety hazards as well as comply with regulatory requirements.

Federal Occupational Safety and Health Administration Standards (OSHA) bases its electrical safety standards (found in 29 CFR Part 1910 Subpart S and 29 CFR Part 1926 Subpart K) on the comprehensive information found in NFPA 70E. It focuses on protecting people and identifies requirements that are considered necessary to provide a workplace free of electrical hazards. In order to comply with the federal Occupational Safety and Health Administration Standards (OSHA), as well as NFPA 70E, this written program has been established for Goleta Union School District (hereafter referred to as “the District”).

All District projects and facilities are included and comply with this program. Copies of this written program, including a copy of the applicable OSHA Standards, are available for review by any employee.

### **Purpose**

The purpose of this program is to:

- Ensure the safety of employees who work on or near electrical equipment
- Ensure understanding and compliance with safe electrical work practices
- Comply with current OSHA Standards and focus on the following priorities:
- Provide a safety program with defined responsibilities
- Determine the degree of arc flash hazard by qualified personnel
- Use appropriate hazard warnings
- Provide adequate personal protective equipment (PPE) for workers
- Provide documented training to workers on Lockout/Tagout procedures and the hazards of arc flash
- Provide appropriate tools for safe work

The overall effectiveness of this program shall be assessed by the Goleta Union School District Safety Committee at least annually.

### **Responsibilities**

CONTACT	TITLE	PHONE
Shawn Dahlen	Director of MOT	(805) 681-1231 x2210

**Employees (Qualified Electrical Workers)**

Follow the work practices described in this document, including the use of appropriate protective equipment and tools

Attend all training required by this program

Immediately report any concerns related to electrical safety to supervision Do not perform any electrical work without proper training and equipment

Employees are also encouraged to work with safety always in mind, and to exercise the right to stop any work that poses a danger to life and property.

**Training**

Requirements

Employees working on or near energized or potentially energized electrical circuitry shall be trained in energized electrical safe work practices and procedures, and designated as a qualified electrical worker.

Qualified Electrical Worker (QEW)

Employees must receive training in avoiding the electrical hazards associated with working on or near exposed energized parts prior to performing energized electrical work. Such training will be provided when the employee is initially assigned to the job. This training will be either provided or coordinated by the Director of Maintenance and Operations. Refresher training will be provided every year, when hazards change, or when new technologies or new types of equipment are introduced to the worker.

The following requirements are to be included in the training of Qualified Electrical Workers (i.e., individuals who have skills and knowledge related to the construction and operation of electrical equipment and installations):

The Lockout/Tagout Training Program, including safe work practices required to safely de-energize electrical equipment

Universal electrical safety procedures

Skills and techniques necessary to distinguish exposed live parts from other parts of electrical equipment

Selection and use of proper work practices

Personal protective equipment, tools, insulating and shielding materials, and equipment for working on or near energized parts

General First Aid training; including contacting emergency personnel

The designation of Qualified Electrical Worker shall be determined by the immediate supervisor upon the employee’s successful completion of these requirements.

**Personal Protective Equipment**

General Requirements

Employees working in areas where there are potential electrical hazards must use personal protective equipment (PPE) that is appropriate for the specific work to be performed. The electrical tools and protective equipment must be specifically approved, rated, and tested for the levels of voltage to which an employee may be exposed.

The District provides personal protective equipment required by this program.

Employees shall wear nonconductive head protection whenever there is a danger of head injury from electric shock or burns due to contact with electrically live parts, or from flying objects resulting from an electrical explosion.

Employees shall wear protective equipment for the eyes whenever there is a danger of injury from electric arcs, flashes, or from flying objects resulting from an electrical explosion.

Employees shall wear rubber insulating gloves where there is a danger of hand or arm contact with live parts or possible exposure to arc flash burn.

Where insulated footwear is used as protection against step and touch potential, dielectric overshoes shall be required. Insulated soles shall not be used as primary electrical protection.

Face shields must have arc rating for electrical work. Safety glasses or goggles must always be worn underneath face shields.

Additional illumination may be needed when using tinted face shields as protection during electrical work.

Electrical Protective Equipment must be selected to meet the criteria established by the American Society of Testing and Materials (ASTM) and by the American National Standards Institute (ANSI).

Insulating equipment made of materials other than rubber shall provide electrical and mechanical protection at least equal to that of rubber equipment.

PPE must be maintained in a safe, reliable condition and be inspected for damage before each day's use, and immediately following any incident that can reasonably be suspected of having caused damage.

Employees must use insulated tools and handling equipment that are rated for the voltages to be encountered when working near exposed energized conductors or circuits. Tools and handling equipment should be replaced if the insulating capability is decreased due to damage.

Fuse handling equipment (insulated for circuit voltage) must be used to remove or install fuses. Ropes and hand-lines used near exposed energized parts must be non-conductive.

Protective shields, barriers or insulating materials must be used to protect each employee from shock, burns, or other electrical injuries that might result from that person's accidentally contacting energized equipment, or where dangerous electric heating or arcing might occur.

### **Flame Resistant (FR) Apparel**

FR apparel shall be visually inspected before each use. FR apparel that is contaminated or damaged shall not be used. Protective items that become contaminated with grease, oil flammable liquids, or combustible liquids shall not be used.

The garment manufacturer's instructions for care and maintenance of FR apparel shall be followed.

When the apparel is worn to protect an employee, it shall cover all ignitable clothing and

allow for movement and visibility.

FR apparel must cover potentially exposed areas as completely as possible. FR shirt sleeves must be fastened and FR shirts/jackets must be closed at the neck.

Non-melting, flammable garments (i.e., cotton, wool, rayon, silk, or blends of these materials) may be used as under layers beneath FR apparel.

Fibers that can melt, such as acetate, nylon, polyester, polypropylene, and spandex shall not be permitted in fabric under layers next to skin. (An incidental amount of elastic used on non-melting fabric underwear or socks shall be permitted.)

Garments worn as outer layers over FR apparel (i.e., jackets or rainwear) must also be made from FR material.

Flash suits must permit easy and rapid removal by the user.

### **Rubber Insulating Equipment**

Rubber insulating equipment includes protective devices such as gloves, sleeves, blankets, and matting.

Insulating equipment must be inspected for damage before each day's use and immediately following any incident that could have caused damage.

Insulating equipment found to have defects that might affect its insulating properties, must be removed from service until testing indicates that it is acceptable for continued use. This testing must be performed by at least two qualified workers.

Where the insulating capability of protective equipment is subject to damage during use, the insulating material shall be protected by an outer covering of leather or other appropriate materials.

Rubber insulating equipment must be tested according to the schedule supplied by the manufacturer.

Rubber insulating equipment must be stored in an area protected from light, temperature extremes, excessive humidity, ozone, and other substances and conditions that may cause damage.

Repairs to rubber insulating equipment are not allowed; damaged equipment shall be disposed of, and new equipment acquired.

### **Insulated Tools and Materials**

Only insulated tools and equipment shall be used within the Limited Approach Boundary of exposed energized parts. The NFPA 70e® considers the inner arc flash **boundary**-- the **prohibited approach boundary**--as the distance from an exposed energized component where the effects of an electric arc would be the same as actually touching the live part. No one should be within this **boundary** while equipment is energized

Insulated tools shall be rated for the voltages on which they are used.

Insulated tools shall be designed and constructed for the environment to which they are exposed and the manner in which they are used.

Fuse or fuse holder handling equipment, insulated for the circuit voltage, shall be used to remove or install a fuse if the fuse terminals are energized.

Ropes and hand-lines used near exposed energized parts shall be nonconductive. Portable ladders used for electrical work shall have nonconductive side rails.

## **Entry Restrictions**

Barricades shall be used in conjunction with safety signs to prevent or limit access to work areas containing live parts. Conductive barricades shall not be used where they might cause an electrical hazard. Barricades shall be placed no closer than the Limited Approach Boundary.

If signs and barricades do not provide sufficient protection, an attendant will be assigned to warn and protect pedestrians. The primary duty of the attendant shall be to keep an unqualified person out of the work area where an electrical hazard exists. The attendant shall remain in the area as long as there is a potential exposure to electrical hazards.

## **Portable Electrical Equipment and Extension Cords**

The following requirements apply to the use of cord-and-plug-connected equipment and flexible cord sets (extension cords):

- Extension cords may only be used to provide temporary power. Extension cords are considered to be temporary wiring, and must also comply with the section on “Temporary Wiring” in this program.
- Portable cord-and-plug-connected equipment and extension cords must be visually inspected before use on any shift for external defects such as loose parts, deformed and missing pins, or damage to outer jacket or insulation, and for possible internal damage such as pinched or crushed outer jacket. Any defective cord or cord-and-plug-connected equipment must be removed from service.
- Extension cords must be of the three-wire type. Extension cords and flexible cords must be designed for hard or extra hard usage (for example, types S, ST, and SO). The rating or approval must be visible.
- Job-made extension cords are forbidden per the electrical code.
- Personnel performing work on renovation or construction sites using extension cords, or where work is performed in damp or wet locations, must be provided, and must use, a ground-fault circuit interrupter (GFCI).
- Portable equipment must be handled in a manner that will not cause damage. Flexible electric cords connected to equipment may not be used for raising or lowering the equipment.
- Extension cords must be protected from damage. Sharp corners and projections must be avoided. Flexible cords may not be run through windows or doors unless protected from damage, and then only on a temporary basis. Flexible cords may not be run above ceilings, or inside or through walls, ceilings or floors, and may not be fastened with staples or otherwise hung in such a fashion as to damage the outer jacket or insulation.
- Cords must be covered by a cord protector or tape when they extend into a walkway or other path of travel to avoid creating a trip hazard.
- Extension cords used with grounding-type equipment must contain an equipment grounding conductor (i.e., the cord must accept a three-prong, or grounded plug).
- Attachment plugs and receptacles may not be connected or altered in any way that would interrupt the continuity of the equipment-grounding conductor. Additionally, these devices may not be altered to allow the grounding pole to be inserted into current connector slots. Clipping the grounding prong from an electrical plug is prohibited.
- Flexible cords may only be plugged into grounded receptacles. The continuity of the ground in a two-prong outlet must be verified before use. If an ungrounded receptacle is identified, it shall be reported to the Maintenance, Operations and Transportation

Department for corrective action.

- All portable electric equipment and flexible cords used in highly conductive work locations, such as those with water or other conductive liquids, or in places where employees are likely to contact water or conductive liquids, must be approved for those locations.
- Employee's hands must be dry when plugging and unplugging flexible cords and cord- and- plug connected equipment if energized equipment is involved.
- If the connection could provide a conducting path to employee's hands (for example, if a cord connector is wet from being immersed in water), the energized plug and receptacle connections must be handled only with insulating protective equipment.
- Locking type connectors must be properly locked into the connector.
- Lamps for general illumination must be protected from breakage, and metal shell sockets must be grounded.
- Temporary lights must not be suspended by their cords unless they have been designed for this purpose.
- Portable lighting used in wet or conductive locations, such as tanks or boilers, must be operated at no more than 12 volts or must be protected by Ground Fault Circuit Interrupter (GFCIs).

### **Temporary Wiring**

Temporary electrical power and lighting installations of 600 volts or less, including flexible cords, cables, and extension cords, may only be used during and for renovation, maintenance, repair, or experimental work. The duration for temporary wiring used for decorative lighting for special events and similar purposes may not exceed 90 days, and no extension cords shall be used for this purpose.

The following additional requirements apply:

Ground-fault protection (or GFCI) must be provided on all temporary-wiring circuits, including extension cords, used on construction sites.

In general, all equipment and tools connected by cord-and-plug must be grounded.

Double- insulated tools and appliances with two-prong plugs are acceptable.

Feeders must originate in an approved distribution center, such as a panel board, that is rated for the voltages and currents the system is expected to carry.

Branch circuits must originate in an approved power outlet or panel board.

Neither bare conductors nor single wire earth returns may be used for the wiring of any temporary circuit.

Receptacles must be of the grounding type. Unless installed in a complete metallic raceway, each branch circuit must contain a separate equipment-grounding conductor, and all receptacles must be electrically connected to the grounding conductor.

Flexible cords and cables must be of an approved type and suitable for the location and intended use. They may only be used for pendants, wiring of fixtures, connection of portable lamps or appliances, elevators, hoists, connection of stationary equipment where frequently interchanged, prevention of transmission of noise or vibration, data processing cables, or where needed to permit maintenance or repair. They may not be used as a substitute for fixed wiring, run through holes in walls, ceilings or floors, run through doorways, windows or similar openings, attached to building surfaces, or concealed behind building walls, ceilings or floors.

Suitable disconnecting switches or plug connects must be installed.

Lamps for general illumination must be protected from accidental contact or damage, either by elevating the fixture or by providing a suitable guard. Hand lamps supplied by flexible cord must be equipped with a handle of molded composition or other approved material, and must be equipped with a substantial bulb guard.

Flexible cords and cables must be protected from accidental damage. Sharp corners and projections are to be avoided. Flexible cords and cables must be protected from damage when they pass through doorways or other pinch points.

### **Wet Areas**

Work in wet or damp work locations (i.e., areas surrounded or near water or other liquids) should not be performed unless it is absolutely critical. Electrical work should be postponed until the liquid can be cleaned up. The following special precautions must be incorporated while performing work in damp locations:

- Only use electrical cords that have GFCIs
- Place a dry barrier over any wet or damp work surface
- Do not work in areas where there is standing water
- Remove standing water before beginning work
- Do not use electrical extension cords in wet or damp locations
- Keep electrical cords away from standing water

## **7.25 PERSONAL PROTECTIVE EQUIPMENT**

In order to protect the health and welfare of each employee and to strive towards compliance with state, federal and local regulations, appropriate protective equipment is required in areas where there may be a risk of injury or exposure to hazardous substances or conditions. This program contains general requirements to protect District employees and students from various hazards encountered in their work area.

### **Scope**

The use of appropriate personal protective safety equipment applies to faculty, staff, students, visitors and volunteers performing tasks or entering areas that require specific Personal Protective Equipment (PPE).

### **Definitions**

Eye/Face Protection - Equipment designed to provide protection to the face and eyes during exposure to such hazards as flying particles, molten metal or sparks, liquid chemicals, acids or caustic liquids, or potentially injurious light radiation (i.e., lasers, welding, etc.)

Foot Protection - Equipment designed to provide protection to the feet and toes during exposure to situations with the potential for foot injuries such as falling or rolling objects, chemical or liquid exposures, piercing objects through the sole or uppers, and/or where the employee's feet are exposed to electrical hazards.

Hand Protection - Equipment designed to provide protection to the hands during exposures to potential hazards such as sharp objects, abrasive surfaces, temperature extremes and chemical contact. Hand protection is selected based upon the hazard and performance characteristics of the gloves.

Hazard Assessment - The process utilized to identify hazards in the workplace and to select the appropriate Personal Protective Equipment to guard people against potential hazards (see Guidelines for Selection of Personal Protective Equipment:

<https://www.osha.gov/personal-protective-equipment>)



Head Protection - Equipment designed to provide protection to the head during exposure to potential hazards such as falling objects, striking against low hanging objects, or electrical hazards.

Hearing Protection - Equipment designed to provide protection to an individual's hearing during exposure to high noise levels.

Personal Protective Equipment (PPE) - Includes all equipment designed to provide protection to the wearer from potential hazards to the eyes, face, hands, head, feet, ears, and extremities.

Respiratory Protection - Equipment designed to provide protection to the wearer from potential inhalation hazards such as vapors, mists, particulates, and gases.

## **Responsibilities**

Each supervisor has the responsibility to protect their employees from injury. Hazards should be evaluated, controlled or eliminated, if possible, prior to the start of any work where hazards have been identified. If hazards may not be eliminated, then guards and protective equipment should be utilized to ensure the safety of employees.

### Principal/Supervisors

- Each supervisor should complete a Workplace Hazard Assessment for the activities in their area to identify potential hazards and methods for their elimination. Hazard assessments will be conducted initially or when work practices change, reviewed annually, and maintained in the department.
- The supervisor must determine, based on the Workplace Hazard Assessment, the correct PPE necessary to perform work activities in a safe manner.
- Each supervisor is responsible for ensuring that employees wear the required PPE.
- Each supervisor must train their employees regarding the following (contact the Safety Committee if you need assistance):
  - When PPE is necessary
  - What type to use
  - How to put on, take off, adjust, and wear appropriate PPE
  - The proper maintenance, storage, disposal and useful life of PPE

### Faculty, Staff, Students, Visitors and Volunteers

- Each individual is responsible for wearing their required PPE as identified by the supervisor, as a result of conducting a PPE assessment.
- Each individual is responsible for maintaining and storing their PPE in a clean and sanitary condition.
- Each individual must ensure that their PPE is in good operating condition before wearing it.
- Each individual needs to communicate to their supervisor any unforeseen hazards requiring additional PPE.
- Each individual needs to report to their supervisor any defective PPE or need for replacement.

### Goleta Union Safety Committee

- If requested, the Safety Committee will assist supervisors in completing the PPE Assessment Tool, evaluating job hazards, or selection of appropriate PPE using the:
  - Guidelines for Selection of Personal Protective Equipment by OSHA  
<https://www.osha.gov/Publications/osh3151.html#hazard>
  - Lab PPE Assessment Tool by California Safe Science Guidelines

- The Safety Committee may also assist in determining the type of PPE necessary based on the hazards involved in the job.

### **Specific Program Components**

The purpose of personal protective equipment (PPE) is to protect individuals exposed to health and safety hazards from the risk of injury by creating a barrier against workplace hazards. PPE include devices for head protection, eye and face protection, protective clothing, hand protection, foot protection, hearing and respiratory protection. Using PPE requires hazard awareness and training on the part of the user. PPE is not a substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls.

### **PPE Assessment**

In order to be able to choose the proper PPE, the individual must be aware of what hazards exist in the workplace. This involves obtaining information on the types of hazards present, the toxicity of the materials involved, and what other options are available to control exposure. General information about chemicals may be found in the Safety Data Sheets (SDS). The chronic and acute effect of chemicals, biological and radiological materials should also be assessed. The next step would be to implement the control measures necessary to prevent exposure into the operational procedures.

All Safety Data Sheets (SDSs) are located online. The link is available on the GUSD website in the Safety tab on the home page. Posters are also located at all sites to call the 3E company that houses the SDSs.

### Head Protection

Head injuries are commonly caused by impact from falling or flying objects, and falling or walking into hard objects. PPE devices such as hard hats may protect you from objects falling on your head and, in a limited way, from electrical shock or burns. Hard hats should be worn in areas where there is potential for head injuries.

### Eye and Face Protection

Eye protection must be worn where there is potential for injury to the eyes or face from small particles, toxic chemicals, flying objects or particles, large objects, thermal or radiation hazards, and lasers. According to the types of and extent of hazards, different PPE should be worn. PPE for the face and eyes includes devices such as safety glasses, goggles, and face shields. These must always remain clean and free of contaminants. Safety glasses or goggles must always be worn in laboratory areas.

For employees who wear prescription glasses, side shields must be permanently affixed to the frames to protect eyes from flying particles. Side shields on eyeglass frames must meet ANSI Z87.1 requirements and must not be removed. Temporary or part-time employees should be provided temporary safety glasses that can be placed over their personal prescription glasses. “Over-the-glasses” safety glasses are available. Contact the MOT Department, if you require special safety glasses.

