South San Francisco Unified School District 2020-2021
Employee Handbook

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**Employee Handbook Overview**

This handbook is designed to be a resource guide for all employees. Please use it in conjunction with Board Policies, Collective Bargaining Agreement of the South San Francisco Classroom Teachers Association, the California School Employees Association, Local Chapter #197, or the South San Francisco Federation of Adult Educators #6179, and with additional information supplied by your supervisor.

This handbook fulfills the District’s legal obligation to inform you annually of several policies, procedures, and unit member responsibilities. Should any of the information presented in this handbook conflict with State or Federal Law, Board Policies of the South San Francisco Unified School District, or with the respective Negotiated Agreements, the laws, policies, or agreement will be deemed to be correct.

This employee handbook will continue to be a working document and it will be updated annually. The handbook is also available on the District’s website.

**Mission Statement**

The mission of the South San Francisco Unified School District, through collaboration with home and community, is to graduate responsible, productive, and environmentally aware citizens who have the academic and social skills necessary to contribute to a changing global society, through active participation in a quality instructional program defined by a challenging and creative curriculum which ensures opportunities for a diverse population to experience individual expression and collaborative problem solving in a safe and stimulating environment.

**Vision**

In South San Francisco Unified School District, we pride ourselves on providing students with relevant learning **EXPERIENCES**, giving them opportunities to **EXPLORE** and cultivate innovation and collaboration. We will foster and **EMBRACE** diversity of people and diversity of thought, while pushing all students to **EXCEL** in order for them to grow into resilient and confident people.

**PROVIDE RELEVANT LEARNING EXPERIENCES**

Students will…
- Thrive as learners by engaging in experiences driven by intellectual curiosity, desire for cultural competency and discovery.
- Learn in welcoming environments that provide differentiated approaches, experiences and opportunities.

**CULTIVATE INNOVATION AND COLLABORATION**

Students will…
- Explore the possibilities of connecting interests and talents to result in viable college and career options.
- Share and collaborate with peers and adults of varying cultural backgrounds to attain personal and academic growth.
FOSTER DIVERSITY OF PEOPLE & DIVERSITY OF THOUGHT
Students will…
- Respect cultures, values, traditions, and points of view that are not their own.
- Connect with and contribute to communities and cultures beyond the classroom.

GROW RESILIENT AND CONFIDENT PEOPLE
Students will…
- Engage in programs that promote their development as well rounded members of the local and global communities.
- Accept that failure is a vital part of becoming an independent thinker while not accepting failure as the final result.
- Succeed as an individual thinker and as part of a culturally diverse group.
- Tackle complex problems and acquire the skills and knowledge that qualify them for their chosen future.

Local Control Accountability Plan (LCAP) Goals

1. The district will provide a high quality educational program that focuses on raising the overall academic achievement and social learning environment for all students.

2. Identified classified staff, certificated and administrative staff will participate in professional development trainings that will assist in preparing our students for college, career and lifelong readiness and/or to provide ongoing support for learning and growth within the profession to increase skills to better support all students.

3. The district will increase student, parent and community engagement and support program that foster a stronger, more positive, connection between school and home

Professional Standards

The Governing Board expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the district's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

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

Staff Conduct with Students

The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in child abuse.
An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any employee who is found to have engaged in inappropriate conduct with a student in violation of the law or this policy shall be subject to disciplinary action. (BP 4219.21/4319.21)

**Code of Ethics of the Education Profession**

**Preamble**

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

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

The remedies specified by the National Education Association (NEA) and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designed by the NEA or its affiliates.

**PRINCIPLE I - COMMITMENT TO THE STUDENT**

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

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

- Shall not reasonably restrain the student from independent action in the pursuit of learning.
- Shall not unreasonably deny the student access to varying points of view.
- Shall not deliberately suppress or distort subject matter relevant to the student's progress.
- Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- Shall not intentionally expose the student to embarrassment or disparagement.
- Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religion beliefs, family, social, or cultural background, or sexual orientation, unfairly –
  - Exclude any student from participation in any program
  - Deny benefits to any student
  - Grant any advantage to any student.
• Shall not use professional relationships with students for private advantage.
• Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II - COMMITMENT TO THE PROFESSION
The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

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

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

• Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
• Shall not misrepresent his/her professional qualifications.
• Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
• Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
• Shall not assist a noneducator in the unauthorized practice of teaching.
• Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
• Shall not knowingly make false or malicious statements about a colleague.
• Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action. (E 4119.21) – Adopted 11/18/2010

Customer Service

10 Essentials of Public School Service

1) Patience
• Stay patient when someone comes to you confused and frustrated — take the time to truly figure out what they want.
• Most people would rather get competent service than be rushed out the door.
2) Attentiveness
• The ability to really listen is crucial for providing great service.
• Be mindful and attentive to the feedback that you receive.
• What are your “customers” telling you without saying it?
3) Knowledge of our District/Schools
• Without knowing our organization from front-to-back, we won't know how to help the public when they run into problems.
• Work on developing general knowledge about our district departments and functions.
Explore other departments, beginning with those that share similar functions, are related to your area of expertise, or work with the same members of the public.

- Become familiar with our existing online resources.
- Get to know our school sites, school departments, and site-based services.

4) Clear Communication
- Make sure you're getting to the problem at hand quickly.
- Be cautious about how some of your communication habits translate to customers.
- When it comes to important points that you need to relay clearly, keep it simple and leave nothing to doubt.

5) Positive Language
- Your ability to make minor changes in your conversational patterns can truly go a long way.
- People create perceptions about you and the District based on the language that you use.
  - Without positive language: “I don’t know, come back later.”
  - With positive language: “Let me get that answer for you. I'll take your contact info and have someone get back to you about this as soon as possible.”

6) Time Management
- Patience is great, but the bottom line is that there is a limit, and you need to be concerned with getting customers what they want in an efficient manner.
- If you don't know the solution to a problem, the best kind of support will be to get the assistance of someone who does.

7) Reading “The Customer”
- Look and listen for subtle clues about their current mood, patience level, personality, etc., and you'll go far in keeping your “customer” interactions positive.

8) Calming Presence
- The ability to stay calm and even influence others when things get hectic.
- Don’t let a heated interaction force you to lose your composure.
- Try to be the "rock" for someone who thinks the world is falling due to their current problem.

9) Handling Surprises
- One thing you can decide right off the bat is who you should consider your "go-to" person when you don't know what to do.
- Define a logical chain for yourself to use, then you won't be left wondering who you should forward the problem too.
- When the problem is noticeably out of your area of expertise, what will you tell the next person?
- Create a system for determining the important parts, or maybe some highlights.
- When it comes time to get someone else involved, how are you going to contact them?
- Know the best chain of communication to seek assistance from co-workers.

10) Willingness to Learn
- Don’t feel defeated by a situation; just add the experience to your “toolbox”.
- Every new encounter will help you with the next related situation.
- Become familiar with the functions of your co-workers.
**Dress and Grooming**

The Board of Education believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. (BP 4119.22/4319.22)

**District Administration**

- **Shawnterra Moore, Ed.D.** Superintendent
- **Keith Irish** Assistant Superintendent, Educational Services
- **Ted O** Assistant Superintendent, Business Services
- **Jay Spaulding, Ed.D.** Assistant Superintendent, Human Resources
- **Ron Vose** Director, Facilities/Safety
- **Rajpal Bal** Director, Fiscal Services
- **Joseph Siam** Director, Information Technology and Educational Support
- **Jason Brockmeyer** Director, Innovation, Community Outreach & Special Projects
- **Fran Debost** Director, Nutrition Services & Distribution
- **Sabrina Yacoub** Director, Special Education
- **Karla Groth, Ed.D** Director, Special Projects, Categorical & English Learner Programs
- **Marianne Hew, Ed.D.** Director, Student Performance, Program Evaluation & Instruction Intervention
- **Ryan Sebers** Director, Student Services & Public Information Officer
- **Peter Feng** Public Information Officer

**District Information**

- Additional District information may be viewed on the District’s Website.
- After-hours District emergencies: Call Supervisor or Seek Medical Attention.
- Weekend District emergencies: Call Supervisor.
- For specific site information, please contact your supervisor.


**Employment Documents**

The following are legal compliance forms for conditions required for employment:

- Offer of Employment Contract or Assignment (bargaining unit members & management).
- Department of Justice fingerprint clearance. (AR 4112.5).
- No Sex Offense Violation (Ed Code 44010) or Controlled Substance Violation (Ed Code 44011).
- TB Clearance (to be kept on file). (Ed Code 49406).
- Certificate of a Medical Examination – certificated employees (Ed Code 44839).
- Back screen exam (specified classified positions).
- Notice for the Oath of Affirmation. (AR 4112.3).
- Notice of compliance for Equal Employment Opportunities/ADA requirements.
- Acknowledgement of legally mandated employment documents received including:
  - Sexual Harassment Policy, Injury and Illness Prevention Program, Mandated Child Abuse
- Reporting, Nondiscrimination in Employment Policy, Hazardous Material Communication Program, Tobacco-Free Schools Policy.

**Employee and Supervisor Relationship**

Your supervisor will work with you to help you perform effectively on the job and to learn your job faster. They will familiarize you with policies, practices and District culture and procedures. Your supervisor will assign your work, introduce you to other employees, orient you to the job responsibilities, explain the regulations concerning lunch breaks, rest periods, reporting absences, scheduling vacations, and explain other job-related information you will need to know. When you want advice on a problem or an answer to a question, your supervisor will be able to help you. If not, he or she will find the answer or direct you to another person who can assist you. Any questions you have about your employment can be answered by Human Resources Services.

**Employee Responsibilities and Expectations**

- Have a current emergency card on file at the site and in Human Resources Services.
- Report change of personal information to Human Resources Services.
- Take responsibility for a healthy, safe, and clean work environment. Think safety—work smart! Contact your supervisor to report any unsafe working conditions. Slips, trips, falls, back and neck injuries are the greatest frequency of injuries. Be cautious.
- Know the emergency procedures at your site and be familiar with the emergency exits.
- Review the Professional Standards: Employees will conduct themselves in a professional manner and respect all employees, students, parents, and all external customers.
- Respect and value ALL confidential and private information of both students and employees. Confidential conversation should not to be held where it can be heard by others.
- Do not discuss confidential school business matters outside of work. Even if items are public matters, such information is given out by designated personnel. Requests for personal information about students should be referred to an administrator.
- Maintain professional standards of dress and grooming that demonstrate your high regard for education, present an image consistent with your job responsibilities and assignment, and do not endanger the health or safety of employees or students during school hours and at school
activities. The Board of Education believes that appropriate dress and grooming by district employees contributes to a productive learning environment and models positive behavior. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. (BP 4119.22)

- Be proactive…take the initiative to communicate with your supervisor if you need assistance.
- Understand your supervisor’s expectations…it is essential to have ongoing communication.
- Know the procedures for attendance reporting and signing in, know who to contact if you are out ill or for any reason and know how to access the substitute calling system, Aesop, if a substitute is required.
- Review assignment information in the hiring packet…if you have questions, please ask.
- Understand your job duties and responsibilities based on the job description.
- Understand your job performance as it relates to the District, division, site, and personal goals.
- Know your association representative’s name and contact information. Each employee is provided with his/her respective collective bargaining agreement.
- Understand the evaluation process and the timelines. Know who will evaluate you and be familiar with the evaluation form. Review the contract related to evaluations.
  Know when your probationary period ends. Know the process to become eligible as a permanent employee.

AESOP Absence and Substitute Notification

South San Francisco Unified School District utilizes Aesop, an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. The Aesop system is available 24 hours a day, 7 days a week and can be accessed via internet and phone.

How do I interact with Aesop?