### Body Protection

Protective clothing, such as lab coats, should be worn when handling hazardous materials. This will prevent the contamination of skin and clothing.

### Hand Protection

Selecting the proper gloves is very important since it is our hands that are often used to handle hazardous materials. These materials usually consist of caustic or toxic chemicals,

biological substances, electrical sources, or extremely cold or hot objects that may irritate or burn your hands. In addition, traumatic injuries such as cuts, sprains and punctures may also occur. With the wide range of hazards, there also exists a wide range of gloves that may be used as PPE. It is important to know that not all gloves are protective against all chemicals. To choose the proper chemical resistance gloves for a specific chemical contact your supervisor.

Foot Protection

Injuries that may occur when the proper footwear is not worn are chemical and heat burns from spills and splashes of acids and caustics, compression injuries, electrical shocks, and slipping. Wearing the proper footwear is therefore very important when working in areas where physical and chemical hazards are present. Close-toed, heeled shoes must always be worn in laboratory areas where chemicals are present.

Hearing Protection

Exposure to high levels of noise may result in hearing loss. PPE should be worn when the noise level is 85 decibels or greater averaged over an 8-hour period of time. Popular types of hearing protection devices include earmuffs and foam earplugs.

Respiratory Protection

Respirators are used to prevent the exposure to air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. All respirator usage, which includes disposable respirators, air purifying respirators, and air supplied respirators, require annual fit testing and training prior to use.

**Reporting Requirements**

<b>CONTACT</b>	<b>TITLE</b>	<b>PHONE</b>
Shawn Dahlen	Director of MOT	(805) 681-1231 x2210

**Competency Assessment and Training Requirements**

Employees are initially trained in proper use and maintenance of any PPE required in accordance with the manufacturers' instructions.

If you have any questions or concerns, please contact the Director of MOT.

<b>CONTACT</b>	<b>TITLE</b>	<b>PHONE</b>
Shawn Dahlen	Director of MOT	(805) 681-1231 x2210

**7.26 HEAT ILLNESS PREVENTION**

Dozens of workers die every year because of working in the heat, OSHA says. Most of those deaths take place in the first few days of working in the heat, which makes it especially important for employers to allow workers to build up gradual tolerance to the conditions. Symptoms of heat illness include headache, nausea, dizziness, irritability, confusion, thirst, heavy sweating and a body temperature greater than 85 degrees.

OSHA emphasizes three preventive steps:

- water
- rest
- shade

The agency advises workers in hot conditions to drink water every 15 minutes, even if they

do not feel thirsty. Workers should wear a hat and light-colored clothing, and rest in the shade to cool down if they feel overheated.

If you feel you are suffering from heat illness, tell someone immediately. Take the above precautions until help arrives. Taking care of yourself can be the difference between life and death. Heat illness can lead to heat rash, heat stroke, heat exhaustion and even death.

For more information on Heat Illness Prevention, please refer to the Injury and Illness Prevention Plan on the Goleta Union School District website under the Safety tab.

## **7.27 AEROSOL TRANSMISSIBLE DISEASE PREVENTION**

The following methods are used to prevent exposures to aerosol transmissible diseases/pathogens (ATD, ATP's)

- Promptly identify suspect students and staff.
- Transfer to an appropriate room within the institution for airborne infectious disease students.
- Staff should remove themselves immediately.
- When not feasible to provide airborne isolation rooms for a novel disease, provide other effective control measures, i.e., PPE, hand hygiene, social distancing (keeping 6 feet from suspected or diagnosed ATD students).

Apply appropriate isolation precautions.

- Isolate the person showing signs of aerosol transmissible diseases.
- If available, have the person put on a mask until they exit the building to go home.

Maintain appropriate engineering controls. To prevent transmission, i.e., ventilation systems on fresh air exchanges in appropriated treatment rooms are used to manage the environment of students with ATD.

Implement appropriate work practices to prevent transmission:

- Food is not allowed in appropriate treatment rooms or areas.
- Respiratory etiquette is practiced by employees.
- Using personal protective equipment to protect employees from other pathogens spread by airborne/droplet route of transmission, i.e., Influenza.
- Wash hands before and after student contact.
- Keep 6 feet from the person showing signs of aerosol transmissible disease.
- Identify and review annually the work locations at higher risk for exposure to ATD/ATP, including school offices, classrooms, nurse's office, health office, or treatment room/area.
- Maintain routine cleaning.

Respiratory protection

- Respirators used, such as filtering face pieces must be National Institute for Occupational Safety and Health (NIOSH) approved and have a minimum rating of N95.
- Fit-testing and respiratory protection procedures will occur in accordance with the Santa Barbara County Office of Education's Respiratory Protection Program.
- N95 respirators will be reused when there is a lack of available inventory, i.e., pandemic or epidemic. The N95 respirator can be worn for one shift of work or more often depending on the need. The N95 respirator should be inspected prior to use, and not used if it is damaged in any way. If there is a shortage of N95 respirators, an elastomeric mask may be used.

For more information, please contact David Simmons, Assistant Superintendent of Human Resources



## **SECTION 8      SAFETY INFORMATION**

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### **8.1    SAFETY BULLETIN BOARD**

One method of transmitting important information regarding the District's accident and injury prevention efforts is through the use of an organized, ever-changing safety bulletin board. The Board or Trustees provides management with a centralized place to post information they wish to transmit to employees. The Board of Trustees then provides employees with up-to-date information on issues concerning their welfare and safety.

#### Steps

1. Place the safety bulletin board in a conspicuous location within District facilities, where employees normally have access, such as the lunchroom.
2. The size of the bulletin board should be large enough to accommodate a wide range of safety and health-related documents.
3. The bulletin board should be well maintained at all times. Some documents will be permanently displayed, while others are dated or are subject to becoming stale and should be removed in a timely manner. Only safety and health documents relating to on-or off-the-job safety belong on the bulletin board.
  4. Items that are appropriate for the bulletin board are:
    - a. Accident prevention posters
    - b. Cal-OSHA poster
    - c. Monthly theme posting
    - d. Monthly/weekly slogan posting  
Examples: "A Child May Dare, So Drive With Care," or "A Little Brew May Blur Your View"
    - e. Safety contest information and results
    - f. Pictures of facility
    - g. Pictures of employees "doing something right."
    - h. List of trained personnel in first aid and CPR
    - i. Safety Data Sheets 3E Poster

#### Reference

National Safety Council Data Sheet, No. 616.

### **8.2    SAFETY ARTICLES**

Monthly safety articles are published and sent to all employees. It is the responsibility of the employee to read and understand the material. If an employee has questions regarding the material in the article, they should contact the Assistant Superintendent of Pupil Services.

### 8.3 GOLETA UNION SCHOOL DISTRICT WEBSITE SAFETY FOLDER

Goleta Union School District has a Safety Folder on the GUSD website on the home page. The Safety Folder contains:

- SDS link to 3E
- Safety Plans
- Safety Committee agenda and minutes
- AHERA Plans
- SB187 Plans
- Safety articles

It is the responsibility of the employee to know where the plans are located. Safety Plans available to all employees:

AEROSOL TRANSMISSIBLE DISEASE PREVENTION PLAN
AMERICANS WITH DISABILITY
ASBESTOS
BACK AND LIFTING
BLOODBORNE PATHOGENS
BULLYING/CYBERBULLYING AWARENESS
CHEMICAL HYGIENE
CHEMICAL INVENTORY
CONFINED SPACES
ELECTRICAL SAFETY
ERGONOMICS
EXCAVATION/TRENCHING
FALL PROTECTION
FIRE PREVENTION
GENERAL FIRST AID
HAND AND PORTABLE TOOLS
HAZARDOUS COMMUNICATION/MSDS
HAZARDOUS WASTE DISPOSAL
HEARING CONSERVATION
HEAT ILLNESS PREVENTION
IIPP – INJURY AND ILLNESS PREVENTION PLAN
INDOOR AIR QUALITY
LADDER
LOCK OUT/TAG OUT
MACHINERY AND MACHINE GUARDS
PCB (POLYCHLORINATED BIPHENYL)
PEST MANAGEMENT
PLAYGROUND
PPE (PERSONAL PROTECTIVE EQUIPMENT)
RESPIRATORY

ROOFING ACCESS SAFETY
SCAFFOLDING/LADDER (SCISSOR LIFT)
SCHOOL SITE AND DO SAFETY PLAN (Follow SEMS)
SLIPS, TRIPS, FALLS
STORM WATER
WELDING, CUTTING AND BLAZING
WORKPLACE VIOLENCE





## **SECTION 9      STORM WATER POLLUTION PREVENTION**

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### **Best-Management Practices**

#### **Non-Structural Control Methods to Reduce Pollutants in Storm Water**

The facility incorporates non-structural control measures to reduce pollutants in storm water runoff. The following narrative briefly describes each control-measure used on site.

#### **Good Housekeeping**

Good housekeeping measures are used to minimize potential pollution from on-site sources. Housekeeping measures include sweeping, spill response, neat and orderly storage of materials, maintenance of floors, and maintaining adequate aisle space.

Key elements of the facility's good housekeeping program include the following:

- Prompt Removal of Minor Spillage: Minor spills occur in the parking areas, maintenance and repair shops, and fuel transfer areas. Minor spills can be the result of overfilling or drips from the containers. Absorbent material is placed on the spill and the waste absorbent material is properly disposed of.
- Parking Lot Maintenance: Vehicle parking areas are inspected and maintained daily. Maintenance includes the use of absorbent material in conjunction with sweeping. This maintenance program minimizes the potential for petroleum drips, spills and leaks to be discharged with storm water.

#### **Preventative Maintenance**

The preventative maintenance program includes inspection of facility equipment and system and storm water management devices to detect conditions which may cause breakdowns or failures resulting in the discharge of significant materials into storm water. Inspections assist in identifying spills and leaks, corroded pipes and tanks, equipment deterioration, stains and windblown significant materials. The preventative maintenance program applies to the following storm water equipment and systems used on site to minimize pollutants from entering storm water:

- Treatment devices
- Pavement
- Dust control
- Pumps and sumps
- Fuel Leak Detection Systems

Each system and piece of equipment is inspected monthly. Inspection procedures vary depending upon the equipment or system; however, the major elements of the inspection program include:

- Cracks or structural failures

- Parts of pieces of equipment not functioning properly
- Need for cleaning or emptying the unit

Inspection records are kept on site in the MOT Director's office.

### **Spill Response**

Responses to spills of significant materials are prompt as a result of frequent inspections. Employees are trained to recognize potential spill situations and respond to them appropriately.

### **Material Handling and Storage**

Raw materials are received in closed containers. Hazardous materials stored outside are secondarily contained.

### **Training and Recordkeeping**

Employee training programs are developed to inform facility personnel of the components and goals of this Plan. The training covers practices for preventing spills and the procedures for responding properly and rapidly to spills.

Employee training meetings are held annually.

Employee training records are kept for three years. Annual storm water reports are kept for five years. Inspection reports are kept for five years.

School site employees will be notified of Storm Water Pollution Prevention by newsletters, plans on website and trainings. Employees will be trained that NOTHING goes down the storm drain including “dirty water”.

### **Waste Handling**

Facility-generated waste is contained in a rubbish bin and emptied regularly. All waste is disposed of off- site. Hazardous wastes are segregated and disposed of off-site by licensed contractors.

## STORM DRAIN REGULATION

Illegal discharge of pollutants into any storm draining system is a violation of Section 5650 of the California State Fish and Game Code.

Conviction for violations of these regulations could result in fines of \$1,000 for each offense of the City Municipal Code and/or six months in jail. \* Convictions of state water codes could result in fines ranging from \$2,000 to \$10,000 per day for any discharge of pollutants into surface waters. \*

Dumping of dirty water into the dirt or plant beds is also prohibited.

\*If you are the one who dumped/poured pollutants, you will be held personally liable.

If you have any questions regarding this matter, please feel free to call the MOT Department.



## **SECTION 10 TRANSPORTATION**

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In order for the District to achieve its goal of providing quality education to our students, a congruous effort by many people and departments is required. It also involves the movement of personnel, material and equipment. Transportation or vehicle operation poses a significant exposure to employees. Protecting this exposure is critical to the success of our loss effort.

1. Be sure to wear a seat belt at all times when operating or riding in a District vehicle.
2. Perform a safety check of the vehicle to ensure that it is in good operating condition. Check the brakes, lights, tires and vital fluids. If for any reason the vehicle does not perform safely, bring it in for service.
3. Yield the right-of-way when operating a District vehicle. You can be right and dead at the same time.
4. Be sure to leave enough room between you and the vehicle you are following. At a minimum, you should be at least two seconds behind the lead vehicle. This distance must be increased if your vehicle is larger than a regular car or if the lead vehicle is a motor cycle.
5. Maintain a professional attitude when operating a vehicle.
6. Let tailgaters pass you by. If they won't do this, pull over until they do.
7. Be aware of children who may cross roads at any place.
8. Be sure the area behind you is clear before backing up. If visibility is obscured, request help from someone to act as a spotter for you. If you are still unsure of where you are backing, stop, get out of the vehicle, and check the area yourself. Do not rely on mirrors.
9. Avoid placing articles on dashboards and rear window ledges as these can become missiles in the event of a sudden stop.
10. Secure all loads so they won't shift during transportation.

### **10.1 SCHOOL BUSES**

As a school bus driver for the Goleta Union School District, you are a part of a very special team. You're a professional driver and have worked hard to achieve that status. The responsibilities of a school bus driver are many, but the most important responsibility is the safety of your passengers. Goleta Union School District strives for an excellent safety record and every one of you makes an invaluable contribution toward this achievement in excellence. The District is fortunate to have people like you who care about the students they transport, and the pride you take in your job.

As you well know, our buses are rolling billboards, advertising the Goleta Union School District. Whatever you do or say when driving your bus is a direct reflection on all school bus drivers and on our school District. As a professional school bus driver, you are the *ultimate* model of safe driving. Your passengers are the drivers of tomorrow and it's important to demonstrate to them and the rest of the driving public, how they should drive

their own vehicles. You are also being a positive role model by driving defensively, cautiously and courteously, as well as being a model on how to act with appropriate behavior.

The CHP Passenger Transportation Safety Handbook (82.7), the California Vehicle Code (CVC), Title 5 and Title 13 of the California Code of Regulations (5CC, 13 CCR), the CDE Behind the Wheel Training Guide, all City and County Ordinances, all Federal rules and regulations and all District policies and regulations pertaining to school buses are hereby made a part of this handbook and shall be observed at all times while on duty. If you should need to refer to any of these publications, contact the Driver Trainer or the Transportation Director.

### **The Bus Environment**

Take pride in the appearance and operating condition of your bus. Make your passengers feel welcome as they get on board your bus. Make the students feel good about being on the bus so they are less likely to cause problems.

You should be friendly, but not overly familiar with your students, nor should you encourage your passengers to be overly familiar with you. Being a bus driver isn't a popularity contest, and you shouldn't try to make it one; it's about getting the students to and from school or a school-related activity safely. But you should seek and earn their respect, maintaining an amiable relationship. Friendliness is important in establishing good relationships with fellow workers as well as students.

### **Guidelines for Clean and Safe Buses**

Bus drivers are responsible for cleaning their assigned bus (including spare buses) as follows:

- Floors are to be kept clean at all times and, if necessary, mopped. Every bus shall be kept clean and free of litter. (13 CCR 1232)
- Buses are to be cleaned at least daily. This includes, but is not limited to, sweeping the floor (floors shall be cleaned at least once each day and more if deemed necessary), washing and dusting outside, dusting dash and instruments and washing windows inside and out.
- Drivers are required to wash the exterior of their buses a minimum of once a week.
- Ceilings, seats (i.e., graffiti), rims and tire sidewalls are to be cleaned as necessary.
- All windows and mirrors are to be kept clean.
- Dash, windshield, and driver's area are to be kept clean and uncluttered. The use of decorative magnets and stickers on the windshield is prohibited by VC 26708.
- Seats are to be kept clean and free of litter.
- Articles found during cleaning are to be turned in to the Transportation Office, unless you know the owner and can return the article during the next run or the next day.
- Your personal articles should not be allowed to accumulate on the dash, above the sun visor of the bus or in the compartments.
- Drivers typically have time in their day to accomplish routine cleaning of their bus.
- Do not store food or food items on any bus.
- You may **not** ask another driver to wash your bus without prior approval from the Director.
- You may not have medications in reach of a child. All medications must be locked up.
- The driver of any spare bus shall clean and fuel the bus at the completion of the use.

Each route has fifteen (15) minutes per day for bus cleaning and paperwork.

### **Traffic Citations**

Commercial drivers must obey traffic rules and regulations at all times. Any District employee receiving a traffic citation while on duty will be held responsible for the payment of any fine. The Transportation Department requires all driving personnel to submit to a Transportation Administrator, a copy of any traffic citation received while driving a school District vehicle.

### **Radio Procedures**

All our buses are equipped with two-way radios. How you use the radios is very important. We are fortunate to have the privilege of being allowed to use the airways to operate our buses more efficiently. We must however, ensure that we use the radios according to FCC regulations.

The radio shall be used for District business purposes only.

The radio is not to be used to tell another employee that you will meet them later for lunch, or discuss other personal business. Remember, the FCC as well as other departments in the District, can and do monitor our transmissions. Not only is it important to avoid non-business communications, but drivers should work to make their business as brief as possible. If you have something to say that will take some time, try to get to a telephone and call the office. If you have sensitive information, do not discuss it on the radio. Also, consider if the situation can be dealt with when you return to the yard.

Even the best of radios is of no value if it is not turned on with the volume at an audible level. When you start your bus in the morning, turn on your radio and adjust the volume control so that you can hear. Make sure it is not on 'back-up mode'. It is very frustrating for others who are trying to reach you when your radio is off or turned down or on 'back up' mode.

### **Basic Two-Way Radio Operating Procedure**

Before using the radio, make sure you don't hear anyone else transmitting. You should avoid breaking into someone else's transmission unless it is an emergency.

Hold "mic" key until radio beeps, then speak clearly and slowly. Hold the "mic" at least 5 inches away from your mouth.

Use 10 codes as much as possible.

- 10-1 Receiving poorly
- 10-2 Receiving okay
- 10-4 OK or acknowledge
- 10-6 Busy, please stand by
- 10-7 Out of service
- 10-8 In-service
- 10-9 Repeat
- 10-16 Pick up
- 10-17 No Pick Up (until further notice)
- 10-18 No Pick Up (today)
- 10-19 Returning back to yard
- 10-20 Location

- 10-21 Call by phone
- 10-22 Cancel
- 10-23 Please stand by
- 10-24 No response from parent for pick-up (we will continue on)
- 10-49 Proceed/Proceeding to (give location)
- 10-73 Radio Check Please
- 10-97 Arrived At Location (specify)
- 10-98 Completed Last Assignment (available)

Speak slowly and distinctly; otherwise, your transmission will be garbled.

Be alert and listen to all of our transmissions while you are in your bus. Even though you are not being called, you may be of assistance or hear information that could affect your route.

If someone has an accident or emergency, stay off radio until dispatch advises that all is clear, Code 4.

Call in all 10-21 and 10-24's. Refer to the 10-21/10-24 procedures. Also, call in 10-98/10-19's at the end of every run.