1. You can interact with Aesop on the internet at [http://www.frontlinek12.com/aesop](http://www.frontlinek12.com/aesop) and by mobile devices type “m.aesoponline.com”. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online as well as how to set up your Preferred Substitute List (and Favorite Five)

2. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences, review and change personal information and check absence reasons balances and to review upcoming absences. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

The following are links to videos and other training tutorials that will help you navigate Aesop:

- This Quick Start Guide is enclosed
- This video will show you how to Log in to Aesop, create an absence, view and edit personal information as well as how to change your PIN number.
- This video will show you how to create an advanced mode absence such as multi-day, multi reason, multi times, how to assign a substitute, itinerant schedules, cancel absences by 6pm the night before as well as how to access your absence history.

* For step by step directions regarding all possible types of Aesop transactions, please visit this excellent tool by following this link: https://help.frontlinek12.com/Employee/HelpGuide/desktop/Printed_Documentation.htm

* In order to access the Aesop system, you will need to enter your ID and PIN numbers as follows:

ID Number:  Your Area Code and Phone Number (ie: 8185555555) no dashes or periods

PIN Number:  1414 *New Hires only (for security purposes please change PIN number)

* When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.

Should you experience difficulty using the Aesop system in any way, please contact the name listed below.

Erika Ceja
Personnel Assistant
ecea@ssfusd.org

**Annual Employee Notification**

The District is required by Education Code to notify employees annually on Communicable Disease Control Information, Injury and Illness Prevention Program (IIPP), Mandated Suspected Child Abuse Reporting, Tobacco, Drug, and Alcohol policies, and Sexual Harassment Policy.

**Employees are expected to read, comply, and acknowledge receiving this Annual Employee Notification. Annual Employee Notification is located on the SSFUSD Website under Human Resources - [https://www.ssfusd.org/annualnotification](https://www.ssfusd.org/annualnotification)**

**Communicable Disease Control Information**

**Universal Precautions**

General precautions persons can take to prevent the spread of all infectious diseases.

**General Information**

- The single most important practice is hand washing. Always wash hands with soap under running water for at least 30 seconds after taking temperatures, examining mouths or weeping eyes, when wiping a runny nose, or helping a student in the bathroom.
- Hands should always be washed before drinking, eating, and before and after going to the bathroom.
- If there are open cuts, abrasions or weeping lesions on hands, disposable plastic gloves should be worn and may be ordered through the District supply catalog.
- Use sanitary absorbent agents specifically intended for cleaning body fluid spills. The dry material is applied to the area, left for a few minutes to absorb the fluid, then vacuumed or swept up.
- If on a rug, a second step is to apply rug shampoo (germicidal detergent) with a brush and re-vacuum. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and
dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

**Clean-Up of Body Fluids (blood, vomit, urine, feces)**
The procedure for cleaning up spills of any body secretions is as follows:
- Wear plastic disposable gloves.
- Place tissues, paper towels, diapers, pads, gauze, bandages, etc., into a plastic bag, tie the bag, and dispose of these materials daily.
- Place plastic disposable gloves and bag inside second plastic bag.
- Tie the bag securely and place into the trash and dispose of daily.
- Clean any soiled surfaces with a disposable towel in a 1:10 solution of chlorine bleach (1-1/2 cups to one gallon of water.) Bleach may be ordered through the District supply catalog.
- Soak mop in chlorine solution and rinse thoroughly. Dispose of water used for cleaning in toilet or special drain.
- Remove gloves and wash hands with soap and water.

**Laundry Instructions**
The most important factor in laundering clothing contaminated in the school setting is to eliminate of potentially infectious agents by using soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2 cup household bleach to the wash cycle. If material is not colorfast, add 1/2 cup non-chlorine bleach (e.g. Clorox II, Borateem) to the wash cycle.

**What is AIDS/HIV Infection?**
AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection. The virus attacks the body's immune system, leaving it vulnerable to life-threatening opportunistic infections and malignancies. The virus also may directly attack the central nervous system. Persons infected with HIV frequently have no apparent symptoms and usually appear to be in good health.

**How is HIV Infection Spread?**
- Everyone infected with HIV, even a person without apparent symptoms, is capable of transmitting the infection. HIV infection is transmitted by:
- Any sexual activity involving direct contact with semen, blood or vaginal secretion of someone who is infected.
- Sharing intravenous (IV) needles and/or syringes with someone who is infected.
- Penetrating the skin with needles that have been used to inject an infected person.
- Direct contact on broken skin or mucous membrane with infected blood.
- Receiving blood transfusions or blood products from someone who is infected (a screening test has been used since 1985 that has reduced this risk to 1 in 68,000 in California (AIDS update, December 1988).
- Being born to an infected mother.

**What is Hepatitis B?**
Hepatitis B is an infection of the liver caused by a virus present in the blood and other body fluids of infected persons. Not all persons infected with the Hepatitis B vaccine show symptoms of illness. Some persons will have symptoms such as fatigue, mild fever, muscle or joint aches,
nausea, vomiting, loss of appetite, and abdominal pain. In some persons, the urine turns dark and the skin turns yellow. The onset of symptoms may take six weeks to six months to appear after transmission. Persons infected with Hepatitis B run a high risk of developing a chronic liver disease such as cirrhosis and/or cancer of the liver.

**How is Hepatitis B Spread?**
- An infected person can transmit Hepatitis B as long as the virus remains in the blood. Transmission may occur as early as four weeks before any symptoms occur. A small number of people will carry the virus in their blood for years and are known as chronic carriers. Hepatitis B is transmitted by:
  - Sexual activity involving semen, blood, or vaginal secretions.
  - Sharing with someone who is infected, unsterile instruments used to penetrate the skin such as those used for tattooing, ear piercing, and razors.
  - Sharing intravenous (IV) needles and/or syringes with someone who is infected.
  - Direct contact of infected blood with mucous membrane of the eye and mouth.
  - Direct contact of infected blood with broken skin (e.g., cuts).
  - Accidental needle sticks with needles containing blood from a virus carrier.
  - Sharing toothbrushes.
  - Being born to an infected mother.