Cell phones shall not be used when you are driving the bus. If the need arises to use a cell phone, stop the bus in a safe location before using it.

Do not wear hands free devices or wireless equipment.

### **Special Education Transportation**

Federal law mandates the discipline process for special needs children. While all of the guidelines/expectations above for maintaining order apply, the law mandates that suspension of bus riding privileges may not exceed ten (10) days.

When a Special Education School Bus Notice is written regarding a student, it is **mandatory** that you discuss the behavior with the Director.

Because of various disabilities, behavior management methods may vary from student to student. Therefore, no suspension of bus riding privileges may be initiated without a discussion consulting with the Director, Principal and/or Teacher. For more severe cases, a conference with the parents may be necessary before an IEP takes place. If you have any doubts about how to handle a situation, always consult the Director before taking any action.

### **Pick up and Drop Off Procedures for Special Education**

Special education students are to be (a) brought to; (b) assisted in and out of their seats; and (c) taken off the school bus by a responsible adult, whether it is at school, home, child care, therapy, etc. if needed.

School bus drivers are instructed to arrive at the residence of the student. If the student is not present the driver is to wait two (2) minutes. If no one arrives, the driver calls dispatch with a 10/24 "No Response" and drives away. The bus driver is not to return to the stop.

If a student is reported to dispatch as 10/24 (no response) for three (3) consecutive days, the driver must notify dispatch.

Driver may not leave the bus except to operate the lift gate for children in wheelchairs.

It will be the school administrator's responsibility to designate staff to bring students to the

school bus at the assigned dismissal time. Buses cannot wait for students who are being held behind by teachers for any reason.

It will be the bus driver's responsibility to receive the students and to secure their wheelchairs. It will be the parent's/guardian's and teacher's/aide's responsibility in all cases where a child needs to be lifted into a seat. It is the driver's responsibility to ensure the vest, harness or seatbelt, when required, are secured correctly.

The parent/guardian or care provider must be at the assigned stop to receive the student when delivered by the bus driver. If there is an emergency and the designated adult is unable to meet the bus, arrangements must be made for another adult to be there when the bus arrives and notify the Transportation Department Dispatch Office prior to the drop off time. If the parent feels that the student does not need to be met by an adult, this must be authorized on the form titled "Release from Responsibility". This form will be available through the Transportation Department and must be completed at the beginning of each school year.

In the event that no responsible adult is available to meet the student at the designed drop off point and there is no authorization on file to drop the student off unattended, the following procedure will be observed.

The bus driver will notify the Dispatch Office immediately and, if other students are on board, continue their route.

The Transportation Office will make every attempt to locate a parent/guardian or an alternate drop off point using the information provided on the "Transportation Emergency Information" form.

At the completion of the route, if no responsible adult had been located, arrangements will be made to return the student back to school.

Consistent failure to meet the bus will be cause to discontinue transportation services.

### **Transporting Medication on the School Bus**

When medication must be sent with a child to school, the following chain of command must be followed:

For the morning pick up, medication will be handed from the parent/guardian to the driver, then from the driver to designated school personnel.

On the way home, medication (or empty medicine container) will be handed from school personnel to the driver and from the driver to the adult accepting the child at home.

### **Wheelchair Procedures**

Before loading a wheelchair, ensure the brakes are in good condition, all tires shall be inflated, restraining belt is secure around the pupil and secured to the pupil's chair.

Only the driver shall operate the wheelchair ramp.

### **All wheelchairs are to be put in a forward-facing direction.**

Use a four-point tie down system on all chairs. Buses equipped with a seven-point system must use those. Tie downs should not be crisscrossed. If chair has a designated tie-down point it should be used whenever possible. Both front and rear tie downs should be just below the seat-welded sites. Each strap should be at a 45-degree angle from the floor. Do not secure tie downs at removable parts on chair or tires. Tie-downs should not be on crossbars as this may cause chair to collapse.

When not in use all tie-downs shall be removed from railings and secured properly. Utility

box shall be secured to prevent movement during operation or roll over. Ramp shall be covered when not in use while bus is in motion.

Trays on wheelchairs must be removed and secured separately.

In the event of an emergency where a child must be removed from a wheelchair, the driver should know how to safely remove them. Ask parent/caregiver to demonstrate how to safely remove child from wheelchair in an emergency.

Remember the physical condition of these students requires extra care. Provide them with a safe, comfortable, and smooth ride.

Ensure the exchange of wheelchair student with an aide/teacher/etc.

### **Students who Become Ill on the School Bus**

Unless you are faced with a life-threatening situation which requires emergency protocols, when a student becomes ill on the school bus while going to school, you must follow through and deliver the child to their intended destination. The school the child attends will determine whether the child should be sent home or not. Parent contacts, attendance-reporting mechanisms, delays, liabilities, etc. are school site issues, which must be dealt with by school site staff.

If at the bus stop you should become aware of a sick child, you may want to take the opportunity to discuss this with the parent or guardian if they are there/available. **NEVER SEND A CHILD HOME FROM THE BUS STOP ALONE.**

If while boarding students at a school (to deliver students home) you become aware of a sick child, you may wish to discuss this with school personnel (teacher, instructional aide, secretary, or principal). The child should be taken to the office and the school will notify parents of the need to pick up their child at school. Please minimize the discussion about any child over the airways.

### **Bus Driver Responsibilities**

- Maintain a clean driving and criminal record. (13369 CVC and 13 CCR 1208)
- Maintain a current and valid medical examination (DL 51) (13 CCR 1205). Prior to expiration of current license, see training office for authorization and current forms.
- Maintain a valid Special Drivers Certificate for School Bus
- Maintain a valid first aid certificate dated within two years, if applicable. (12522CVC)
- Maintain the required number of in-service training hours. (40085 EC)
- Maintain the driving skill to pass the CHP driving test in the appropriate bus.
- Maintain the driving skills necessary to demonstrate proficiency in the required school District buses. (13 CCR 1234 & 1229)

**Note:** If any document is allowed to expire, the driver shall be put out of service until they become eligible to drive again (13CCR1213.1 1212.5). Failure to be able to perform your job function may lead to discipline up to termination.

**Important:** Driver must report to District any/all moving violations, pending action, or citations whether received on or off duty.

### **Driver Trainer Responsibilities**

- Provide and maintain sufficient instruction to satisfactorily conduct the training program. (40082, 40084.5, 40087, 40088, 40089 CEC)
- Maintain the drivers' training records. (13 CCR 1234, 400087 EC)
- Provide original classroom instruction. (13 CCR 1204, 40082 EC)



- Provide renewal classroom instruction. (13 CCR 1204, 40085 EC)
- Provide in-service training at regular safety meetings and in-service or staff development days.
- Provide original behind-the-wheel training pursuant to the Instructor's Behind the Wheel (BTW) Guide in California's Bus Driver Training Course.
- Provide proficiency training for all District school bus drivers, as required, pursuant to the Instructor's BTW Guide in California's Bus Drivers Training Course. (13 CCR 1234, 13 CCR 1229)
- Provide field trip training as required. (13 CCR 1202 & 1229)
- Provide school bus first aid book as required. (12522 CVC)

### **Avoiding Accidents**

Safely transporting students to and from school, or school-related activities is our primary responsibility. Always ensure the safety of your students by monitoring the 'Safety Zone' around your bus at bus stops, the road ahead and behind you, and ensuring other potential hazards don't become a problem by taking appropriate action. Prevention of accidents is best accomplished by exercising your good judgment, avoiding risk, as well as complying with all applicable laws, policy and training standards.

### **Definition of a School Bus Accident**

"A motor vehicle accident resulting in property damage or personal injury, on public or private property, and involving a school bus with a pupil on board; a collision between a vehicle and any pupil or the bus driver while the pupil or driver is crossing the highway when the school bus flashing red signal (crossover lights) lamps are required to be operated pursuant (22112 VC); or injury of a pupil inside the bus as a result of acceleration, deceleration, or other movement on the bus" (12517.1 VC).

### **Reporting School Bus Accidents**

All bus accidents or incidents in which a District vehicle is involved must be reported immediately to Dispatch or the Transportation Director. Any accident that occurs while a bus has pupils aboard is required to be reported as a school bus accident, regardless of the dollar amount of the accident or severity of an injury. The driver should not make any decisions whether or not an occurrence is serious or not. When pupils are on board, unless there is danger of fire or other hazard, pupils shall remain on board the bus.

Dispatch will be responsible to call the California Highway Patrol and any other emergency services needed. Dispatch will make any and all other necessary phone calls. If you are not able to contact dispatch over the two-way radio, call the Director. You will be responsible to contact CHP to report the school bus accident if unable to contact the above school personnel. If out of the immediate area, call the CHP and the designated person in the District. If there are no pupils on board then the local authorities must be called to report the accident.

### **General Procedures at the Scene of an Accident**

Because the circumstances of each accident are different, the sequence procedures may vary, but the general procedure is recommended:

Set the parking brake and put transmission in 'neutral' or park position. Turn off the ignition switch and remove the key.

Be calm and reassure your passengers.

Evaluate the accident scene. Make sure there are no immediate hazards or dangers at the impact location, such as an electrical fire, smoke or fuel leak that could lead to potential fire.

Check for injuries among the passengers and follow necessary first aid procedures.

Contact Dispatch. Give location and let Dispatch know if there are injuries, damage, or fuel spillage.

Secure Scene: Check for possible fire or other dangerous situations that may facilitate the need to evacuate the bus. Do not move the bus unless directed to do so by law enforcement.

Keep all students on the bus if it is safe to do so.

Protect the scene. Place reflector warning devices in appropriate locations.

Under normal circumstances, the vehicle involved should not be moved until a law officer advises the driver to do so. If the location of the vehicle is a hazard, it is permissible to have it moved to a safe location. You must be able to identify the position in which the vehicle came to rest after the impact. If possible, mark the tires on the pavement prior to moving the bus.

Complete seating chart and all required paperwork while waiting for law enforcement.

When law enforcement arrives on scene present registration, seating chart and all required documents.

Do not discuss the facts of the accident with anyone other than the investigating officers or authorized representatives of the District.

During the investigation, be patient; evaluate questions and give clear and concise answers. Make no admission of guilt.

Drivers involved in an accident are required by law to give certain information to the other drivers, such as name, age, driver's license number, and vehicle information, and to receive and write down the same information from the other driver(s) involved.

Obtain all necessary information from bus passengers. This should include the passenger's name, phone number, age, and seat location. Use the seating chart provided in the accident packet.

Start filling out the Narrative Supplemental form for the CHP.

Prepare all your documents, including driver's license, medical, special certificate and first aid card (if applicable). Also get out the vehicle registration and insurance cards and have them ready for the officer.

Start filling out the District accident form, filling in as much information as possible. It is important to obtain information on the other vehicle and driver in case they leave the scene.

If an injured person is removed to a medical facility, be sure to obtain the name and location of the medical facility from the person taking the injured person.

A driver is not to leave their bus to seek help except when there are no pupils on board who can be sent for help. Pupils may not be left unsupervised.

Submit all required paperwork to dispatch upon returning to work location.

Drivers shall not admit fault and not accuse the other party of being at fault. Be prudent as to what is said at the scene of the accident. Speak freely only to appropriate District personnel or appropriate law enforcement officers. Remain calm and professional.

### **Witnesses**

As soon as the immediate needs of passengers are taken care of, the scene has been made as safe as possible and the Transportation Department has been notified, attempt to obtain as

many witnesses to the accident as possible.

Secure names and addresses of outside witnesses on the Accident Form provided in the accident packet. Check each name carefully to see that all information is legible before witnesses leave the scene of the accident. If we can't read it, it can't help you. Secure the names and addresses of every occupant of the other vehicle involved, clearly indicating who was driving.

Transportation must again be notified when all the above is completed and the bus has been released and is ready for service or removal from the scene.

### **Reporting Accidents or Incidents When Transportation is Closed**

Since the law requires that all accidents involving a school bus be reported to the CHP, it is your responsibility to make sure that such a report is made. After hours and on weekends or holidays you should notify the Transportation Director at home. When reporting an accident, you should be prepared to give as many details as possible. In the event you are unable to reach the Transportation Director at home, you will need to call California Highway Patrol yourself. Such calls can be made by calling 911 asking for the CHP and making this statement "This is a report of a school bus accident."

### **Accidents with Unattended Vehicles**

The driver of any bus that collides with an unattended vehicle shall immediately locate and notify the owner or operator of such vehicle, and give them the name and address of the owner of the bus, or leave in a conspicuous place on the unattended vehicle, a written notice giving names and addresses of the driver and the owner of the bus, (CVC 20002). The accident shall be reported to Dispatch or the Transportation Director and documented on the accident form.

### **Writing an Accident Report**

Since it is difficult for someone involved in an accident to remember all the details after leaving the scene, it is essential that you make written notes at the scene and identify all witnesses immediately after necessary measures have been taken. Use the accident kit with the information forms provided.

The accident report forms are the responsibility of, and are to be completed by the driver. Transportation staff if available will assist the driver in filling out the forms. The report must be filled out and given to the Director within 24 hours or sooner.

Identify and describe the location. Include street names, number of lanes, traffic volume etc.

Describe movements or actions of each party immediately preceding the occurrence. If other vehicles are involved, describe each separately, and identify as V-1, V-2, etc.

Describe the point of impact (POI) and movement of vehicles to the point of rest. Indicate place and approximate amount of damage to each vehicle.

Draw a complete diagram of the event.

### **School Bus Safety Law**

School bus drivers shall ensure that students are not left unattended on a school bus, except to perform red light escorts to other students 22112(d) VC, comply with the legal requirements of collisions and mechanical breakdowns. All drivers shall remain in the immediate vicinity of the school bus. 12 S.B. 1072

### **The Paul Lee School Bus Safety Law**

In accordance with Education Code §39831.3(a)(4), the Goleta Union School District Transportation Department deploys the following departmental policy to ensure students are not left unattended on a school bus:

- After each run (this means at each school site in the morning and after the last stop for each school in the mid-day and the PM) all drivers will physically walk to the rear of the bus and check each row of seats to ensure that there are NO STUDENTS still on board. This bus check shall include looking under the bus seats. Each bus check will include using the Child Safety Alert System (defined below).
- Upon returning to the Transportation facility drivers will once again physically walk to the rear of the bus and check each row of seats to ensure that there are NO STUDENTS still on board. This bus check shall include looking under the bus seats. Each bus check will include using the Child Safety Alert System.

Specifically, the new law requires the following:

### **Transportation Safety Plan Requirements**

Goleta Union School District Transportation Safety Plan includes procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus (SPAB), or youth bus as well as procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a SPAB.

### **Bus Driver Training**

During the last 12 months of the special driver certificate validity, the 10 hours of instruction shall also include the procedures to ensure that a pupil is not left unattended on a school bus, SPAB or youth bus.

### **Consequences for Bus Driver Gross Negligence**

Goleta Union School District provides transportation to or from school or school activities. The Superintendent or designee must notify the DMV within five (5) calendar days after ordering and upholding disciplinary action against a driver who was found to have left the immediate vicinity of their assigned vehicle with an unsupervised pupil onboard in a manner that constitutes “gross negligence” (defined as the want of even scant care or an extreme departure from the ordinary standard of conduct.) Being reported will be grounds for the DMV to refuse to issue or to revoke a bus driver’s certificate.

The Director of Transportation will inform the Superintendent and DMV of a bus driver’s gross negligence and will follow proper protocol for disciplinary action.

### **Child Safety Alert Systems**

The new law requires the California Highway Patrol (CHP) to adopt regulation governing the specifications, installation, and use of child safety alert systems before January 1, 2018. A child safety alert system is a device located at the interior rear of a vehicle that requires the driver to manually contact the device before exiting the vehicle. The intent of such a device is to prompt the driver to inspect the entirety of the interior of the vehicle before exiting. The new law requires that each school bus, SPAB, youth bus and child care motor vehicle be equipped with a child safety alarm system on or before the beginning of the 2018-2019 school year.

Goleta Union School District bus drivers will be responsible for using the child safety alert system each time they exit a bus other than when using the stop and cross procedures during a bus route.

The Integrated Pest Management Program (IPM) is the foundation for determining those procedures and the selection criteria to safeguard the health and well-being of the students and staff and community members, as well as maintain an ecologically sound and safe school environment.

**“Integrated Pest Management”** [as stated in the Healthy Schools Act of 2000] - a pest management strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using non-chemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment, are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds.

Drivers must be certified annually through the Department of Pesticide Regulation and Healthy Schools Act to be able to disinfect their buses. The training may be offered through the MOT Department before school begins or online. All drivers must have a current certificate.

All disinfectant cleaners are considered pesticides. All cleaners, including wipes, must be locked up and out of the reach of children.

Gloves will be worn where it is reasonably anticipated that employees will have hand contact with blood, OPIM, non-intact skin, and mucous membranes. Gloves will be available from the MOT Director.

Disposable gloves will not be washed or decontaminated for reuse and will be replaced when they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Please **DO NOT bring your own cleaning supplies, chemicals, etc. to school/site.** It is required that the District has an SDS for all chemicals on site. If an employee or student ingests or is exposed to the supplies you brought and we do not have an SDS on file, the District can be exposed to a fine up to \$25,000.

### **103 HOW TO REQUEST A SAFETY DATA SHEET (SDS)**

To request a safety data sheet (SDS), simply call **1-800-451-8346** or mail your request to 3E Company. To ensure your request is quickly processed, it is extremely important to provide as much of the following product information as possible:

- Product Name
- Manufacturer name
- Product number (found on side of container)
- UPC code (if available)

Please do not have unmarked bottles containing hazardous chemicals! Always keep chemicals in their original container.

### **104 STORM WATER REGULATIONS**

Illegal discharge of pollutants into any storm draining system is a violation of Section 5650 of the California State Fish and Game Code, Sections 9.08.360.

Conviction for violations of these regulations could result in fines of \$1,000 for each offense of the City Municipal Code and or six months in jail. \* Convictions of state water codes could result in fines ranging from \$2,000 to \$10,000 per day for any discharge of pollutants into surface waters\*.

All drivers must be responsible for their own spills. If you have an oil, gasoline or soap/chemical spill, please clean it up immediately. DO NOT wash it down a drain.

Dumping of dirty water into the dirt or plant beds is also prohibited.

\*If you are the one who dumped/poured pollutants, you will be held personally liable.



## **SECTION 11 HAZARDOUS COMMUNICATION/SAFETY DATA SHEETS (SDS)**

To enhance our employees, students, visitors and contractors' health and safety, Goleta Union School District has developed, implemented, and maintains a hazard communication program as required by the Cal-OSHA Hazard Communication Regulation (T8CCR 5194). The written program is to establish guidelines and policies to ensure all members, students, and visitors of the Goleta Union School District are apprised of the chemical hazards to which they may be exposed and to provide knowledge so employees can make informed decisions about hazardous materials and/or their "Right to Know". The Hazard Communication Supervisor (Director of MOT) has full authority and responsibility for implementing and maintaining this program. The Director of Maintenance, Operations and Transportation will ensure information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through a comprehensive hazard communication program that includes the elements listed below.

### **RESPONSIBILITIES**

#### ***Responsibilities for Management***

The District's MOT Director is responsible for maintaining a written and effective Hazard Communication Program. All levels of management contribute to ensure that employees are aware of the safe operation/condition of their job assignment and work area. All supervisors are responsible for maintaining a minimal-risk work environment in the areas under their control. The degree of effort and focus needed will vary depending on the nature of the work performed. While supervisors may assign responsibility and delegate authority to others, they are accountable to higher administration for those preventable oversights and errors within their areas that result in injury, illness, or property damage affecting employees, students, visitors from the general public or District property.

#### ***Responsibilities for Employees***

Goleta Union School District employees are responsible for ensuring their own Occupational Health and Safety and the safety of others by following District and department policies, procedures, and safe work practices. The employee also is responsible to follow the requirements of the written Hazard Communication Program.

This involves:

- Informing your supervisor of any personal health problems that may be exacerbated by any of the substances used by the department / site;
- Following the procedures covered in either the manufacturer's literature (SDS), warning labels, or in the Hazard Communication training provided;
- Leaving the area immediately if you believe the incident is beyond your ability to resolve, and immediately notify your supervisor;

- Reporting a spill or incident (including near misses) to your supervisor for appropriate action;
- Ensuring receipt of the proper materials needed to conform to procedures detailed in the Hazard Communication Training.

***Responsibilities for MOT, Human Resources, and Safety and Health Person***

MOT is responsible for the development and administration the District’s written Hazard Communication Program. Human Resources will also provide technical support and resources for departments to ensure employees are appropriately protected from hazardous substances. Resources from MOT and Human Resources may include:

- Assisting supervisors in identifying hazardous substances present in the work area and evaluating potential hazards of operations;
- Assisting supervisors with employee training;
- Recommending appropriate engineering controls, administrative controls, and personal protective equipment (PPE).

***Responsibilities for the District’s Safety Committee***

The District’s Safety Committee will evaluate the District Hazard Communication Program annually to ensure that the program content is current and appropriate. The District Safety Committee members will also work closely with their respective department heads at each school site to ensure that their departmental Hazard Communications Program elements are current and appropriate.

**LIST OF HAZARDOUS SUBSTANCES**

The Director of MOT will prepare and keep current an inventory list of all known hazardous substances present in our workplace. Specific information on each noted hazardous substance can be obtained by reviewing the SDSs. The list will be updated annually or at the time that the inventory changes or new hazardous substances are introduced at each of the District’s sites.

**SAFETY DATA SHEETS (SDS)**

The Director of Maintenance, Operations and Transportation is responsible for obtaining the SDSs, reviewing them for completeness, and maintaining the data sheet system for our District sites. Our District maintains SDS records with 3E. An employee may obtain a hardcopy by contacting 3E or by contacting the Director of MOT. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on immediately to the affected employees by additional training sessions, posting of memos, and other means of communication. Legible SDS copies for all hazardous substances to which employees of this District may be exposed are available 24/7 with 3E. If we are unable to obtain the SDS from the vendor within 25 calendar days of the request, the Director of MOT, Shawn Dahlen, will either call our local Cal/OSHA compliance office or write to:

Division of Occupational Safety and Health  
 Deputy Chief of Health and Engineering Services  
 1655 Mesa Verde Avenue, Ste. 125  
 Ventura, CA 93003  
 Phone (805) 654-4581  
 Fax (805) 654-4852

**HOW TO REQUEST AN SDS**

To request a safety data sheet (SDS), an authorized employee simply calls 1-800-451-8346 or mail the request to 3E Company. To ensure your request is quickly processed, it is extremely important to provide as much of the following product information as possible:



- Product Name
- Manufacturer name
- Product number (found on side of container)
- UPC code (if available)

Please be as specific as possible when requesting SDS for a product. Separate SDS are maintained for products that have even very minor differences from others.

**Please do not have unmarked bottles containing hazardous chemicals. Do not bring unauthorized chemicals from home.**

If anyone has a specific question or needs additional information on an SDS, please call the Cal/OSHA Consultation Service at 1-800-963-9424 or HESIS of the Occupational Health Branch at 510-622-4317. If we use alternatives other than paper SDSs—computer or microfiche machines with printers or telefax machines—we will make sure that employees have ready access to and know how to operate these devices for retrieval and printing of legible hard copies. Our backup system in the event of failure of the primary SDS retrieval system will require employees to request hard copy SDSs by telephone. An SDS hard copy will be provided to the requester as soon as possible after the telephone request is made.

### **LABELS AND OTHER FORMS OF WARNING**

Before hazardous substance containers are released to the work area, it is the policy of the Goleta Union School District that the Director of MOT will verify that all primary and secondary containers are labeled as follows:

- Label Information Primary Container and Secondary Container
- Identity of the hazardous substance(s)
- Applicable hazard warnings
- Name and address of the manufacturer

#### ***Manufacturer's Label***

The primary label is attached to the chemical container by the manufacturer. Only authorized personnel are permitted to accept deliveries of chemicals. The chemical receiver shall be responsible for checking that all the incoming chemicals are properly labeled with primary labels. Each primary label must be in good condition and marked with the following information:

- Chemical, common, or trade name.
- Hazard Warning Statement (Flammable, Corrosive, etc.)
- Name and address of the chemical manufacturer, importer, or distributor.

This applies to all chemicals from outside suppliers, including vendor trial substances.

#### **Right-to-Know Label (Secondary in-house container)**

Each container used in the work area must be labeled. When chemicals are transferred from the manufacturer's original chemical container into a secondary in-house container, the secondary in-house container must also be labeled with the common or trade name of the hazardous material and a hazard warning statement and/or the hazardous properties.

The Hazardous Communication Plan and SDS link to 3E are on the GUSD website in the Safety Folder on the home page.



## **SECTION 12 INDOOR AIR QUALITY**

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The Indoor Air Quality action procedure establishes a standard operating procedure with respect to safety and environmental precautions for Goleta Union School District. We believe that safety and health must be an integral part of every task and must be given the highest priority.

Each identified unsafe or unhealthful condition, procedure or work practice will be addressed in a timely manner. The Director of MOT shall determine the appropriate corrective action to abate, eliminate or correct an identified condition.

Employees will:

- Report all possible Indoor Air Quality concerns to the Director of MOT or the Assistant Superintendent of Human Resources in a timely manner.
- The District will:
- Investigate all complaints to determine the underlying causes of the incident.
- Conduct a thorough inspection of immediate and surrounding areas to verify the underlying causes. Proceed with corrective actions to prevent a recurrence.
- Assure adequate follow up of all improvement ideas brought to their attention.
- Request technical and medical support from appropriate companies when needed to evaluate the incident in the workplace.
- Communicate health and safety issues to employees through written communications including, but not limited to, the results from inspection and follow-up procedure.
- Priorities for correction will be based on the severity of the hazard when observed or discovered. Priorities will always be given to safeguarding employees from serious injury or illness. If a hazard is discovered which poses an imminent danger to employees or building occupants and the hazard cannot be immediately abated, mitigated or corrected without endangering personnel and/or property, then all exposed personnel will be evacuated from the area. Employees remaining to correct the identified hazard condition may do so only if they are properly trained and safeguarded and are fully aware of the condition and precautions necessary to protect themselves. If immediate corrective action cannot be implemented to abate, mitigate or correct the danger, then notification about the hazard must be given to all employees having the potential for exposure to the concealed hazard.

The maintenance of a safe and healthy working environment and compliance with applicable regulations and standards are of the utmost importance to the successful operation of Goleta Union School District. The employee's safety compliance and effectiveness are considered during the focal point reprocess as well as being immediately addressed when a substandard practice is identified.

### Reference

OSHA 1910.22 and 1910.141.

### **12.1 ASBESTOS**

The United States Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires all primary and secondary schools to be inspected for asbestos-containing building materials. AHERA further requires that school Districts develop and implement a plan to safely manage any asbestos-containing building materials found to be present.

Schools in the Goleta Union School District have been inspected and assessed by an accredited asbestos contractor. The inspection report filed by the contractor identifies the location, amount, condition, accessibility, potential for disturbance, and other pertinent information on any asbestos found. The report also certifies that there is no immediate health hazard from asbestos-containing material in our schools.

The AHERA plans are located on the GUSD website in the Safety folder on the home page along with the Asbestos Plan.

Training will be given annually to MOT staff regarding the health hazards and cleanup of asbestos.

Notifications will be sent to parents and employees annually.

If you have any questions or comments, please contact the Director of MOT.

## **122 PCB**

Polychlorinated biphenyl (PCB) is a synthetic organic chemical compound of chlorine attached to biphenyl, which is a molecule composed of two benzene rings. The compound was banned in 1979 when EPA became aware PCB caused cancer. PCBs are regulated by the U.S. EPA under the Toxic Substances Control Act.

A few key points:

- Regulations prohibit the use of PCBs equal to or greater than 50 ppm in caulk and other non-liquid products, including continued use of products already in place
- Intact PCB-containing light ballasts are an authorized use BUT if they leak PCBs then the spill area must be cleaned and proper disposal of the ballast is required
- Proper classification and disposal of renovation and demolition wastes containing PCBs is required under TSCA regulations
- Regulations regarding PCB use, cleanup, and disposal can be complicated - consult the Director of the MOT Department

Training will be given annually to MOT staff regarding the health hazards and cleanup of PCBs.

## **123 LEAD**

The Guidelines for Working with Lead-Containing Materials applies to any work where Goleta Union School District staff and/or contractor personnel may be exposed to lead or lead-containing materials. Activities covered by Goleta Union School District's guideline include (but are not limited to) demolition, renovation, encapsulation, maintenance operations, and paint-prepping. All employees involved in the disturbance of lead-containing materials and lead based paint as part of regular work activities, must have at least a lead awareness training class. Goleta Union School District will conduct necessary sampling, monitoring and inspections to ensure compliance with regulations as well as to protect employee health and safety. Maintenance, Operations and Transportation's Director will provide guidance to departments regarding lead, lead exposure, and if necessary, lead abatement. MOT will act as a liaison between sites and departments requesting services and lead abatement contractors.

Training will be given annually to MOT staff regarding the health hazards and cleanup of lead products.



## **SECTION 13      EMERGENCY PREPAREDNESS**

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### **13.1 EARTHQUAKE SAFETY**

#### **Drop, Cover, and Hold**

##### **Earthquake procedures in the classroom or office**

At the first indication of ground movement, you should **DROP** to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground.

You should seek protective **COVER** under or near desks, tables, or chairs in a kneeling or sitting position with back to the windows.

You should **HOLD** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the quake. Protect your eyes from flying glass and debris with your arm covering your eyes.

You should remain in the DROP position until ground movement ends. Be prepared to DROP, COVER and HOLD during aftershocks.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

##### **Earthquake procedures in other parts of the building**

At the first indication of ground movement, you should DROP to the ground.

Take COVER under any available desk, table, or bench. If in a hallway, drop next to an inside wall in a kneeling position and cover the back of the neck with your hands.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

##### **Earthquake procedures while outside**

At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. DROP to the ground and COVER the back of the neck with your hands. Be aware of aftershocks. Do not enter buildings until it is determined safe to do so.

If walking to or from school, DO NOT RUN. Stay in the open. If the student is going to school, continue to the school. If going home, the student should continue to home.

**While in a vehicle or school bus**, pull over to the side of the road and stop. If on a bridge, overpass, or under power lines, continue on until the vehicle is away from the overhead dangers. Wait until the ground movement stops and check for injuries. Be aware of aftershocks, downed wires, or roads blocked by debris. The bus driver is legally responsible for the welfare of student riders.

The bus driver should drive to the closest GUSD school to shelter if it is not safe to continue on the route. During a major earthquake, the bus driver should stop the bus, have the students duck down (put head in lap) and cover their heads with their arms. When the shaking stops, evaluate the bus and surroundings. If it is safe to move, call into dispatch. Inform the dispatcher which school where you will be sheltering. The bus driver shall stay with the students at the site as the immediate supervisor of the students until their parents/designee check them out.

### **Earthquake Drills**

The earthquake emergency procedure system shall, but not be limited to, all of the following:

A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff.

A drop procedure. As used in this handbook, "drop procedure" means an activity whereby each student and staff member take cover under a table or desk, dropping to their knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

Protective measures to be taken before, during, and following an earthquake:

A program to ensure that students and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.

(Code of Regulations, Section 35297)

Whenever an earthquake alarm is sounded, all students, teachers and other employees shall immediately begin Duck, Cover and Hold procedures:

- DUCK, or DROP down on the floor.
- Take COVER under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.
- HOLD onto the furniture and be prepared to move with it.
- Stay in this position for at least one minute or, in a real situation, until shaking stops.

Evacuation: An evacuation should NEVER be automatic. There may be more danger outside the building than there is inside. If administrative directions are not forthcoming, the teacher will be responsible for assessing the situation and determining if an evacuation is required.

Pre-determined evacuation areas should be in open areas, without overhead hazards and removed from potential danger spots (covered walkways, large gas mains, chain linked fences [electric shock potential]).

Make it clear that a post-earthquake route differs from a fire evacuation route, and that appropriate non-hazardous alternate routes may be needed.

Practice evacuation using alternate routes to the assembly areas.

Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to the incident commander and/first responders.

The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with the Superintendent/designee.

### **Standards for a Successful Earthquake Drill**

Immediately after the earthquake starts all students, teachers and other employees shall:

- DUCK, or DROP down on the floor.
- Take COVER under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.
- HOLD onto the furniture and be prepared to move with it.

Evacuations shall occur when directed by an administrator/teacher. Leave classroom doors open. When evacuations are included as part of the drill, appropriate non-hazardous alternate routes, avoiding building overhangs, electrical wires, large trees, covered walkways, etc., shall be utilized by staff and students in order to reach the designated evacuation areas.

Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the Incident Commander.

The Incident Command System shall be implemented. The Emergency Operating Center (EOC) shall be set up at each site. The Communication Officer shall call in to the District EOC to report the condition of the site using the 11 questions provided (see below). The site will be contacted by the District Office EOC until an all clear is given.

<p><b>Emergency Operating Center Radio Instructions</b></p>	
<p>Sites will be called alphabetically. Make sure your Emergency Operating Center is set up and your teams have reported the information to the Incident Commander and Communication person. Listen for the school site that is alphabetically before you so you are ready to respond. The site name will be called. If the site is not ready to transmit, the requester will move forward to the next site. A second round of transmissions will follow until all sites have transmitted.</p>	
1.	MISSING: STUDENT _____ STAFF _____
2.	
3.	LIFE THREATENING INJURIES: STUDENT _____ STAFF _____
4.	FATALITIES? STUDENTS _____ STAFF _____
5.	
6.	DID YOU CALL 911/FIRE/POLICE OR SHERIFF? YES NO I DON'T KNOW
7.	
8.	DO YOU HAVE A FIRE? YES NO I DON'T KNOW
9.	DO YOU HAVE A GAS LEAK? YES NO I DON'T KNOW
	DAMAGE TO BUILDING? YES NO I DON'T KNOW LOCATION?
	FLOODING: YES NO I DON'T KNOW LOCATION:
	ARE YOUR LIGHTS OUT? YES NO I DON'T KNOW
10.	ARE YOUR PHONES DOWN? YES NO I DON'T KNOW
11.	CAN YOU GIVE ME AN "ALL CLEAR" (no danger to human life)? YES NO

The Drill Evaluation Checklist should be filled out after the drill to help the staff know what went well and what could be improved on the next time. The checklist should be turned in to the Safety Committee to help evaluate the District's processes and procedures.

### **132 FIRE SAFETY**

All classrooms and offices shall have an Emergency Exit sign and Evacuation Chart posted in a prominent location.

#### **Fire Within a School Building**

In the event that a fire is detected within a school building, use the following procedures:

- a. The Principal or Designee will:
  - Order an evacuation if the fire alarm doesn't work
  - Call 9-1-1
  - Notify the Superintendent

- b. Teachers will supervise the evacuation of the classrooms to the designated areas according to the Emergency Exit Plan posted in every classroom and office.
- c. Teachers will close doors upon evacuating.
- d. Teachers will take their roll books to the evacuation site and take roll. Teachers will report any missing student(s) to their Team Supervisor/Administrator.
- e. The head custodian or designees shall assist by shutting off gas valves, electricity, etc. if necessary for evacuating, putting out the fire, etc.
- f. The head custodian or designee shall open necessary gates for fire truck and other emergency vehicle access when appropriate. The head custodian or designee will also keep access entrances open for emergency vehicles.
- g. Notify students and staff when it is safe to return to the school site under the direction of the Fire Department and in consultation with the Superintendent or designee.

## **FIRE EXTINGUISHER SAFETY**

### **How to Use a Hand-Held Fire Extinguisher**

Fire can spread with lightning speed, consuming everything in its path and threatening lives and properties. Handheld fire extinguishers stop fire in its tracks, preventing small fires from becoming large ones. Knowing how to safely operate a handheld fire extinguisher leaves you better prepared for a fire-related emergency and may greatly reduce damage to the school or property.

#### **Remember PASS**

Stand roughly 8 feet from the fire and hold the extinguisher in one hand. Make sure you have an escape route that you can easily access without heading past the fire.

#### **P**

Pull the pin on the fire extinguisher to release the handle. Toss the pin aside.

#### **A**

Aim the hose of the extinguisher at the base of the fire, not at the smoke or flames.

#### **S**

Squeeze the handle firmly.

#### **S**

Sweep the contents of the extinguisher back and forth across the base of the fire, maintaining even pressure on the handle.

Stop spraying the extinguisher once the fire has gone out and call 911 for help if needed.

### **Tips**

It takes about one minute to fully empty the average fire extinguisher. Don't continue emptying the extinguisher once the fire is out, however, as you are left with no firefighting material if the flames were to reignite.

Know your fire extinguisher types:

- Class A units are designed for paper, cloth and plastic
- Class B fights oil and grease fires
- Class C is for electrical fires only
- Class K is designed for use in the kitchen

Some models can be used for more than one class, but always read the tags and familiarize yourself with the extinguishers at home and work so you're ready if a fire breaks out. Most fire extinguishers at GUSD are ABC rated.

### **Warnings**

Never attempt to fight a large fire with a handheld extinguisher. These small devices are designed for putting out small fires centered around a single object. Call the fire department and let firefighters handle larger fires.

Don't attempt to put out a fire if you don't have a safe escape route. Instead, focus on finding a way out of the room as quickly as possible and leave firefighting to the professionals.

Don't use the wrong extinguisher for the job, such as a Class A unit on a grease fire, as this can make the fire worse.

### **FIRE DRILLS**

*Principals shall hold fire drills at least once a month in all elementary and middle schools and at least twice each school year at all high schools.*

*(Code of Regulations, Title 5, Section 550)*

1. Whenever the fire alarm is given, all students, teachers and other employees shall quickly leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building. Classroom doors shall be closed during a fire drill.
2. Designated evacuation routes shall be posted in each room. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated evacuation route is blocked.
3. Evacuation areas will be established away from fire lanes.
4. Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to administrators and/or fire marshals/designees.
5. The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with the Superintendent/designee.

### **Standards for a Successful Fire Drill**

1. The fire alarm can be heard by all staff and students.
2. Orderly evacuation begins immediately and is completed within **5** minutes of the initial alarm, with minimal congestion at exit gates.
3. Teachers and students are staged in an orderly fashion away from fire lanes.
4. Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the principal/designee.
5. Upon sounding of the all-clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.