**How Can HIV and Hepatitis B Infections Be Prevented?**
A vaccine for Hepatitis B is available from health care providers. The cost of the vaccine is often covered by the employee’s individual health care plan. Workers determined to be at high risk by their employers may be eligible to receive the vaccine through their employer.

Since sexual intercourse and sharing of intravenous equipment are the major behaviors that transmit the viruses that cause Hepatitis B and HIV infections, abstinence from these activities eliminates the major risk of exposure for most people. Mutually monogamous sexual relationships between uninfected partners are safe. Properly used condoms combined with water-based lubricants containing spermicides greatly reduce the risk of transmission during sexual intercourse with an infected person. Intravenous equipment and any equipment used to penetrate the skin should not be shared. For persons who continue to share intravenous equipment, cleaning with household bleach solution and rinsing with water can also reduce transmission by this route.

HIV infection, Hepatitis B, and several other viruses are transmitted through sexual intercourse, sharing of blood, and from infected women to their babies during pregnancy or at the time of birth. Essentially, all risk of these infections is outside of the work and school environments. However, there is some, although very small, risk of blood exposure at work and at school. Carriers of these viruses do not often show outward signs of infection and often are not aware of being infected themselves. Therefore, ALL blood or blood-containing body fluids must be considered potentially infectious.

With current immunization laws, all students are immunized against Hepatitis B, with the exception of students whose parents have signed waivers against immunizations. The only risk of Hepatitis B virus and HIV exposure in the school setting is with direct exposure of infected blood to broken skin or mucous membranes. Unbroken skin is an extremely good barrier to these viruses. Strict adherence to Universal Precautions is recommended to protect the worker from exposure to both Hepatitis B and HIV virus.
Injury and Illness Prevention Program (IIPP)

In order to maintain a safe and healthful work environment the South San Francisco Unified School District has developed an Injury & Illness Prevention Program (IIPP) for all employees to follow. By making employee safety a high priority for every employee, injuries and illnesses can be reduced, productivity can be increased, and a safer and healthier environment can be promoted for all individuals at South San Francisco Unified School District.

Diligent implementation of this program will produce many benefits for South San Francisco Unified School District and its employees. Most notably it will:

- Protect the health and safety of employees.
- Decrease the potential risk of disease, illness, injury, and harmful exposure to District personnel.
- Reduce workers’ compensation claims and costs.
- Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reducing the need to find and train replacement employees.
- Improve employee morale and efficiency as employees see that their safety is important to management.
- Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

The site or department IIPP Implementation Official has the authority and the responsibility for implementing the District IIPP and the site or department Site Safety Official has the responsibility of maintaining the IIPP. All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIPP.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid, including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tends to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the areas of our workplace. Report any workplace hazards to your supervisor, administrator or Facilities Services. District-wide Material Safety Data Sheets (MSDS) are available in the Purchasing Services and online at MSDSonline.com. Site-specific
MSDS are available online at MSDSonline.com with a binder maintained in the site office and main custodial room.

**Hazard Correction**
Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures: When observed or discovered; and when an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

**Accident/Exposure Reporting and Investigation**
Procedures for reporting workplace accidents, blood borne pathogens, bodily fluids and hazardous substance exposures include:
- Report all accidents, injuries/illnesses and exposures to your supervisor, administrator and/or Human Resources Services immediately after occurrence.
- Contact Company Nurse to report incident at (877) 518-6702.
- Secure and complete the necessary paperwork including State and District forms with your supervisor or administrator and submit to Human Resources Services.
- Procedures for investigating workplace accidents and hazardous substance exposures include:
  - Interviewing injured workers and witnesses;
  - Examining the workplace for factors associated with the accident/exposure;
  - Determining the cause of the accident/exposure;
  - Taking corrective action to prevent the accident/exposure from reoccurring; and
  - Recording the findings and actions taken.

**Mandated Suspected Child Abuse Reporting**

These suspected child abuse reporting procedures are based on the South San Francisco Unified School District’s board policy and administrative regulations (B.P. & A.R. 5141.4). As a condition for employment, each employee is required to sign a statement acknowledging his/her responsibility to report. For certificated personnel, this responsibility is clearly stated on the backside of their credentials. Reporting procedures have been developed in consultation with district staff and child protective agencies to facilitate reporting for school and district administrators.

All employees are also required to complete the District’s mandatory training course for suspected child abuse reporting. South San Francisco Unified School District is using Keenan SafeSchools™ online training for your convenience (http://ssfusd.keenan.safeschools.com/). Notifications are sent annually to all employees, providing the necessary login information and specific training requirements. This document serves as supplemental information to provide you with our specific reporting procedures and the legally required reporting form.

Confidentiality: Reporting responsibilities are individual and cannot be delegated to another individual. The employee required to make a report, “Mandated Reporter,” may not be compelled to disclose his or her identity to the school or district administration. If the mandated reporter does not disclose his/her identity to the site or district administration, he/she shall provide a copy of the written report to the principal and the Administrator of Student Attendance and Welfare without his/her signature or name. When notified, the site administrator shall provide the mandated
The identity of all employees who report under these regulations shall be confidential and disclosed only to child protective agencies.

All South San Francisco Unified School District employees are mandated to report suspected child abuse. **Definition:** Any conduct, acts, or omissions that endanger a child’s physical or emotional health and development. A child is under 18 years of age. Types of child abuse:

- **Physical abuse** – non-accidental act resulting in injury; cutting, twisting limbs, shaking, hitting, beating, burning, biting, or any other extreme physical mistreatment.
- **Sexual abuse** - incest, any forced sexual activity, exposure to sexual stimulation not appropriate of the child’s age, sexual exploitation of a minor.
- **Neglect** – negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury has occurred; pattern of failure to provide for the child’s emotional needs.
- **Emotional abuse** - constantly blaming or demeaning; excessive yelling or shaming; frequently interacts with child in hostile manner

**NOTE:** It is not up to the reporter to investigate or decide if the child's complaint is valid or not. All SSFUSD employees are mandated reporters and must follow the reporting process accordingly:

1. When an employee (a “Mandated Reporter”) becomes aware of a known or suspected child abuse he/she shall initiate the following contacts:
   a. Site principal, assistant principal or counselor.
   b. **The principal or designee shall call Child Protective Services, San Mateo County Health and Human Services Agency at 650-595-7922 or 800-632-4615.**
   c. It is considered an emergency if the child is in immediate danger: i.e. there are visible bruises; the child is afraid to go home; the child is at risk of current sexual abuse; the perpetrator of the abuse has access to the child, is picking up the child; there is severe emotional pain or suffering;
   d. Advise the intake personnel it is an emergency situation as appropriate.
   e. In the case of an emergency situation, if you do not receive a response from CPS within an hour, call the South San Francisco, Daly City or San Bruno Police Department as appropriate. Advise the police you have called CPS and that this is an emergency situation.
   f. If the child advises you of an emergency situation within 15 minutes of the child's pick up from school, call the South San Francisco, San Bruno or Daly City Police Departments, as appropriate to intervene because of the timing of the receipt of information and the pick-up time. Advise CPS.
   g. Follow through with the appropriate report filing protocol (as detailed in #4 below).
   h. Notify the SSFUSD’s Director of Student Services (ext. 8744).

2. When a classroom teacher becomes aware of a known or suspected child abuse case, he/she will notify the office that the student is being sent to the office with a note. The teacher or non-certificated personnel shall use the utmost discretion so as not to call attention to the child.
3. When the student arrives in the office, one of the following is to expedite the reporting process:
   a. Any on-site administrator,
   b. Principal’s designee,
   c. Nurse,
   d. Counselor, or the
   e. Secretary/Administrative Assistant

4. If a student suspected of being a victim of child abuse is removed from the school premises, the law enforcement officer or CPS personnel has the responsibility for immediately notifying the parent/guardian. The mandated reporter does not notify or discuss the situation with the parent/guardian. A school administrator is required to notify the primary legal guardian if a student has been removed from campus, but does not disclose any details of the case. Any parent/guardian asking for details must be referred to the police department responsible for the child’s removal from school.

5. Per CA Penal Code § 11166(a), within 36 hours, the mandated reporter must submit a written report to the investigating agency:

   **Required Form:**

   Suspected Child Abuse Report (Department of Justice # SS 8572):

   Definitions and general instructions for completing the SS 8752 form:
   [https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/8572_instruct.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/8572_instruct.pdf)

   Employees reporting child abuse are advised to begin completing this reporting form immediately and disburse it according to instructions.

   **Mail:**
   Child Protective Services
   1 Davis Drive
   Belmont, CA 94002

   **Fax:**
   650-592-2289

   Copies to:
   1) Police or Sheriff (see addresses below)
   2) District Attorney (if directed)
      400 County Center
      Redwood City, CA 94063
   3) San Mateo County Probation (if directed)
      222 Paul Scannell Road
      San Mateo, CA 94402
   4) SSFUSD Director of Student Services
   5) Reporting Party
Failure to report child abuse is a misdemeanor punishable by $1,000 fine or six months in jail or both, and a possible revocation of teaching and administrative credentials.

It is the duty of school personnel to REPORT, NOT INVESTIGATE child abuse. If you have any questions, please contact the SSFUSD Office of Student Services, 650-877-8744.

ADDRESSES FOR POLICE DEPARTMENTS

<table>
<thead>
<tr>
<th>South San Francisco Police Dept.</th>
<th>Daly City Police Dept.</th>
<th>San Bruno Police Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>33 Arroyo Drive</td>
<td>335 90th Avenue</td>
<td>1177 Huntington Avenue</td>
</tr>
<tr>
<td>South San Francisco, CA 94080</td>
<td>Daly City, CA 94015</td>
<td>San Bruno, CA 94066</td>
</tr>
<tr>
<td>650.877.8900</td>
<td>650.991.8119</td>
<td>650.616.7100</td>
</tr>
</tbody>
</table>

**Tobacco-Free Schools Policy**

South San Francisco Unified is a Tobacco-Free District that offers cessation services for all staff members. (BP 3513.3)

The South San Francisco Unified School District is a tobacco-free [public school district. In order to receive funding from any State or Federal categorical program, the District must sign assurances that all buildings, vehicles, properties, and activities will be tobacco-free. Notices are posted at each site to remind our parents and community visitors that we are tobacco free. Announcements are made at all activities sponsored by the school district that South San Francisco schools are tobacco free and we appreciate the cooperation of parent and community participants in providing a tobacco free environment for our students.

Board Policy 3513.3 defines the District policy and states that violations of this policy by District employees will be met with progressive disciplinary measures. The District also offers a number of cessation services including the Behavioral Health Employee Assistance Program (EAP) offered through SMCSIG. Other District health benefit providers (for example, Kaiser) offer tobacco cessation classes, and smokers are urged to contact either the local Cancer Society, or the Smoker’s Helpline: 1 (800) NO BUTTS for cessation services.

Thanks to all South San Francisco Unified School District employees for your help in complying with this requirement.

**Drug and Alcohol-Free Workplace Policy**

The Board of Education believes that the maintenance of drug-and alcohol-free workplaces is essential to school and district operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the
influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace. These prohibitions apply before, during, and after school hours. A school district workplace is any place where school district work is performed; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business. (BP 4020)

**Sexual Harassment**

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

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

- Providing training to employees in accordance with law and administrative regulation
- Publicizing and disseminating the district's sexual harassment policy to staff
- Ensuring prompt, thorough, and fair investigation of complaints

Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments. All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964) Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

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

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

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal. (BP 4119.11, 4219.11, 4319.11)

**Sexual Harassment Policy**

Sexual harassment is considered to be any unwanted, unwelcomed, or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable. The key word in defining sexual harassment is **unwelcome.** The South San Francisco Unified School District has a **zero tolerance for any form of sexual harassment.** (BP 4119.11)

**How do you know if it is sexual harassment?**
If someone’s words or actions:
- Are unwelcome or offensive to you
- Make you feel uncomfortable or threatened
- Affect your job performance…

Then it may be Sexual Harassment and should be reported to your immediate supervisor for investigation.
- Employee to Student Sexual Harassment is not tolerated and may lead to disciplinary action (BP 5145.7)
- Student to Student Sexual Harassment should be reported to the site administrator.
- Contact your immediate supervisor or Human Resources if the harassment involves your supervisor.