## **133 LOCKOUT**

Lockout may be directed should there be a danger in the community that could present a danger to the school community or a situation at the school that could harm students or staff if they are outdoors. Incidents could include gas leaks, chemical spills, mountain lions or a predator in the neighborhood.

When instructed or when an alerting system triggers a lockout:

- **SHELTER.** Go inside the nearest building or classroom and remain there. Lock the door. You are looking for enclosed protection from the outside. Teachers should



quickly check halls and get students into classrooms. Teachers will keep all students in the classroom until the emergency is resolved or directed to evacuate by the principal and/or public safety responders.

- **SHUT.** Close all doors and windows. The tighter and more complete the seal the better. Close as many windows and doors between the outside and your shelter-in-place room as possible.
- **LISTEN.** Remain quiet to hear critical instructions from school officials.
  - o If there is no direction, continue instructional/work activities until the situation resolves or you are directed to do otherwise.

#### **ADDITIONAL STEPS FOR TEACHERS AND STAFF IF APPROPRIATE:**

- **Advise students to cover mouth and nose with a damp cloth or handkerchief to protect from any airborne hazards.**
- **A school official (or student if no official present) should close all vents and turn off ventilation systems.** *The goal is to keep inside air in and outside air out. Air conditioners and heating systems bring outside air in.*
- **Turn off all motors and fans.** *Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.*
- **Advise students to remain sheltered** until the “all-clear” signal is given by a school or local official.

### **134 ACTIVE SHOOTER/LOCKDOWN**

An Active shooter/Lockdown Alert is sounded if there is a sniper, armed intruder or active shooter on campus. Staff members have a very limited amount of time in which to commit to a course of action. Immediately assess both the situation and the surrounding environment and respond to the situation based upon the active shooter training and drills. This is also true for your students who may need to become resources for substitutes or who are alone when an event occurs.

Remember, the active shooter response is a partnership with local law enforcement.

#### **Immediate actions should include:**

- Students and staff go into classrooms/buildings or run to off-site evacuation areas.
- **LOCKDOWN** includes locking exterior doors, building door barricades, internal barricades, covering windows, keeping the students quiet and turning off/dimming lights.
- Notify administration
- Call 9-1-1 if you know the location of the shooter, the description or identity of the shooter or if you need medical direction for a victim.
- Administration notifies the Superintendent

#### **Intermediate activities:**

- Take roll
- Conduct anxiety-reducing activities

#### **Evacuation:**

- Prepare students and yourself for a quick evacuation
- Follow directions of law enforcement when they arrive

#### **Lockdown Drill**

For sites that have had active shooter training, conducting an active shooter lockdown drill

initially involves more pre-planning and organization than conducting other drills. Middle and elementary schools shall conduct an annual drill, which should take no longer than 40 minutes and impact class time by 20 minutes. Drills need to be scheduled annually.

There are a number of steps in the active shooter training in order to successfully conduct your drill. They involve:

1. Conduct a staff meeting. Plan on a 30-minute timeframe to review expectations and standards in terms of:
  - a. Locking doors
  - b. Covering windows
  - c. Turning off lights
  - d. Building interior barricades
  - e. Everyone quiet
  - f. Reviewing classroom and all clear procedures. (Do not open the door to anyone after you are in a lockdown)
  - g. Reviewing off-site evacuation locations.
2. Send a follow-up reminder memo.
3. Organize your assessment team. This also provides an excellent opportunity for your critical response team to work together with police participants in the drill.
4. Conduct the assessment.
5. Complete follow-up tasks.

## **135 AUTHORITIES AND REFERENCES**

State of California

California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

California Government Code, Section 3100, Title 1, Division 4, Chapter 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public District, excluding aliens legally employed.

### **WHAT DOES IT MEAN TO BE A STATE EMERGENCY WORKER?**

Employees working for a school District must be prepared in advance for a disaster. If and when a disaster occurs, all school employees must respond in accordance with legal requirements. Schools are responsible for the safety and welfare of the students and staff during and after a disaster and they are expected to provide shelter to members of the community should the need arise.

If the Superintendent declares a District emergency during the school day, the District has a clear statement of policy governing its actions.

The policy is as follows:

In case of a declared emergency by the Superintendent or designee during school hours, all students will be required to remain at school or an alternate, safe site under the supervision of District personnel:

Until regular dismissal time and then released only if it is considered safe, or

Until released to an adult authorized by the parent or legal guardian whose name appears on the District records.

To provide this supervision and care, Goleta Union School District personnel will be utilized under Title 1, Division 4, Chapter 8 Government Code and legal statutes included in the Disaster Emergency Guide (refer to the following page). **The statutes state that all public employees are designated disaster service workers when an emergency is declared. The District Superintendent, or designee, has the legal authority to declare an emergency in this District.** The authority also extends to the Santa Barbara County to declare an emergency and press public employees into service as disaster service workers.

Employees should be prepared to be on site after a declared disaster for up to **72 hours**. Please inform family and friends what your responsibility is during an emergency so they do not worry about you. We recommend that you have a plan at home so your loved ones know who to contact in case of emergency.

Employees should have a conversation with their families to let them know during an emergency they may not be coming home for 72 hours. A home plan should be in place so families are taken care of during the 72-hour period.

### **13.6 BEFORE AND AFTER SCHOOL CARE**

The After-School Programs are educated on emergency management planning, and emergency protocol executing including keeping emergency contact cards up to date and having the most accurate information from parents/guardians on who students are permitted to leave with.

After-school programs are contained within a school's overall emergency management plan. However, there are important emergency planning considerations specific to after-school programs, such as:

- How the Incident Command Structure is to operate after school when most staff have left for the day;
- Training of after-school program staff;
- Emergency procedures, especially when some buildings may be closed; and
- Coordination with local emergency responders.

In alignment with the emergency management planning for schools, and in collaboration with school site administration, the After-School Programs develop plans based upon site-specific issues.

The After-School Programs:

Parallel the schools' emergency plans and procedures.

- The After-School Programs' staff consult with school site administration on planning, training and emergency drill practices.
- Include site specific contact numbers in their plans;
- Include reunification plans;
- Identify district personnel for key roles;
- Orient all staff to the plan; and
- Have the plan available at all times.

All GUSD sites have an Emergency Response Plan addressing emergencies that may occur during the school day and during the After-School Program hours. All Emergency Response Plans are available to all employees on the GUSD website in the Safety Folder on the home page.



## **SECTION 14 INTEGRATED PEST MANAGEMENT**

The Integrated Pest Management Program (IPM) is the foundation for determining those procedures and the selection criteria to safeguard the health and well-being of the students and staff and community members, as well as maintain an ecologically sound and safe school environment.

**“Integrated Pest Management”** [as stated in the Healthy Schools Act of 2000] - a pest management strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using non- chemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment, are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds.

**“School site”** means any facility used for public day care, preschool, kindergarten, or elementary school programs. The term includes the building or structures, playgrounds, athletic fields, school vehicles or any other area of school property visited or used by pupils (EC 17609 (e))

School site does not include any secondary or post-secondary educational facilities attended by secondary pupils or private day care or school facilities.

**“Emergency conditions”** means any circumstances in which the Director of MOT deems that the immediate use of a pesticide is necessary to protect the health and safety of pupils, staff, or other persons, or the school site (EC 17609 (e)).

Goleta Union School District will comply with the Education Code. The IPM plan can be reviewed at any time on the GUSD website in the Safety folder on the home page.

Concerns:

All concerns and suggestions regarding IPM will be filed in writing with the Director of MOT.

### **14.1 REGULATION FOR DISINFECTANT CLEANERS AND WIPES**

We understand the reaction the staff will have when they understand disinfecting wipes are pesticides but, disinfectants and sanitizers are pesticides according to federal law and should be used according to label directions at all times.

Beginning July 1, 2016 anyone who may apply a pesticide at a school or child care center must take a **Department of Pest Regulatory**-approved training course before making a pesticide application. Anyone using a pesticide, including pesticide applicators, at a school or child care center needs to take a **Healthy Schools Act** training course. This includes, but is not limited to disinfecting wipes, sanitizers, and weed killers. Certification is required annually.

Microfiber cloths can be just as effective. Most of the time staff do not use the disinfecting wipes effectively. To disinfect an area, it must stay damp with the liquid according to the label. Most of the time it is for at least 5 to 10 minutes. One wipe with a tissue does not disinfect the surface. Microfiber cloths with soapy water will kill up to 99% of the germs and are not dangerous to students or staff.

The IPM coordinator must keep official records and must be up to date. The Safety Committee suggests the staff member asks for approval from the supervisor to have the wipes. The staff member must take the training and provide a certificate BEFORE the wipes are used. The certificate is to be posted in the classroom, kitchen, custodial closet, etc. A copy of the certificate must be given to the supervisor. The supervisor will send the copy to the IPM Coordinator, Director of MOT. The Director must keep annual records for the DPR reporting at the end of each year.



## **SECTION 15      PLAYGROUND SAFETY PROGRAM**

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It is known that many accidents on playground equipment can be prevented with a good preventative maintenance program in place. A good program establishes a frequency of inspections that are too commensurate with the use and environmental factors unique to each play area. Some playgrounds will require weekly inspections while others may require only monthly inspections. The deterioration and/or wear of various playground equipment occur due to frequency of use and environmental conditions. On the other hand, vandalism has a major influence on the frequency of inspections but is not as predictable.

Because use and environmental factors as well as materials vary, every playground is different. It is imperative that maintenance, operations, grounds and school site personnel understand the maintenance requirements necessary to keep it safe, attractive and to extend its useful life.

It is Goleta Union School District's responsibility to establish a frequency schedule for each playground. That includes playground equipment as well as protective surfacing. Protective surfacing throughout the fall zone must be maintained at a thickness or depth sufficient to meet ASTM F1292 standards (Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment) at maximum fall heights for equipment installed above the surfacing. The protective surfacing must also meet ADA (Americans with Disabilities Act) standards.

It is important that we recognize the severity of the potential hazard that may be found upon inspection. The playground will be closed until repairs are completed if the hazard is life threatening. These hazards will most likely be the result of vandalism. Minor repairs and maintenance are processed through the usual work order procedure.

All employees should be inspecting the playground structure when supervising children. It is our responsibility to report any part of the structure that could cause harm to a child.

Goleta Union School District's guidelines for playground maintenance program are:

- Playground inspections and training are conducted for custodians on an ongoing basis 12 months of the year. Annual log sheets are maintained at MOT. A monthly log is sent in to the MOT office by the day custodian. The logs are collected and stored in the Director of MOT's office for three years.
- Work orders will be submitted by the site when a repair is needed.

Goleta Union School District employees (i.e., teachers, yard supervisors, and instructional assistants) that are on the yard should daily monitor the equipment. If a dangerous situation is noted, school personnel should immediately tape off the area and notify MOT.



**SECTION 16      INJURY AND ILLNESS INJURY REPORTING**

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The Goleta Union School District is committed to providing a safe and healthful workplace for all of its employees. To fulfill its obligation, the District will incorporate an Injury and Illness Prevention Program (IIPP). The District’s board members and management pledge to support this program to ensure that it remains a viable method of protecting all employees.

The District policy promotes an active and aggressive IIPP with the reduction and/or control of safety and health risks. Effective implementation of the IIPP is a priority in all District plans and budgets.

**PROGRAM COORDINATORS**

The District hereby assigns responsibility for implementing and maintaining its Injury and Illness Prevention Program to:

**Coordinator**

**Clerical Support**

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**David Simmons**  
Assistant Superintendent Human Resources

**Stephanie Gardner**

**Amanda Martinez**  
Assistant Superintendent Pupil Services

**Sherese van Miegheem**

**Shawn Dahlen**  
Director of MOT

**Justina Datillo**

The program coordinators are responsible for ensuring that the District provides all employees with a safe and healthful workplace and that the District is in compliance with California Code of Regulations, Title 8, Section 3203, Injury and Illness Prevention Plan [See: <http://www.dir.ca.gov/title8/3203.html> and other applicable Federal, State, and local safety and health standards.]

In order that the program coordinators may fulfill their responsibilities, the District grants appropriate authority to the coordinators so that all District and program obligations are met.

The District offers its full support to the program coordinators and pledges to provide them with the time and resources necessary to fulfill their responsibility.

The District is aware that occupational safety and health regulations and workplace practices are designed to reduce or eliminate employee occupational injuries and illnesses. However, the regulations and work practices are only effective if all employees faithfully abide by them. Therefore, the District, through the program coordinators will implement a system or systems to ensure that all employees comply with workplace safety and health practices.

In the case of a workplace injury or illness, employees should obtain medical treatment at: Sansum Santa Barbara Medical Foundation Clinic Occupational Medicine Center

101 S. Patterson, Santa Barbara, 898.3311

The employee shall report injury or illness to supervisor as soon as possible and complete the Work Injury Report Form.

The system or combinations of systems will include any one or a combination of the following:

- Training
- News articles
- GUSD website
- Board policies and procedures
- Disciplinary letters for non-compliant employees

### **Training and Retraining Programs**

The following trainings are expected to be completed annually by all GUSD staff:

- Bloodborne Pathogens
- COVID-19 Prevention
- HAS Basic Pest Management in the School and Child Care Settings
- Mandated Child Abuse Reporting for Educators
- Sexual Prevention Training 1-Hour Non-Supervisory Personnel
- Implicit and Explicit Bias

### **Disciplinary Action**

The District prefers positive rewards as a better way to support employee compliance with workplace practices. However, there may be instances where employees are found to blatantly disregard known safety rules, regulations or workplace practices.

Employees found violating workplace safety practices or jeopardizing the safety of themselves or any other employee, student or visitor will be subject to disciplinary action in accordance with existing District and union policies. Any action taken will not violate



employee rights under CAL/OSHA regulations and will be enforced in a nondiscriminatory fashion.

Disciplinary action will follow normal Goleta Union School District Human Resources department action.

## **COMMUNICATION**

Communication to employees and between employees and the District on matters relating to occupational safety and health is an important aspect of assuring the success of the District's Injury and Illness Prevention Program. Therefore, through the program coordinators, the District will implement a system or combination of systems intended to accomplish the following:

- Provide a means for the District to readily communicate to employees, in an understandable form, on matters relating to occupational safety and health; and,
- Provide encouragement for employees to inform the District of workplace hazards without fear of reprisal.

Communication will consist of any one or combination of the following:

- News articles
- Employee Handbook
- District Board Policies and Procedures
- GUSD website
- Annual and monthly trainings

## **SAFETY MEETINGS**

Meetings will be a part of the District's safety functions. The meetings are intended to be brief sessions to discuss one or more safety items and encourage open discussions between employees and management. The District monthly safety committee meetings cover a main topic each month. Materials are provided for management to use at site staff meetings. The safety committee is responsible for ensuring that the District provides all students and staff with a safe and healthful workplace. The safety committee is intended to standardize various safety programs and procedures into an effective, uniform program and to ensure compliance with State and Federal safety regulations.

### **Documentation Will Be Kept of Each District Safety Meeting**

Documentation will include at minimum, the following:

- meeting topic(s)
- recommendations which may improve workplace safety
- list of attendees
- date of meeting
- time and length of meeting
- action items and completion dates
- review of any work accidents/injuries that have occurred since the last meeting and recommendations for prevention of such injuries in the future
- inspections and recommendations for correction of any hazards identified

## **NEW EMPLOYEES**

Materials are provided to new employees at New Employee Orientation and/or the Employee Handbook informing them of the OSHA safety regulations, reporting procedures, and responsibilities. Employees are also given access to the GUSD website.

## **MISCELLANEOUS**

When appropriate, the District may use written communications such as intra-District memos, newsletters, and workplace postings to supplement the previously described systems and further communicate to employees on matters relating to workplace safety and health. It is the responsibility of the employee to use the tools provided to stay informed of policies, procedures and changes.

## **IDENTIFICATION & EVALUATION OF WORKPLACE HAZARDS**

A major component in the effectiveness of the Injury and Illness Prevention Program depends on the ability to properly identify and evaluate workplace hazards.

Employee communication with the District is the most important way to identify and evaluate workplace hazards and exposures. In addition, a formal system to identify and evaluate workplace hazards is planned. Periodic scheduled inspections will be completed. The purpose of these inspections will be to identify unsafe conditions and work practices.

Workplace inspections will be scheduled to meet the following minimum requirements:

- An initial inspection was conducted when the program was established.
- An inspection of affected areas whenever new substances, processes, procedures or equipment are introduced to the workplace or that represent a new occupational safety and/or health hazard; and
- An inspection of affected areas whenever the District is made aware of a new or previously unrecognized hazard.

To meet the minimum workplace inspection requirements, periodic inspections will be scheduled as follows:

### **MONTHLY**

Periodic workplace inspections are an important part of the overall inspection program. District personnel may have time and expertise limitations in regard to quarterly inspections; however, the District site personnel bring a unique perspective to their workplace hazards. Therefore, monthly inspections of the workplace will be conducted by District site personnel, if time permits.

### **ANNUALLY**

The District will conduct annual walk-around inspections of the buildings and grounds.

### **Workplace Evaluations**

Job safety analysis or ergonomic studies may be used to supplement the scheduled periodic workplace inspections. The Director of MOT shall be responsible for reviewing and analyzing accident reports and “loss runs” to identify trends, high frequency and high severity exposures. The analysis, with supporting data from safety/risk management experts, shall be used to determine when job safety analysis or studies would be appropriate to aid in identifying and evaluating workplace hazards. Inspection forms are located in the MOT Department.

## **CORRECTION OF UNSAFE OR UNHEALTHY CONDITIONS**

The District's Injury and Illness Prevention Program, through the use of systems of communication and workplace inspections, is designed to identify unsafe or unhealthful conditions, procedures and work practices. Each identified unsafe or unhealthful condition, procedure or work practice will be addressed in a timely manner.

The program coordinators along with experts including site supervisors, District office management, employee contractor and an outside safety expert shall determine the appropriate corrective action to abate, eliminate or correct the identified condition.

Priorities for correction will be based on the severity of the hazard when observed or discovered. Priorities will always be given to safeguarding employees from serious injury or illness. If a hazard is discovered which poses an imminent danger to employees or building occupants and the hazard cannot be immediately abated, mitigated or corrected without endangering personnel and/or property, then all exposed personnel will be evacuated from the area. Employees remaining to correct the identified hazardous conditions may do so only if they are properly trained and safeguarded and are fully aware of the condition and precautions necessary to protect themselves.

Management and employees must notify the program coordinators as soon as possible after the discovery of a concealed danger. If immediate corrective action cannot be implemented to abate, mitigate or correct the concealed danger, then notification about the hazard must be given to all employees having the potential for exposure to the concealed hazard.

All work orders generated to correct unsafe or unhealthful conditions shall be given the highest priority.

Investigation of occupational injury, illness or exposure to hazardous substances may be necessary to:

- provide an effective technique for the prevention of recurring or future accidents
- meet requirements of the Workers' Compensation Program
- meet legal obligations to the State or comply with California Occupational Safety and Health regulations

Procedures for investigations of occupational injury, illness or exposure to hazardous substances will cover the following:

- what should be reported
- who does the initial investigation
- who does the follow-up investigation
- who receives copies of the report(s)
- when legally required reports must be completed and where to send

The procedures will be applied as necessary depending on the nature of the accident situation.

### **What Should Be Reported?**

Employees are required to report to their immediate supervisor any accident or incident as soon as possible. Reporting should be done on a work injury, exposure, or illness report form, available at School Office's or Department staff, regardless of the extent of injuries or even in the absence of injuries. "Near-accidents" should also be reported as they are an indication that something is wrong.

## **Initial Investigations**

The immediate or department supervisor or department head will be responsible for conducting the initial accident or incident investigation. The initial investigation must include written documentation that includes, at a minimum, the following information:

- Name of the injured or involved employee(s)
- Employee occupation
- Length of time at occupation
- Date and time of incident or accident
- Location of the incident or accident
- Description of the accident
- Acts or conditions contributing to the accident or incident
- Nature and description of any personal injuries
- Recommended corrective action
- Additional remarks, sketches or photos as appropriate

## **Follow-Up Investigation**

The program coordinator(s) shall review all initial investigation reports. The program coordinators will assign the responsibility of follow-up investigations when the review suggests that one is appropriate. At the very least, follow-up investigations will be required for accidents which require reporting to CAL/OSHA.

There are a number of accident situations which may require investigative action. Each situation may call for varying degrees of investigation procedures.

## **Copies of Investigative Reports**

The supervisor completing the report shall keep a copy in their department files. The supervisor completing the report shall also provide copies of the report to the following:

- Appropriate department supervisor or chairperson
- Program coordinators

## **Legally Required Reports**

A serious injury or illness is one that occurs in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours, or in which an employee suffers a loss of any member of the body or suffers a serious degree of permanent disfigurement.

For any occupational injury or illness which results in lost work time of at least a full day or shift beyond the date of occurrence, or which requires medical treatment beyond first aid, the supervisor will complete "Employer's Report of Occupational Injury or Illness" Form 5020.

## **Incident Reporting**

Although there are no injuries and no report is required to CAL/OSHA, if an accident with the potential for injuries has occurred an accident investigation report should be completed and submitted to the IIPP coordinators.

The accident results in injuries which require medical attention beyond first aid or result in

the employee(s) missing at least a full day of work beyond the date of occurrence. This is considered a recordable injury and the following action is required:

- The incident is reported to the supervisor
  - Completion of “Employer’s Report of Occupational Injury or Illness” Form 5020, and submission of the completed report to the Division of Labor Statistics and Research within 5 days of the occurrence.
  - The supervisor shall conduct an initial investigation and distribute reports according to procedure.
  - The injured employee shall be provided with a copy of “Employee’s Claim for Workers’ Compensation Benefits” within 24 hours of notification.

• **Where to Seek Medical Attention**

Employees should seek medical attention at the following clinic if you do not have a designated physician on file:

Sansum Santa Barbara Medical Foundation Clinic Occupational Medicine Center 101 S. Patterson, Santa Barbara, CA; (805) 898-3311

**Serious Injury Or Death**

The following action is required:

- The incident is reported to the supervisor.
- CAL/OSHA must be notified immediately or within 8 hours by telephone. Serious injuries or fatalities must be reported to the local Cal-OSHA area office. <http://www.dir.ca.gov/title8/342.html>
- Completion of “Employer’s Report of Occupational Injury or Illness” Form 5020 within 24 hours.
- The supervisor shall conduct an initial investigation as soon as possible and distribute reports according to procedure.

**Employee Training**

The District will implement and maintain an Occupational Safety and Health Training Program for all employees. The training program is intended to train and instruct employees in general safety and health work practices and to provide instruction with regards to hazards specific or unique to each employee’s job.

The program coordinators shall ensure that all supervisors are knowledgeable of the safety and health hazards to which employees under their immediate direction and control may be exposed.

To ensure that all employees receive effective safety training, the training program will include the following elements:

- All employees will receive training and instruction as required by local, state and federal laws.
- All employees given new job assignments will receive training applicable to new exposures for which training had not been previously provided.
- All employees exposed to new hazards due to the introduction of new substances, processes, procedures or equipment to the workplace will receive training and instruction applicable to the new hazards.

- Employees will receive refresher training whenever the District program coordinators, or a District manager or supervisor is made aware of new or previously unrecognized hazards and/or when the District feels it is appropriate.

Training and instruction will be provided in any format or media which is readily understandable to all employees. Training formats and/or media may include but are not limited to:

- Seminars
- Workshops
- Manuals
- Booklets
- Video, film or other visual media
- Meetings
- News articles and intra-District memos

District management will ensure that all training and instruction provided under the Injury and Illness Program are documented. Employees attending or receiving training mandated by this program may be requested to sign an attendance sheet.

To ensure that employees receive complete training and instruction, general safety and health training will include but not necessarily be limited to the following:

- General safe work practices
- Emergency Action Plan
- Fire Prevention Plan
- Portable fire extinguishers
- Safety Data Sheets

Examples of information and training which may cover hazards unique or specific to individual jobs may include but not be limited to the following:

- Standard operating procedures for specific equipment or jobs
- Personal safety devices and safeguards
- Industrial trucks including forklifts
- Power operated presses
- Gas systems for welding and cutting
- Noise-when noise levels are at or exceed 85dBA over an 8 hr. TWA
- Respiratory protective equipment
- Airborne contaminants
- Confined spaces
- Occupational exposure to hazardous chemicals
- Hazard Communication
- Asbestos
- Polychlorinated biphenyl (PCB)
- Lead exposures
- Lockout/Tagout procedures
- Excavation and trenching
- Emergency Planning
- Hazardous Waste Operations & Emergency Response
- Bloodborne Pathogens
- First Aid and Emergency Response



**SECTION 17 GOLETA UNION SCHOOL DISTRICT INFORMATION**

**BOARD OF TRUSTEES**

The Board of Trustees generally meets on the first and third Wednesday of each month in the District Board Room at 6:00 p.m. The agenda is posted at each school. Employees are welcome to attend.

President	Dr. Richard Mayer 401 N. Fairview Ave. Goleta, CA 93117	Email: <a href="mailto:mayer@gusd.us">mayer@gusd.us</a>
Vice President	Dr. Vicki Ben-Yaacov 401 N. Fairview Ave. Goleta, CA 93117	Email: <a href="mailto:vbenyaacov@gusd.us">vbenyaacov@gusd.us</a>
Clerk	Sholeh Jahangir 401 N. Fairview Ave. Goleta, CA 93117	Email: <a href="mailto:sholeh.jahangir@gusd.us">sholeh.jahangir@gusd.us</a>
Member	Ethan Bertrand 401 N. Fairview Ave. Goleta, CA 93117	Email: <a href="mailto:ebertrand@gusd.us">ebertrand@gusd.us</a>
Member	Emily Zacarias 401 N. Fairview Ave. Goleta, CA 93117	Email: <a href="mailto:ezacarias@gusd.us">ezacarias@gusd.us</a>

**EMPLOYEE PORTAL**

Santa Barbara County Education Office (SBCEO) provides the K-12 school districts in Santa Barbara County with a comprehensive centralized financial services management business system. This includes an Employee Portal for all school employees countywide to view their personal information:

- Contact Info
- Assignment Info and History
- Pay Info and History
- Access to Pay Stubs and W2s
- Leave Transactions and Balances (Sick, Vacation)

You will not be able to update/change your information. If you notice your phone number, address or contact information is out-of-date, you will need to contact Maija Miller in Human Resources by email at [mmiller@gusd.us](mailto:mmiller@gusd.us) who will update the information.

**COMPLAINTS CONCERNING DISTRICT EMPLOYEES**

The Board of Trustees accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board of Trustees desires that complaints be

resolved expeditiously without disrupting the educational process [Exhibit A].

The Superintendent or designee shall develop regulations which permit the public to submit complaints against District employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board of Trustees may serve as an appeals body if the complaint is not resolved.

The Board of Trustees prohibits retaliation against complainants. The Superintendent or designee at their discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The District will not investigate anonymous complaints unless it so desires.

### **Complaints Concerning Instructional Materials**

#### **Step 1: Informal Complaint**

If a staff member, District resident, or parent/guardian of a student enrolled in a District school has a complaint regarding the content or use of any specific instructional material, they shall informally discuss the material in question with the principal.

#### **Step 2: Formal Complaint**

If the complainant is not satisfied with the principal's initial response, they shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of non-printed material, written information specifying the precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying information so that the District is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledge its receipt and answer any questions regarding procedure. The principal then shall notify the Superintendent or designee and the teacher(s) involved in the complaint.

See Exhibit A for Universal Complaint Procedures

## **STUDENT WELLNESS**

The Goleta Union School District Governing Board recognizes the link between student health and learning and is committed to provide a comprehensive program that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

The Superintendent or designee shall coordinate and align District efforts to support student wellness through nutrition and health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment and to foster lifelong habits of healthy eating and physical activity, and will establish connections between health education and school meal programs. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

### **School Wellness Committee and Evaluation**

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the District's student wellness policy. (42 USC 1758b; 7CFR 210.30)



To fulfill this requirement, the Superintendent or designee shall appoint a school wellness committee and a wellness committee coordinator. The committee may include representatives of the groups listed above, as well as teachers, curriculum directors, psychologists/counselors, before- and after-school program staff, health practitioners, students and/or others interested in school health issues.

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

The wellness committee shall advise the District on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

## **EMERGENCIES**

In the event of an official school closure, the following employees **shall not** report to work and shall be available to make up the day at a later time if necessary:

- Bus Drivers
- Community Liaisons
- Crossing Guards
- Food Service Cashiers
- Food Service Workers
- Paraeducator 1
- Paraeducator 2
- Library Media Specialists
- Playground Supervisors

The following employees **shall** report to work unless conditions render it impossible, in which case they shall record the absence as personal necessity, vacation, or unpaid leave:

- District Office Personnel
- School Office Managers
- School Office Assistants
- Maintenance Personnel
- Grounds Personnel
- Custodians
- Truck Driver/Custodians
- Transportation Operations Specialist
- Warehouse Personnel
- Supervisors/Department Heads

School closure would be announced on local radio and television stations, and occasionally by means of a phone call from your supervisor.

To report after-hour emergencies such as running water, vandalism, open doors, or tripped alarms, please call the Director of M.O.T. at 805-451-2895

To report life-threatening emergencies or criminal activities, call 911.

## **ENERGY CONSERVATION**

The District appreciates efforts by all staff to turn out lights when rooms are not in use, to keep doors and windows closed while the heater is on, and any other measures to conserve energy and funds.

The District does not permit the use of private refrigerators at school.

## **RECYCLING**

The District strongly encourages the recycling of paper, cans, cardboard, certain plastics, and glass at school. The benefits for students, the environment, and the District are well known.

The District appreciates the excellent recycling efforts by all of our staff.

## **SAFETY CONCERNS**

Please report safety concerns to your buildings or department's safety representative, Amanda Martinez, Assistant Superintendent, Pupil Services, Ext. 2220, or by means of Form 1160 available in school offices and on the GUSD website. For more information regarding safety concerns, please refer to Article 15: Safety and Training of the [Collective Bargaining Agreement](#).

Report immediate concerns to your principal or department head.

## **USE OF CELLULAR PHONE OR MOBILE COMMUNICATIONS DEVICE**

Although district employees are not required to use their personal cell phones or other devices, even on occasion, to carry out their job duties, they may choose to do so unless otherwise prohibited. For example, most GUSD employees choose to use the Frontline App. On a personal device to report absences rather than the iPads provided in each school office. On the other hand, district employees should never let student's borrow their personal devices as a reward or for any other reason. Likewise, personal cell phones and private email accounts should not be used to communicate with parents and other educational partners.

If a district employee uses a personal cell phone or private email account to exchange text messages or emails to communicate with parents and other education partners, such electronic communications may be subject to disclosure under the California Public Records Act (CPRA) and may be considered an "educational record" as defined by the Family Educational Rights and Privacy Act (FERPA). Moreover, that employee's personal device or private email account may be subject to subpoena.

District employees should be aware that there are negative consequences of using a personal device to communicate with parents and other educational partners, including:

- The employee is opening their personal life to potential review by court; and
- The employee is giving an increased level of access to themselves for students and parents, which may change expectations regarding communications, and can be burdensome and time consuming.

District employees should diplomatically avoid sharing their personal account information with parents. Oftentimes having a teacher's personal cell phone number gives parents a sense of security. However, if employees explain the burdens and issues created by sharing their cell phone numbers, parents may be less likely to be upset about the employee's decision to not share their number. For example, the time spend replying to twenty-eight different text messages or phone calls from parents in the morning could be better spend preparing for the instructional day. Similarly, parents may understand limitations on the use of employee personal devices if they understand the records issues created by using the employee's personal cell phone, the burdensome nature of extending the locations to search for potential education records, and the end result possibly being that student records are not retrievable for the school district when a parent request them.

To help parents adjust, alternative can be provided to parents, such as:

- Providing parents with a consistent timeframe for responses to their emails/messages.
- Assuring parents that the front office may be called in case of emergency or a need to share

an urgent message.

There is a longstanding adage – do not write anything in an email or text you would not want to read in the paper.

### **TRANSFER REQUESTS – VOLUNTARY**

You may request a voluntary transfer to a different location at any time whether a vacancy exists or not. Fill out Form 6805. This form is available in Human Resources or it can be downloaded from the GUSD website. The request will be valid for one year, and you will be considered should a desired vacancy become available.

For more information regarding transfers, please refer to Article 12: Transfers of the [Collective Bargaining Agreement](#).

### **TUBERCULOSIS TESTING**

California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These laws reflect recommendations for targeted TB testing from the federal Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), the California Conference of Local Health Officers (CCLHO) and the California Tuberculosis Controllers Association (CTCA).

The law requires a quadrennial TB risk assessment, and TB testing based on the results of the TB risk assessment, for the following groups:

- Persons employed by a school District, or employed under contract, in a certificated or classified position (California Education Code, Section 49406)
- Persons employed, or employed under contract, by a private or parochial elementary or secondary school or any nursery school (California Health and Safety Code, Sections 121525 and 121555)
- Persons providing for the transportation of pupils under authorized contract (California Health and Safety Code, Section 121525)

The law also requires a TB risk assessment, and TB testing based on the results of the TB risk assessment for school District volunteers with “frequent or prolonged contact with pupils” in elementary or secondary schools, or nursery schools (California Health and Safety Code, Section 121545 and California Education Code, Section 49406).

Human Resources will send you a renewal notice when your clearance expires and Pupil Services will provide you with an assessment. Otherwise, you will be expected to make an appointment with Occupation Medicine to complete a new risk assessment. If you choose to use another facility at another time, you are responsible for the cost.

If you have tested positive on a prior skin test, you will henceforth be required to have a chest X-ray instead of the risk assessment or skin test to protect your health. Please advise the clinic of that fact.

Who may I contact to get further information or to download the TB risk assessment?

California Department of Public Health, Tuberculosis Control Branch: (510) 620-3000  
<https://cdph.ca.gov/tbcb>

California School Nurses Organization: (916) 448-5752 or email [csno@csno.org](mailto:csno@csno.org)  
<http://www.csno.org/>

### **VANDALISM**

To report after-hour emergencies such as running water, vandalism, open doors, or tripped

alarms, please call the Director of M.O.T. at (805) 636-3020.

To report life-threatening emergencies or criminal activities, call 911.

### **DISTRICT TELEPHONE CONTACTS**

The main number for the District Office is (805) 681-1200. You may access individual extensions on our website at <https://www.gusd.us>

### **GUSD WEBSITE ~ <https://www.gusd.us>**

The Goleta Union School District website at the above address contains information and forms useful to current employees. In particular, if you click on Staff Links and then Human Resources you will find reference materials, the negotiated agreement, medical benefit information, forms, and this handbook.

All safety plans, SDS link, AHERA plans, District Comprehensive Safety Plan and SB187 School Site Emergency Response Plans are available on the website under the Safety tab.

**District Office and Expanded Learning Program Telephones:  
The main number for the district office is 805-681-1200**

**Superintendent's Office (2)**

Dr. Diana Roybal, Superintendent 2201  
Christy Rockwood, Executive Assistant 2201

**Fiscal Services (7)**

Conrad Tedeschi, Assistant Superintendent 2205  
Rosi Maldonado-Shaquir, Administrative Secretary 2205  
Vanessa Sandoval, Accountant 2208  
Christine Blaney, Buyer 2240  
Lina Budiardjono, Accounting Technician (Classified Payroll) 2209  
Sylvia Williams, Accounting Technician (Certificated Payroll & Payables) 2212  
Leslie Menegon, Accounting Technician 2206

**Duplicating (1)**

Bruce Talgo, Duplicating Services Technician 2227

**Food Services (3)**

Hannah Carroll, Director 2255  
Joe Beavers, Assistant to Director 2256  
Maria Alcantar, Secretary 2247

**Maintenance, Operations and Transportation (Housed Off-Site) (5)**

Shawn Dahlen, Director 2210  
Justina Dattilo, Administrative Secretary 2230  
Ben Hazen, Transportation Supervisor 2229  
Tim Berry, Custodial Supervisor 2235  
Victor Diaz, Transportation Secretary 2231

**Technology Services (IT) (Group Ext. 2290) (4)**

Jeremiah Johnson, Director 2251  
Simon Martinez-Ramirez, Computer/Electronics Technician 2260  
Maki Ling, Computer/Electronics Technician 2259  
OPEN, Help Desk Technician 2258

**Warehouse (2)**

Zubir Putih, Warehouse Operator 2257  
Matt Hardy, Warehouse Operator 2244

**Human Resources (7)**

David Simmons, Assistant Superintendent 2217  
Juanita Gonzalez, Administrative Secretary 2217  
Maureen Ray, Data Systems Manager 2213  
Maija Miller, Classified Personnel Specialist 2215  
Irma Gomez, Certificated Personnel Technician 2216  
Stephanie Gardner, Medical Benefits/Workers Compensation 2218  
Yvonne Freeman, Personnel Technician 2232

**Instructional Services (10)**

Dr. Mary Kahn, Assistant Superintendent	2203
Kim Bruzzese, Director	2224
Heidi Ortiz, Administrative Secretary	2203
Petra Whitehead, Senior Secretary	2221
Jill Means, TOSA (GES/Curriculum)	2265
Amy Welbourn, TOSA (TK/K)	2264
Sylvia Sifuentes, District Translator	2222
John Greening, Technician	2262

**Expanded Learning (Housed Off-Site) (7)**

HELP LINE	2211
Ryan Sparre, Director	2226 or direct line: 805-681-1203
Kathy Serrano, Assistant Director	2271
Jorge Silva, Program Office Manager	2269
Rosa Greening, Program Office Manager	2272
Janeth Banuelos, Program Specialist	2267
Nina Hoke, Program Specialist	2270
Rocio Melchor, Program Secretary	2268

**Pupil Services (6)**

Amanda Martínez, Assistant Superintendent	2220
Abby Vasquez, Director	2261
Lindsey Pierce, Coordinator of Special Education	2245
Sherese Van Mieghem, Administrative Secretary	2220
Keila Aguilar, Senior Secretary	2242
Sheila Guzman, Preschool Program School Office Manager	2228