Forms of Sexual Harassment

<table>
<thead>
<tr>
<th>Verbal</th>
<th>Non-Verbal</th>
<th>Physical</th>
</tr>
</thead>
<tbody>
<tr>
<td>threats or insults</td>
<td>gestures/looks</td>
<td>cornering</td>
</tr>
<tr>
<td>offensive comments</td>
<td>staring/leering posters/photos</td>
<td>pinching</td>
</tr>
<tr>
<td>offensive jokes</td>
<td>drawings of sexual nature e-mails</td>
<td>grabbing</td>
</tr>
<tr>
<td>pressure for dates propositions</td>
<td>cartoons sexting</td>
<td>touching</td>
</tr>
<tr>
<td>suggestions of a sexual nature</td>
<td></td>
<td>assault</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hugging</td>
</tr>
<tr>
<td></td>
<td></td>
<td>kissing</td>
</tr>
</tbody>
</table>

Be careful. You may never know who is offended by your comments or action. Nothing employees do at work is really ever “private” including: conversations, telephone calls, websites visited, or email.

Temporary Light Duty Program

The South San Francisco Unified School District provides all disabled applicants and employees with Reasonable Accommodation as defined by the Fair Employment and Housing Act (Government Code § 12940).

General Information Regarding SSFUSD’s Temporary Light Duty Program:
- Regardless of the length of the leave, all employees who have been off from work due to a workers’ compensation leave (industrial injury) are to report to Human Resource Services prior to returning to work. No employee will be allowed to return to work unless first cleared by Human Resource Services to do so.
- All employees desiring to return from a personal medical leave with functional limitations / work restrictions must first report to Human Resource Services and provide a Certificate to Return to Work. This form is available in Human Resource Services or on the District’s website.
- Employee requests for return to work with functional limitations / work restrictions can take up to 5 working days for processing. Employees can ensure a timely return to work by providing Human Resource Services with a Certificate to Return to Work or Further Treatment form prior to the desired return to work date.
- During the period of time it may take to identify temporary modified or alternate work
assignments, employees will remain off from work utilizing personal leave available and appropriate leaves.

- Work restrictions will be discussed with the injured/ill employee and with the site/department supervisor to ascertain if modified work (work in current classification) can be provided. If not, alternate work (performing miscellaneous work outside of current classification) will be explored.
- If modified or alternate work is not available employee will remain off work, utilizing all available leaves, including Family Medical Leave (FMLA).
- If employee is unable to return to work before all paid leaves are expired, the employee will be contacted to discuss extended unpaid leave options and the need for long term reasonable accommodation in alternate work.
- An employee who remains off work due to functional limitations / work restrictions that cannot be reasonably accommodated is required to continue to provide medical certification for all days missed from work to their site and Human Resource Services/Payroll.
- If a supervisor is concerned that an employee may be too injured or ill to perform all of the functions of the job without impacting performance expectations or their safety, the employee may be sent to meet with Human Resource Services to discuss any need for reasonable accommodation. This can occur even if an employee has not requested accommodation or submitted a medical note stating functional limitations / work restrictions.
- Should an employee’s condition change such that the temporary work restrictions become permanent, Human Resource Services will engage with the employee in a more formal interactive reasonable accommodation process to determine what reasonable accommodations may be available to support the employees permanent/long-term work restrictions.
- Reasonable accommodation in modified work, leave extensions or reassignment options will all be explored in accordance with the state and federal laws and District policies and regulations. (cf. 4032, 4113.4, 42 U.S.C. § 12101, et seq., Gov. Code § 12940)

Employees should refer to their respective contracts for additional information regarding situations where Human Resource Services may request additional medical information prior to returning an employee back to their workplace.

**Workers’ Compensation**

- In the case of an emergency, call 911 immediately.
- Report all incidents/injuries believed to be work-related to your supervisor/administrator immediately.
- Contact Company Nurse at (877) 518-6702 to report all work-related injuries/illnesses. The District search code is SLF03
- South San Francisco Unified School District has elected to provide you with the choice of medical services for work-related injuries and illnesses by implementing a Medical Provider Network (MPN). For additional information regarding the Medical Provider Network, contact the Employee Injury/Illness Prevention Technician in Human Resources Services.
- You may pre-designate a qualifying personal physician/medical group to treat you in the case of a work-related injury (LC 4600). Pre-designation must take place prior to your date of injury. Written verification that your personal physician/medical group meets the pre-designation requirements and agrees to be pre-designated must be provided. Inclusion of information regarding your insurance company, plan or fund providing health coverage for non-occupational injuries/illnesses is required.
• Contact Human Resources Services at (650) 877-8735 for additional information.

**Pre-Designation of Personal Physician Form**

In the event you sustain an injury or illness related to your employment, you may be treated for such injury/illness by your personal medical doctor (M.D.) or doctor of osteopathic medicine (D.O.) or medical group if: You have health care insurance for injuries/illnesses that are not work-related, the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records; your “personal physician” may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominately for non-occupational illnesses and injuries; prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury/illness, and (2) your personal doctors’ name and business address and signature of your doctor. Pre-Designation is optional.

You may use the following form provided by your employer to provide all information in writing to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury/illness and the above requirements are met.

Medical treatment authorization requirements are consistent with the guidelines for treatment within the MPN. Please contact the Employee Injury/Illness Prevention Technician in Human Resources prior to seeking treatment.

**In Case of Workplace Injury**

**Call Company Nurse’s Injury Hotline which is available 24 hours a day. 1-877-561-6701**

1. Injured worker notifies supervisor or calls Company Nurse.
2. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.

**Employer Name – South San Francisco Unified School District**

**Search Code – SLF03**

There are posters throughout the workplace with this information to assure our employees know what to do when they are injured on the job.