**Room 10 and 14 Pupil Services Staff (12)**

Kim Grant, School Psychologist	2233
Shampa Karandikar, SLP	2238
Rebecca Ito, SLP	2282
Mallory Meyer, UPK TOSA	2284
Michael Galvan, APE Teacher	2286
Kathy Stassforth, SpEd TOSA	2288
Kendall Avila, BCBA	2285
Dana Nguyen, BCBA	2289
Brianna Egeland, BCBA	TBD
Bree-Anna Bissonnette, OT	TBD
Alyssa Marceno, OT	TBD
Chloe Poon, OT	TBD

**District Office Extensions: 805-681-1200**

	<b>Ext.#</b>
Aguilar, Keila	2242
Alcantar, Maria	2247
Avila, Kendall	2285
Beavers, Joe	2256
Blaney, Christine	2240
Bruzzese, Kim	2224
Budiardjono, Lina	2209
Carroll, Hannah	2255
Cocklin, Shannan	2243
Freeman, Yvonne	2232
Galvan, Michael	2286
Gardner, Stephanie	2218
Gomez, Irma	2216
Gonzalez, Juanita	2217
Grant, Kim	2233
Greening, John	2262
TBD	2260
Guzman, Sheila	2228
Hardy, Matt	2244
Ito, Rebecca	2282
Johnson, Jeremiah	2251
Kahn, Mary	2203
Karandikar, Shampa	2238
Ling, Maki	2259
Maldonado-Shaqr, Rosi	2205
Martinez, Amanda	2220
Martinez-Ramirez, Simon	2258
Means, Jill	2265
Menegon, Leslie	2206
Meyer, Mallory	2284
Miller, Maija	2215
Mowers, Alison	2241
Nguyen, Dana	2289
Ortiz, Heidi	2203
Pierce, Lindsey	2245
Putih, Zubir	2257
Ray, Maureen	2213
Rockwood, Christy	2201
Roybal, Diana	2201
Sandoval, Vanessa	2208
Sifuentes, Sylvia	2222
Simmons, David	2217
Stassforth, Kathy	2288
Talgo, Bruce	2227
Tedeschi, Conrad	2205
Van Mieghem, Sherese	2220
Vasquez, Abby	2261
Welbourn, Amy	2264
Whitehead, Petra	2221
Williams, Sylvia	2212

<b>MOT: 805-681-1200 / 805-681-1231</b>	
	<b>Ext. #</b>
Berry, Tim	2235
Ben Hazen	2229
Shawn Dahlen	2210
Dattilo, Justina	2230
Diaz, Victor	2231

<b>Expanded Learning</b>	
Ryan Sparre	2226
Kathy Serrano	2271
Jorge Silva	2269
Rosa Greening	2272
Rocia Melchor	2268
Janeth Banuelos	2267
Nina Hoke	2270
Help Line	2211

<b>IT Dept. Group Ext:</b>	2290
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<b>Other</b>	<b>Phone</b>	<b>FAX</b>
District Office	805-681-1200	805-692-0857
MOT	805-681-1231	805-681-1232
Pupil Services	805-681-1200	805-964-8014
Conference Room	805-967-2140	
Room 8	805-967-8421	
Sheriff	805-683-2724	

<b>Schools</b>	<b>Public Line:</b>	<b>FAX</b>
Brandon	805-571-3770	805-571-3771
El Camino	805-681-1283	805-692-5578
Ellwood	805-571-3774	805-571-3775
Foothill	805-681-1268	805-681-0700
Hollister	805-681-1271	805-681-0331
Isla Vista	805-685-4418	805-968-1338
Kellogg	805-681-1277	805-681-4823
La Patera	805-681-1280	805-964-7402
Mountain View	805-681-1284	805-681-4814
Fairview Preschool	805-681-1200 x2228	805-967-2086
Montessori Center	805-683-9383	
WaldorfEl Rancho	805-967-6656	

# Goleta Union School District 2023-2024 Calendar

July						
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					
4	Independence Day - District Office Closed					

August						
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		
14	New Certificated Staff Orientation					
16-22	Certificated Staff Pre-Service Days					
23	First Day of School					

September						
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
4	Labor Day - Schools & District Office Closed					

October						
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				
12	Student Minimum Day - 12:00 Dismissal					

November						
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		
10	Veteran's Day - Schools and District Office Closed					
13-17	Parent / Teacher Conferences - 12:00 Dismissal					
20-24	Thanksgiving Week - Schools Closed					
23-24	Thanksgiving Holiday - District Office Closed					

December						
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						
18-29	Winter Recess - Schools Closed Christmas Holiday - District Office Closed					
22-25	New Year's Holiday - District Office Closed					

January						
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			
1	New Year's Day Observed- School & Distict Closed					
2-5	Winter Recess- Schools Closed					
25	Student Minimum Day - 12:00 Dismissal					
15	MLK Jr. Day - Schools & District Office Closed					

February						
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		
16-19	President's Day Holiday Observed - Schools & District Office Closed					

March						
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						
18-21	Parent/Teacher Conferences - Minimum Days					
22-29	Spring Recess - Schools Closed					

April						
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				

May						
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	
27	Memorial Day - Schools & District Office Closed					

June						
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						
13	Last Day of School- Minimum Day					
19	Juneteenth Holiday- District Office Closed					



# Calendario 2023-2024 Distrito Escolar de la Union de Goleta

Julio						
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					
4	Dia de Independencia- Distrito cerrado					

Agosto						
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		
14	Orientacion para el personal Nuevo Certificado					
16-22	Dias de Capacitacion del Personal Certificado					
23	Primer Dia de Clases					

Septiembre						
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
4	Dia del Trabajo- Escuelas y Distrito cerradas					

Octubre						
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				
12	Dia minimo salida de estudiantes 12pm					

Noviembre						
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		
10	Dia de Veteranos- Escuelas y Distrito cerradas					
13-17	Conferencias- Dias minimos salida de estudiantes 12pm					
20-24	Descanso de Accion de Gracias - Escuelas cerradas					
23-24	Dias festivos de Accion de Gracias- Distrito cerrado					

Diciembre						
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						
18-29	Descanso de invierno- Escuelas cerradas					
22-25	Dias festivos de Navidad- Distrito cerrado					
29	Dia festivo de Año Nuevo- Distrito cerrado					

Enero						
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			
1	Dia festivo de Año Nuevo- Escuelas y Distrito cerrados					
2-5	Descanso de Invierno- Escuelas cerradas					
25	Dia minimo salida de estudiantes 12pm					
15	Dia de MLK Jr.- Escuelas y Distrito cerrado					

Febrero						
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		
16-19	Dia de los Precidentes- Escuelas y Distrito cerrados					

Marzo						
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						
18-21	Conferencias - Dias minimos salida de estudiantes 12pm					
22-29	Descanso de la Primavera - Escuelas Cerradas					

Abril						
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				

Mayo						
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	
27	Dia de los Caidos de la Guerra- Escuelas y Distrito cerradas					

Junio						
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						
13	Ultimo dia de classes- Salida Temprano					
19	Juneteenth Holiday- Distrito cerrado					



# Exhibit A

## EXHIBIT A

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### GOLETA UNION SD | **BP 1312.1 COMPLAINTS CONCERNING DISTRICT EMPLOYEES**

The Board of Trustees accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board of Trustees desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against District employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board of Trustees may serve as an appeals body if the complaint is not resolved.

(cf. 1312.2 - Complaints Concerning Instructional Materials) (cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3515.2 - Disruptions)

The Board of Trustees prohibits retaliation against complainants. The Superintendent or designee at their discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The District will not investigate anonymous complaints unless it so desires.

Legal Reference:

#### EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints 35146 Closed sessions 44031 Personnel file contents and inspection 44811 Disruption of public-school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow) 48987 Child abuse guidelines

#### GOVERNMENT CODE

54957 Closed session; complaints re employees 54957.6 Closed session; salaries or fringe benefits PENAL CODE

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act WELFARE AND INSTITUTIONS CODE 300 Minors subject to jurisdiction of juvenile court Management Resources:

#### CDE LEGAL ADVISORIES

0910.93 Guidelines for parents to report suspected child abuse by school District employees or other persons against a pupil at school site (LO:4-93)

Policy GOLETA UNION SCHOOL DISTRICT

adopted: July 18, 2007 Goleta, California

## **GOLETA UNION SD | AR 1312.2**

### **COMMUNITY RELATIONS COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS**

#### **Step 1: Informal Complaint**

If a staff member, District resident, or parent/guardian of a student enrolled in a District school has a complaint regarding the content or use of any specific instructional material, they shall informally discuss the material in question with the principal.

#### **Step 2: Formal Complaint**

If the complainant is not satisfied with the principal's initial response, they shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of non-printed material, written information specifying the precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying information so that the District is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledge its receipt and answer any questions regarding procedure. The principal then shall notify the Superintendent or designee and the teacher(s) involved of the complaint.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. However, upon request of the parent/guardian who has filed the complaint, the child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

#### **Step 3: Superintendent Determination**

The Superintendent or designee shall determine whether a review committee should be convened to review the complaint.

If the Superintendent or designee determines that a review committee is not necessary, they shall issue a decision regarding the complaint.

#### **Step 4: Review Committee**

If the Superintendent or designee determines that a review committee is necessary, they shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint community members to serve on the committee.

The review committee shall review the criteria specified in Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.

#### **Step 5: Appeal to the Governing Board**

If the complainant remains unsatisfied, they may appeal the Superintendent's or the review committee's decision to the Board of Trustees. The Board of Trustees decision shall be final.

(cf. 9322 - Agenda/Meeting Materials)

Regulation GOLETA UNION SCHOOL DISTRICT

approved: July 18, 2007 Goleta, California

## **UNIFORM COMPLAINT PROCEDURES**

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

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

(cf. 4030 - Nondiscrimination in Employment) Compliance Officer

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

(cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment) Assistant Superintendent, Pupil Services

Goleta Union School District  
401 N. Fairview Avenue Goleta, CA 93117  
(805) 681-1200

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

In no instance shall a compliance officer be assigned to a complaint in which they have a bias or conflict of interest that would prohibit them from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

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

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

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

Notifications

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

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

49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 0460 - Local Control and Accountability Plan) (cf. 1220 - Citizen Advisory Committees) (cf. 3260 - Fees and Charges)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications) (cf. 5145.6 - Parental Notifications) (cf. 6173 - Education for Homeless Children) (cf. 6173.1 - Education for Foster Youth)

(cf. 6173.3 - Education for Juvenile Court School Students)

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the District website and may be provided through District-supported social media, if available.

(cf. 1113 - District and School Websites) (cf. 1114 - District-Sponsored Social Media)

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

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

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to them under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
  - a) The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
  - b) The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c) A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
  - d) Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put their complaint in writing, for example, due to conditions such as a disability or illiteracy, District staff shall assist them in the filing of the complaint.
  - e) If a complaint is not filed in writing but the District receives notice of any allegation that is subject to the UCP, the District shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the District will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

- a. A student enrolled in a public school shall not be required to pay a fee for their participation in an educational activity that constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities.
- b. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.



- c. A foster youth shall receive information about educational rights related to their educational placement, enrollment in and checkout from school, as well as the responsibilities of the District liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of records, and grades when they transfer between schools or between the District and another District.
- d. The complainant has a right to appeal the District's decision to the CDE by filing a written appeal within 15 calendar days of receiving the District's decision.
- e. In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if they are dissatisfied with the District's decision.
- f. The appeal to the CDE must include a copy of the complaint filed with the District and a copy of the District's decision.
- g. Copies of the District's UCP are available free of charge. District Responsibilities
- h. All UCP-related complaints shall be investigated and resolved within 60 calendar days of the District's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)
- i. For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the District shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.
- j. The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.
- k. All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

## Filing of Complaints

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

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, District staff shall assist them in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

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

Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

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

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

When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when they are not the complainant, requests confidentiality, the compliance officer shall inform them that the request may limit the District's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the District shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

## Mediation

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

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

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

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

## Investigation of Complaint

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

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

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. They shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the District shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of

the District to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

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

### Report of Findings

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

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the District's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

### Final Written Decision

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

In consultation with District legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the District's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

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

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

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

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a) How the misconduct affected one or more students' education
- b) The type, frequency, and duration of the misconduct

- c) The relationship between the alleged victim(s) and offender(s)
  - d) The number of persons engaged in the conduct and at whom the conduct was directed
  - e) The size of the school, location of the incidents, and context in which they occurred
  - f) Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

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

- a) The corrective actions imposed on the respondent
  - b) Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
  - c) Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the District's decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

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

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

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

#### Corrective Actions

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

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

#### Counseling

1. Academic support
2. Health services
3. Assignment of an escort to allow the victim to move safely about campus
4. Information regarding available resources and how to report similar incidents or retaliation
5. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
6. Restorative justice
7. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

8. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

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

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

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the District shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

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

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

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

#### Appeals to the California Department of Education

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

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the District's final written decision, they, in the same manner as the complainant, may file an appeal with the CDE.

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

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

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the District, if not covered by the decision

4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the District's uniform complaint procedures
7. Other relevant information requested by the CDE Regulation

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## Uniform Complaint Procedures

The Governing Board recognizes that the District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints, which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

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

1. Any complaint alleging District violation of applicable state or federal law or regulations governing, after school education and safety programs, migrant education, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other District- implemented program which is listed in Education Code 64000(a) (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals) (cf. 3555 - Nutrition Program Compliance)

(cf. 5141.4 - Child Abuse Prevention and Reporting) (cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs) (cf. 6159 - Individualized Education Program) (cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Learners) (cf. 6175 - Migrant Education Program) (cf. 6178 - Career Technical Education) (cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program) (cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating 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, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610) (cf. 0410 - Nondiscrimination in District Programs and Activities)

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

3. 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)

(cf. 3260 - Fees and Charges)

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

4. Any complaint alleging District noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

5. 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)

(cf. 6173.1 - Education for Foster Youth)

6. 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)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.3 - Education for Juvenile Court School Students)

7. Any complaint alleging District noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

8. 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

9. Any other complaint as specified in a District policy

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

The District shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if they are different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

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

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

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

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and District policy.

(cf. 3580 - District Records) Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education. In addition, the District's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures) Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students 8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedures 35186 Williams uniform complaint procedures

48853-48853.5 Foster youth

48985 Notices in language other than English 49010-49013 Student fees

49060-49079 Student records 49069.5 Rights of parents

49490-49590 Child nutrition programs 51210 Courses of study grades

1-6 51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, and former juvenile court school students; course credits; graduation requirements

51228.1-51228.3 Course periods without educational content 52060-52077 Local control and accountability plan, especially:

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 Bilingual education programs

52300-52490 Career technical education

52500-52616.24 Adult schools

54400-54425 Compensatory education programs 54440-54445 Migrant education

54460-54529 Compensatory education programs 56000-56867 Special education programs

59000-59300 Special schools and centers 64000-64001 Consolidated application process

#### GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state 12900-12996 Fair Employment and Housing Act

#### PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction CODE OF REGULATIONS, TITLE 5 3080 Application of section

4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs UNITED STATES CODE, TITLE 20  
1221 Application of laws  
1232g Family Educational Rights and Privacy Act  
1681-1688 Title IX of the Education Amendments of 1972 6301-6577 Title I basic programs  
6801-7014 Title III language instruction for limited English proficient and immigrant students 7101- 7184 Safe and Drug-Free Schools and Communities Act  
7201-7283g Title V promoting informed parental choice and innovative program 7301-7372 Title V rural and low-income school programs  
12101-12213 Title II equal opportunity for individuals with disabilities UNITED STATES CODE, TITLE 29  
794 Section 504 of Rehabilitation Act of 1973 UNITED STATES CODE, TITLE 42  
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.67 Family Educational Rights and Privacy Act  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504 CODE OF FEDERAL REGULATIONS, TITLE 34  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex  
110.25 Notification of nondiscrimination on the basis of age Management Resources:

#### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015  
Questions and Answers on Title IX and Sexual Violence, April 2014  
Dear Colleague Letter: Bullying of Students with Disabilities, August 2013 Dear Colleague Letter: Sexual Violence, April 2011  
Dear Colleague Letter: Harassment and Bullying, October 2010  
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 200

#### U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

#### WEBSITES

CSBA: <http://www.csba.org> California Department of Education:  
<http://www.cde.ca.gov> Family Policy Compliance Office: <http://familypolicy.ed.gov>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>  
U.S. Department of Justice: <http://www.justice.gov> Policy

#### GOLETA UNION SCHOOL DISTRICT

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## **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

### Types of Complaints

The District shall use the procedures described in this administrative regulation only to investigate and resolve the following: (Education Code 35186; 5 CCR 4680-4683)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
  - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or District-adopted textbooks or other required instructional materials to use in class.
  - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
  - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
  - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.  
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:
  - a. A semester begins and a teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.  
(cf. 4112.22 - Staff Teaching English Language Learners)
  - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester.  
(5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that:
  - a. A condition poses an emergency or urgent threat to the health or safety of students or staff. Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

(cf. 3514 - Environmental Safety) (cf. 3517 - Facilities Inspection) Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond their authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

#### Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within their authority. They shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that they would like a response to the complaint, the principal or designee shall report the resolution of the complaint to them at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, they have the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the District's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686) (cf. 1340 - Access to District Records)

#### Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

#### Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the District's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the District's complaint form contains a space to indicate whether the complainant desires a response to their complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as they wish. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Legal Reference:

#### EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying 1240 County superintendent of schools, duties  
17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account 33126 School accountability report card  
35186 Williams uniform complaint procedures  
35292.5 Restrooms, maintenance and cleanliness 48985 Notice to parents in language other than English  
60119 Hearing on sufficiency of instructional materials CODE OF REGULATIONS, TITLE 5 4600-4670  
Uniform complaint procedures  
4680-4687 Williams uniform complaint procedures Management Resources:

#### WEBSITES

CSBA: <http://www.csba.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org> California

Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>

State Allocation Board, Office of Public-School Construction: <http://www.opsc.dgs.ca.gov> Regulation GOLETA

UNION SCHOOL DISTRICT

approved: July 18, 2007 Goleta, California

revised: March 2, 2011

revised: October 29, 2014

GOLETA UNION SCHOOL DISTRICT  
 401 North Fairview Avenue • Goleta, California 93117-1732  
 Pupil Services • (805) 681-1200, Ext. 2220 • Fax (805) 964-8014

**COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE**

**FORMULARIO PARA QUEJAS: PROCEDIMIENTO UNIFORME WILLIAMS PARA QUEJAS**

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

*Las quejas se pueden mandar anónimamente. Sin embargo, si desea que se le dé una respuesta a su queja, tiene que darnos la información pedida a continuación.*

Response Requested? / ¿Desea una respuesta? <input type="checkbox"/> Yes / Si. <input type="checkbox"/> No / No	Name of School / Nombre de Escuela
Name / Nombre	
Address / Dirección	
Phone Number / Número de teléfono	
Date Submitted / Fecha en que se entrega la queja	

Please describe your complaint in detail, including: the specific nature of the deficiency or deficiencies, the date, location, course or grade, teacher name, and room number or name of room where the problem occurred. You may attach additional pages if necessary. You may address complaints in the following areas.

*Favor de describir su queja con detalle incluyendo: la naturaleza específica de las deficiencias, la fecha y lugar donde ocurrió el problema, curso o grado, nombre del maestro, y número del salón donde existe el problema. Si lo necesita, puede incluir hojas adicionales. Puede entregar quejas en las siguientes áreas:*

**Instructional Materials:** Any student, including English Learners, lacked required instructional materials, standards aligned textbooks, state adopted or district adopted textbooks or student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials for use in class, at home, or after school. Instructional materials are in poor unusable condition and have missing pages or are unreadable due to damage.  
**Materiales Educativos:** *Cualquier estudiante, incluyendo a los que están aprendiendo inglés, no tiene materiales educativos necesarios, libros de texto estándares, libros de textos adoptados por el estado o el distrito, o al estudiante se le proveído copias de solo una porción del texto o material para corregir una insuficiencia de textos o materiales para uso en clase, casa o después de clases. Los materiales están de tan malas condiciones que no se pueden usar y les faltan hojas, o no se pueden leer debido a lo dañados que están.*

**Teachers:** A semester begins and a certificated teacher is not assigned to teach the class. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learners in the class. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.  
**Maestros:** *Un semestre comienza y no hay un maestro titulado asignado para dar la clase. Un maestro que no tiene las credenciales para darle clase a los que están aprendiendo inglés ha sido asignado a una clase donde hay más de 20% de estudiantes aprendiendo inglés. Un maestro está asignado a enseñar una clase para la cual no tiene la preparación en el tema.*

**Facility Conditions:** A facility condition exists that poses an emergency or urgent threat to the health or safety of students or staff. Describe how the condition poses a threat to the health and safety of pupils or staff (as defined in EC Section 17592.72 [IC] and other conditions as defined by the school district).  
**Condiciones de las instalaciones escolares:** *Existe una condición en una instalación o plantel que podría traer como consecuencia una emergencia, una amenaza urgente de salud o de inseguridad para los estudiantes o para el personal. Describa como la condición presenta un riesgo a la salud y seguridad de los estudiantes y personal (según se define en EC sección 1792.72 [IC] y otras condiciones definidas por el distrito escolar.*

Return this form to the School Principal or Principal Designee /Favor de devolver este formulario al director de la escuela, o a la persona designada pro el director  
 Or / o a

Amanda Martinez, Assistant Superintendent, 401 North Fairview Avenue, Goleta, CA 93117 • (805) 681-1200, Ext. 2220

## **Confidentiality**

In the course of your employment, you may have access to privileged information regarding students, parents, or employees. Privileged information is knowledge that you obtain while the legitimate pursuit of your duties.

It is extremely important that you protect the confidentiality of this information and not share it inappropriately with anyone who would not ordinarily have access to the information.

Similarly, in the pursuit of your duties, you may have access to District information systems. This access is restricted to information that you need to perform your duties. It is a serious violation for anyone to use database information for personal or business reasons.

If you have any questions regarding confidentiality, please contact your principal or supervisor for clarification.

**The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C § 1232g; 34 CFR Part 99)** FERPA establishes student privacy rights by restricting with whom and under what circumstances schools may share students' personally identifiable information. FERPA establishes a limited number of ways in which student record data can be disclosed by classified employees:

- Disclosure is permitted to school officials, including teachers, who have legitimate educational interests in the data.
- Limited disclosure is permitted to District-authorized third parties, if access to the data is necessary to provide District-authorized services. For example, School Office Managers may input student data into Synergy to maintain the school's database.
- Disclosure in connection with an official health or safety emergency may be permitted in limited circumstances.

Most other disclosures of students' personally identifiable information are not permitted under FERPA. If you have any questions regarding FERPA, please contact your principal or supervisor for clarification.

## **California Education Code § 45345**

EC45345 states, "...no instructional aide shall give out any personal information concerning any pupil who is not his own child or ward, except under judicial process, to any person other than a teacher or administrator in the school in which the pupil attends. A violation of this section may be a cause for disciplinary action, including dismissal."

If you are an Instructional Aide and have any questions regarding EC45345, please contact your principal or supervisor for clarification.





# Exhibit B

**Policy 4119.11: Sexual Harassment**

Status: ADOPTED

Original Adopted Date: 09/05/2007 | Last Revised Date: 11/04/2020 | Last Reviewed Date: 11/04/2020

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Board of Trustees is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

**Sexual Harassment Reports and Complaints**

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through either AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures for complaints meeting the Title IX definition of sexual harassment or AR 4030 - Nondiscrimination in Employment for complaints meeting the state definition, as applicable, and shall offer supportive measures to the complainant.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.



# Exhibit C

## Policy 4040: Employee Use Of Technology

Status: ADOPTED

Original Adopted Date: 09/05/2007 | Last Revised Date: 01/12/2022 | Last Reviewed Date: 01/12/2022

The Board of Trustees recognizes that technological resources enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting district and school operations; and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use district technology primarily for purposes related to their employment.

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.

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology. Upon employment and whenever significant changes are made to the district's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 7131; 47 USC 254)

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee.

Inappropriate use of district technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.



# Exhibit D

## Regulation 4030: Nondiscrimination In Employment

Status: ADOPTED

Original Adopted Date: 09/14/2016 | Last Revised Date: 11/04/2020 | Last Reviewed Date: 11/04/2020

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or other person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to organize and manage the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent  
Human Resources  
401 N. Fairview  
Goleta, CA 93117  
(805) 681-1200

### Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date California Department of Fair Employment and Housing (DFEH) posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth (Government Code 12950; 2 CCR 11013, 11023, 11049)
2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)
  - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
  - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
  - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available
3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)
  - a. Printing and providing a copy to all employees, with an acknowledgment form for each employee to sign and return
  - b. Sending a copy via email with an acknowledgment return form
  - c. Posting a copy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
  - d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session
  - e. Any other way that ensures employees receive and understand the policy

4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior
5. Provide training regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

The district may also provide bystander intervention training to employees which includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2 CCR 11023)

## Complaint Procedure

Complaints of sexual harassment shall be investigated and resolved in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures if the alleged conduct meets the definition of sexual harassment pursuant to 34 CFR 106.30.

Any other complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint.

The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a written complaint.

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

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

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

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation.

The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person

accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

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

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

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

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

## **Other Remedies**

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC).

The time limits for filing such complaints are as follows:

1. For filing a complaint with DFEH alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)
  2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
  3. For filing a complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)
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# Exhibit E

## Regulation 4032: Reasonable Accommodation

Status: ADOPTED

Original Adopted Date: 09/05/2007 | Last Revised Date: 08/03/2016

Except when undue hardship would result to the district, the Superintendent or designee shall provide reasonable accommodation:

1. In the job application process, to any qualified job applicant with a disability
2. To enable any qualified employee with a disability to perform the essential functions of the position he/she holds or desires to hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities

No employee or job applicant who requests an accommodation for his/her physical or mental disability shall be subjected to discrimination or to any punishment or sanction, regardless of whether the request for accommodation was granted. (Government Code 12940)

The district designates the position specified in AR 4030 - Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

### Definitions

Disability, with respect to an individual, is defined as any of the following: (Government Code 12926; 20 CFR 1630.2)

1. A physical or mental impairment that limits one or more of the major life activities
2. A record of such an impairment
3. Being regarded as having such an impairment

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (Government Code 12926)

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. (Government Code 12926; 29 CFR 1630.2)

Reasonable accommodation means: (Government Code 12926; 29 CFR 1630.2)

1. For a qualified job applicant with a disability, modifications or adjustments to the job application process that enable him/her to be considered for the position he/she desires
2. For a qualified employee with a disability, modifications or adjustments to the work environment, or to the manner or circumstances under which the position the employee holds or desires is customarily performed, that enable him/her to perform the essential functions of that position or to enjoy equal benefits and privileges of employment as are enjoyed by the district's other similarly situated employees without disabilities

Qualified individual with a disability means a job applicant or employee with a disability who: (29 CFR 1630.15, 1630.2)

1. Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position he/she holds or desires
2. Can perform the essential functions of the position with or without reasonable accommodation
3. Would not pose a significant risk of substantial harm, which cannot be eliminated or reduced by reasonable accommodation, to himself/herself or others in the job he/she holds or desires

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that the provision of a specific accommodation would cause significant difficulty or expense to the district. (29 CFR 1630.2)

## **Request for Reasonable Accommodation**

When requesting reasonable accommodation, an employee or his/her representative shall inform the employee's supervisor that he/she needs a change at work for a reason related to a medical condition. The supervisor shall inform the coordinator of the employee's request as soon as practicable.

When requesting reasonable accommodation for the hiring process, a job applicant shall inform the coordinator that he/she will need a reasonable accommodation during the process.

When the disability or the need for accommodation is not obvious, the coordinator may ask the employee to supply reasonable documentation about his/her disability. In requesting this documentation, the coordinator shall specify the types of information that are being sought about the employee's condition, the employee's functional limitations, and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the coordinator to submit a list of specific questions to his/her health care or vocational professional.

If the documentation submitted by the employee does not indicate the existence of a qualifying disability or explain the need for reasonable accommodation, the coordinator shall request additional documentation that specifies the missing information. If the employee does not submit such additional documentation in a timely manner, the coordinator may require him/her to submit to an examination by a health care professional selected and paid for by the district.

The district may make a medical or psychological inquiry of a job applicant or require him/her to submit to a medical or psychological examination after he/she has been given a conditional offer of employment but before the commencement of his/her job duties, provided the inquiry or examination is job-related, consistent with business necessity, and required for all incoming employees in the same job classification. (Government Code 12940)

The coordinator shall not request any job applicant's or employee's genetic information except as authorized by law. (42 USC 2000ff-1, 2000ff-5)

In accordance with law, the coordinator shall take steps to ensure the confidentiality of information related to medical conditions or history. As applicable, he/she shall notify the supervisor or manager of the qualified individual of any reasonable accommodation granted the individual and may notify first aid and safety personnel when the disability of the qualified individual may require emergency treatment. (42 USC 12112)

## **Granting Reasonable Accommodation**

Upon receiving a request for reasonable accommodation from a qualified individual with a disability, the coordinator shall:

1. Determine the essential functions of the job involved
2. Engage in an informal, interactive process with the individual to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential accommodations, and assess their effectiveness
3. Develop a plan for reasonable accommodation which will enable the individual to perform the essential functions of the job or gain equal access to a benefit or privilege of employment without imposing undue hardship on the district

A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

- a. The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding
- b. The overall financial resources of the facility making the accommodation, the number of persons employed at this facility, and the effect on expenses and resources of the facility
- c. The overall financial resources, number of employees, and the number, type, and location of facilities of the district

- d. The type of operation of the district, including the composition, structure, and functions of the workforce and the geographic separateness and administrative or fiscal relationship of the facility making the accommodation to other district facilities
- e. The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business

The coordinator may confer with the site administrator, any medical advisor chosen by the district, and/or other district staff before making a final decision as to the accommodation.

### **Appeal Process**

Any qualified individual with a disability who is not satisfied with the decision of the coordinator may appeal in writing to the Superintendent or designee. This appeal shall be made within 10 working days of receiving the decision and shall include:

1. A clear, concise statement of the reasons for the appeal
2. A statement of the specific remedy sought

The Superintendent or designee shall consult with the coordinator and review the appeal, together with any available supporting documents. The Superintendent or designee shall give the individual his/her decision within 15 working days of receiving the appeal.

Any further appeal for reasonable accommodation shall be considered a complaint concerning discrimination in employment and may be taken to the Governing Board in accordance with the district's procedure for such complaints.

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# Exhibit F

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

Status: ADOPTED

Original Adopted Date: 09/05/2007 | Last Revised Date: 04/13/2011

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

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

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular or cocurricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

The Superintendent or designee shall notify employees of these prohibitions against drug and alcohol use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 702)

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

The Superintendent or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

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

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

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

The Superintendent or designee shall establish a drug and alcohol-free awareness program to inform employees about: (Government Code 8355)

1. The dangers of drug and alcohol abuse in the workplace
2. The district policy of maintaining drug and alcohol-free workplaces
3. Available drug and alcohol counseling, rehabilitation, and employee assistance programs
4. The penalties that may be imposed on employees for drug and alcohol abuse violations occurring in the workplace



# Exhibit G

**Policy 4219.42: Exposure Control Plan for Bloodborne Pathogens**

Status: ADOPTED

Original Adopted Date: 09/05/2007 | Last Revised Date: 06/28/2023 | Last Reviewed Date: 06/28/2023

As part of its commitment to provide a safe and healthy work environment, The Board of Trustees recognizes the importance of protecting employees from possible infection due to contact with bloodborne pathogens, including, but not limited to, hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV). The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace.

The exposure control plan shall be consistent with the district's injury and illness prevention program established pursuant to Labor Code 6401.7 and 8 CCR 3203. (8 CCR 5193)

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall receive training and be offered the hepatitis B vaccination. (8 CCR 5193; 29 CFR 1910.1030)

Any employee not identified by the Superintendent or designee as having occupational exposure may submit a request to the Superintendent or designee to be included in the training and hepatitis B vaccination program. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

In the event that an employee has an exposure incident, the district shall implement follow-up procedures in accordance with the exposure control plan. All such incidents shall be evaluated to determine whether changes need to be made in district practices.

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# Exhibit H

## EXHIBIT H

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Goleta Union SD | [BP 3513.3](#) Business and Noninstructional Operations

### TOBACCO-FREE SCHOOLS

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

(cf. 3514 - Environmental Safety)

(cf. 4159/4259/4359 - Employee Assistance Programs) (cf. 5030 - Student Wellness)

(cf. 5131.62 - Tobacco)

(cf. 5141.23 - Asthma Management) (cf. 6142.8 - Comprehensive Health

Education) (cf. 6143 - Courses of Study)

The Board prohibits smoking and/or the use of tobacco products at any time in District-owned or leased buildings, on District property, and in District vehicles. (Health and Safety Code 104420, 104559)

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

(cf. 1330 - Use of School Facilities) (cf. 1330.1 - Joint Use Agreements)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

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

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

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions HEALTH AND SAFETY CODE  
39002 Control of air pollution from nonvehicular sources 104350-104495 Tobacco use prevention, especially:  
104495 Prohibition of smoking and tobacco waste on playgrounds 104559 Tobacco use prohibition  
119405 Unlawful to sell or furnish electronic cigarettes to minors LABOR CODE  
3300 Employer, definition  
6304 Safe and healthful workplaces  
6404.5 Occupational safety and health; use of tobacco products UNITED STATES CODE, TITLE 20  
6083 Nonsmoking policy for children's services  
7111-7122 Student Support and Academic Enrichment Grants CODE OF FEDERAL REGULATIONS, TITLE  
21  
1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors PUBLIC EMPLOYMENT AND  
RELATIONS BOARD RULINGS  
Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)  
CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989)  
PERB Order #750 (13 PERC 20147)  
Management Resources:  
WEBSITES  
California Department of Education, Alcohol, Tobacco and Other Drug Prevention:  
<http://www.cde.ca.gov/ls/he/at>  
California Department of Education, Tobacco-Free School District Certification:  
<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>  
California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>  
Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>  
U.S. Environmental Protection Agency: <http://www.epa.gov> Policy GOLETA UNION SCHOOL DISTRICT  
adopted: October 3, 2004 Goleta, California  
revised: June 11, 2014  
revised: August 24, 2016



# Exhibit I

**Policy 0410: Nondiscrimination In District Programs And Activities**

Status: ADOPTED

Original Adopted Date: 08/22/2007 | Last Revised Date: 09/25/2019

The Board of Trustees is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's web site and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

**Access for Individuals with Disabilities**

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities

shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school sponsored function, program, or meeting.

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Assistant Superintendent, Pupil Services  
Goleta Union School District  
401 N Fairview Avenue  
Goleta, CA 93117  
(805) 681-1200 XT 2220

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# Exhibit J

## Regulation 4119.43: Universal Precautions

Status: ADOPTED

Original Adopted Date: 09/05/2007 | Last Revised Date: 10/21/2020 | Last Reviewed Date: 10/21/2020

### Definitions

Universal precautions are an approach to infection control. All human blood and certain human body fluids, including, but not limited to semen, vaginal secretions, and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other bloodborne pathogens. (8 CCR 5193; 29 CFR 1910.1030)

Occupational exposure means reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193; 29 CFR 1910.1030)

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

### Infection Control Practices

For the prevention of infectious disease, the district shall:

1. Effectively maintain the worksite in a clean and sanitary condition, and implement an appropriate written schedule for cleaning and decontamination of the worksite
2. When necessary for employees with occupational exposure to bloodborne pathogens, provide appropriate personal protective equipment, such as gloves, masks, and outer garments, at no cost to the employee (8 CCR 5193)
3. Provide handwashing facilities which are readily accessible to employees, or, if not feasible, provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes

Any employee who has contact with blood or other body fluid, regardless of whether bloodborne pathogens are known to be present, shall:

1. Use personal protective equipment as appropriate.
2. Wash hands and other skin surfaces thoroughly with soap and running water:
  - a. Immediately or as soon as feasible following contact with blood or other potentially infectious materials
  - b. Immediately after removing gloves or other personal protective equipment
3. When handwashing facilities are not available, use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.
4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure to bloodborne pathogens.
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs, or forceps to clean up broken glassware which may be contaminated.
7. Use effective techniques designed to minimize the risk of a sharps injury in all procedures involving the use of sharps.



8. Handle, store, treat, and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.

- a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193.
  - b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.
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# Exhibit K

**EXHIBIT K**

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**EMPLOYEE ACKNOWLEDGEMENT OF GENERAL SAFETY RULES FORM**



**EMPLOYEE ACKNOWLEDGEMENT GENERAL SAFETY RULES**

I have received a link to the Goleta Union School District Classified Employee Handbook and it is my responsibility to access it, read and understand the material. The Goleta Union School District Classified Employee Handbook can be found in the Goleta Union School District website at <https://www.gusd.us/staff-links>, Human Resources, then going under Important Links and Commonly Used Forms.

If I do not understand a rule or regulation, I will contact David Simmons, Human Resources Assistant Superintendent.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee name (print)*

\_\_\_\_\_  
*Location*

\_\_\_\_\_  
This acknowledgement page will be placed in your personnel file to document that you are aware of and understand the importance of following all safety rules and regulations and that the District has complied with Administrative Code Title 8, Section 3203.

Personnel Department: File signed acknowledgement in employee personnel file.



Dear Goleta Union School District Employee,

The law requires that the following policies be provided to employees on an annual basis. Please review these Board Policies (BP) and Administrative Regulations (AR) and sign the district roster acknowledging that you have been directed to, and have read these policies.

To view online:

Please go to the Goleta Union School District website, select the Board tab, then select Board Policies and Regulations. Login directions are there. Please review the following:

- [BP 4030](#) – Nondiscrimination in Employment
- [BP 0410](#) – Nondiscrimination in District Programs and Activities
- [AR 4119.11](#) – Sexual Harassment
- [AR 4119.43](#) – Universal Precautions
- [BP 1312.3 & AR 1312.3](#) – Uniform Complaint Procedures

In addition, please review and acknowledge that you have read the following policies in the Employee Handbook found under the Staff Links tab and selecting the Human Resources button. Handbooks for both Classified and Certificated Staff can be found there.

Alcohol & Drug Free Workplace Policy  Facts about Workers' Compensation  Harassment in Employment Policy

Smoke/Tobacco-Free Environment Policy

Treatment for Work-Related Injuries and Illnesses

I hereby acknowledge that I have read the policies and procedures outlined here and that I will comply with them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name: \_\_\_\_\_