**Leaves of Absence**

• Request for Leaves of Absence must be submitted to Human Resources prior to an employee taking a leave in accordance with collective bargaining contract language.
• Sick Leave:
• Personal Necessity Days (PN) must be submitted in advance to your supervisor. Although the/your supervisor may not need to approve, they must be informed of your intent in a timely
fashion. PN may be denied if there is a District hardship. Work with your supervisor and don’t wait until the last minute to submit the Leave of Absence Form.

- Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)
  - FMLA and CFRA are designed to assist employees for taking personal time off work when an employee or member of their family has a “Serious Health Condition” (illness, injury, impairment, or physical or mental condition). Leave without pay may be granted for up to 12 weeks.
  - Employee must have a qualifying condition and have met the minimum 1,250 hours in the prior 12 month period to be eligible.
  - Employees must notify Human Resources Services and attach all the necessary documentation required to process a leave request.
  - Employees should refer to their respective contract language for additional information. (BP 4161.1)
- All absences must be reported on the Subfinder System unless it is required to be reported directly to the supervisor.

Resignations and Retirements

- Any employee resigning or retiring from a position will provide a written resignation or retirement notice to Human Resources as early as possible. Formal notice of resignation and retirement is required by completing a separation form, available from Human Resources or on our district website. The form shall be processed through the department head and forwarded to Human Resources Services. The employee shall be required to turn in all District items: telephones, keys to any facility or vehicle, computer equipment, identification badges and other school or office property before the final salary warrant will be released.
- Prior to retirement or resignation, retirement benefits, insurance coverage, and unemployment insurance benefits may be discussed with the payroll department.
- It is recommended that an employee meet with an STRS or PERS counselor for specific retirement information. The District does not provide STRS/PERS counseling information regarding retirement benefits. Each individual person has a unique situation and the District is not in a position to provide counseling services.

TB Requirements

In accordance with the provisions of Section 49406 of the California Education Code, a person shall not be initially employed by the school district, or employed under contract, in a certificated or classified position unless the person has submitted to a Tuberculosis Risk Assessment within the past 60 days and if tuberculosis risk factors are identified, has been examined to determine that s/he is free of infectious tuberculosis by a physician, physician assistant or nurse practitioner. If no risk factors are identified an examination, is not required. The Certificate of Completion must also be completed by the physician, physician assistant or nurse practitioner and provided to the District. A person that is subject to these requirements may submit to an examination that complies with CA Education Code 49406 subparagraph (B) instead of submitting to a tuberculosis risk assessment. The examination required by this subdivision shall consist of either an approved intradermal tuberculin test or any other test for tuberculosis infection that is recommended by the federal Centers for Disease Control and Prevention (CDC) and licensed by the federal Food and Drug Administration (FDA). If the test is positive, the test shall be followed by an x-ray of the lungs in accordance with subdivision (f) of Section 12015 of the Health and Safety Code.
Volunteer Guidelines

A volunteer is a parent, community member, or any other adult who assists at a school site or program on a regular or semi-regular basis, usually with an assigned schedule. A volunteer provides his/her time to the District without pay. Volunteering in a school is an experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship with the students, teachers, and school staff.

Types of Volunteers:

Level I- A visitor who comes to the school for a one-time event (one-time volunteers have no unsupervised exposure or contact with children)
- Example: guest speakers

Level II-Volunteers who have no direct unsupervised exposure or contact with children
- Non Student exposure –examples would be office helpers, non-classroom assistance

Level III-Volunteers with Classroom exposure (supervised by district staff)
- Typical examples would be: classroom assistance, tutoring

Level IV –Volunteers with Unrestricted exposure (May be supervised by district staff)
- General/ Activities School Volunteer – Volunteering during school hours performing duties such as breakfast/lunch assistants, classroom helpers, library aids, book fairs, playground supervisors, Student Teachers/Interns and field trip Chaperones
- Coach Volunteers- Athletic and performing arts, overnight chaperones, out of town fieldtrips and transporting students

Volunteer Requirements

<table>
<thead>
<tr>
<th>Level Of Volunteer</th>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
<th>Level IV</th>
<th>Coach Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Application</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Code Of Conduct</td>
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<td>X</td>
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<td>X</td>
</tr>
<tr>
<td>Non-Criminal Justice Applicants Privacy Rights</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Copy of Driver’s License or California Identification Card</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>TB Test Results or TB Risk Assessment completed by Health Care provider (within the last 60 days of submission)</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Emergency Card</td>
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</tr>
<tr>
<td>Fingerprint Clearance DOJ &amp; FBI</td>
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<td>X</td>
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<tr>
<td>Fundamentals of Coaching Certification</td>
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<td>X</td>
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<tr>
<td>First Aid and CPR Training (encouraged but not required)</td>
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<td></td>
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<tr>
<td><strong>Student Teachers/Interns ONLY</strong></td>
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<td>X</td>
</tr>
<tr>
<td>Ensure an MOU agreement is in place between SSSFUSD and College/University</td>
<td></td>
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<td>X</td>
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<tr>
<td>Megan’s Law Clearance</td>
<td></td>
<td>X</td>
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<td>X</td>
<td></td>
</tr>
<tr>
<td>Site-level Approval (Site Administrator)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>District-level Approval (Human Resources Department)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Site-issued ID Badge</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
NOTE: Student Teachers/Interns must meet all Level IV requirements

All Volunteers are required to display a volunteer identification badge provided by the site which is to be surrendered only at the conclusion of the day’s volunteer activity.

All Volunteers are to sign-in and out in the main office.

Access to Student Records

The Board of Education recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law. Access to student records means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (CA Ed. Code §49061)

The Superintendent or designee shall establish regulations governing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect and copy student records and shall protect the student and the student’s family from invasion of privacy.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level. The Custodian of Records for the District is the Director of Student Services. The Principal is Custodian of Records at their site. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records.

Student records are any items of information other than directory information, gathered within or outside the district that are directly related to an identifiable student and maintained by the district or required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record.

School officials and employees may have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose. School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. (AR 5125)

Employees, therefore, may only access student records if they have relevant legitimate educational interest. This means you must be the student's teacher, counselor, psychologist or other employee assigned to provide educational services to the student and have a legitimate reason to review the records. To inspect, review or obtain copies of student records, authorized persons shall submit a request to the “Custodian of Records.” (CA Ed. Code §49076) If you have any questions, please contact the site custodian of records.

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Both parents must notify the district in writing, that such an agreement has been made. (CA Ed. Code §49061) Any person or agency granted access is prohibited from releasing information to another person or agency without written permission from the parent/guardian or
The Governing Board recognizes the importance of keeping confidential information confidential. Staff shall maintain the confidentiality of information acquired in the course of their employment. Confidential/privileged information shall be released only to the extent authorized by law. An employee who willfully releases confidential/privileged information about the district, students or staff shall be subject to disciplinary action. (BP 4219.23)

No employee shall disclose confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the employee. Any action by an employee which inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information. (BP 4219.23)

**Access to Individualized Education Plans (IEP)**

<table>
<thead>
<tr>
<th>Level of Access</th>
<th>Site Admin</th>
<th>Special Ed Teacher</th>
<th>General Ed Teacher</th>
<th>Clerical Staff</th>
<th>Special Ed Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>May have a copy of the IEP</td>
<td>Yes</td>
<td>Yes</td>
<td>*Yes</td>
<td></td>
<td>*Yes</td>
</tr>
<tr>
<td>May have a copy of only goals, accommodations &amp; modifications in IEP</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td>*Yes</td>
</tr>
<tr>
<td>May make copies of the IEP</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>*Yes</td>
<td></td>
</tr>
</tbody>
</table>

* Only the general education teacher or aide of the student, not just any general education teacher or aid. This also indicates the clerk responsible for maintenance of records and transcripts not just any clerk at the site.

**Employee Use of Technology Policy**

The Board of Education recognizes that technological resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating district and school operations. 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 training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District’s technological resources only for purposes related to their employment. Such use is a privilege and is not a right of any person, which may be revoked at any time. All other uses of the District computing and network resources are strictly prohibited. As a condition of using the District’s computing and network resources, every user shall read and sign the
appropriate Acceptable Use of Technology agreement provided by the District. Any user who does not sign an Acceptable Use of Technology agreement shall not be permitted to use the District’s computer and network resources.

The District's computer resources, files, and all users' accounts are the property of the District. There is no right to privacy in the use of these resources or users' accounts, and the District reserves the right to monitor and access information on these systems and in users' accounts for determining whether any violations have occurred. Users are only authorized to use computer resources and information to which they have been given specific permission to access. If users encounter or observe violations in system or network security, they shall immediately report the violation to the manager of that system, an administrator, or supervisor, and shall immediately exit that portion of the system.

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority.

To ensure proper use of the system, the Superintendent or designee may monitor the district's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. If passwords are used, they must be given to the Superintendent or Designee upon request.

The Superintendent or designee shall establish administrative regulations which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use shall result in a cancellation of the employee's use privileges, disciplinary action and/or legal action in accordance with law, Board policy and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the district's technological resources. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative. (BP 4040)

**Cell Phone Usage Guidelines**

**Employee cell phone use:**
Private cell phone use (including texting and email messaging) should be restricted to employee break and lunch time. The personal use of cellular phones and other electronic devices during the employee work hours is considered inappropriate and should be for emergencies only. Employees are encouraged to allow the voicemail function on their cellular phones to record personal messages during work time. At no time, except in the event of an emergency, should cell phone use disrupt classroom instruction.
Laws for cell phone use while driving:
Two laws (SB 1613 and SB 33) dealing with the use of wireless telephones while driving prohibit drivers from using a wireless telephone while operating a motor vehicle unless the driver uses a hands-free device. Drivers who violate the laws will face a base fine for a first offense and additional increased fine for each subsequent offense. The law does allow for a driver to use a wireless telephone to make emergency calls to a law enforcement agency, a medical provider, the fire department, or other emergency services.

District personnel driving district vehicles:
The law does provide an exception for those operating a commercial motor truck or truck tractor (excluding pickups), to use a two-way radio operated by a “push-to-talk” feature. Otherwise, motorists must abide by the hands-free legislation.

Telephone and Voicemail Guidelines

You are representing both the South San Francisco Unified School District and your school or department. Customer service is all about the positive attitude we embrace when dealing with the community and staff members. Please follow these protocols when answering the telephone and using voice mail.

Telephone Protocols:

<table>
<thead>
<tr>
<th>Answer Promptly</th>
<th>Before the third ring, if possible</th>
</tr>
</thead>
</table>
| Personal Greeting | When answering the telephone, state your school/department, your name, and a warm greeting like “may I help you?”  
For instance, “Technology Services, Jane speaking, may I help you?” |
| With a Visitor and the Telephone Rings | Ask the visitor to wait just a moment  
Ask the caller to hold or if you can call him or her back because you are with someone else  
Help the visitor and then help the person on the telephone or call them back |
| On the Telephone and a Visitor Walks In | Ask the person on the telephone if you can put him or her on hold for a moment  
Ask the visitor to have a seat and you will be with them after you finish this call  
Help the person on the telephone. At a minimum, the “walk-in” person must be acknowledged |
| You are on the Telephone and a Second Line Rings | Ask the first caller if he or she can hold because your other line is ringing  
Answer the second line and ask if they can please hold or if you can call him or her back because you have one call ahead of them  
Go back to the first caller. When finished help the second caller or call him or her back |
Taking Messages
Be prepared with pen and paper when you answer the phone
When someone is out and answering calls for Jane, please state the following:
“Sorry, Jane is not available. Is there anything I can help you with?”
Ask the caller if you can take a message or if they would like to be transferred to
Jane's voice mail?" Always ask first and do not assume the caller would rather
go to voice mail
Take the telephone number and name of caller (and site, if applicable) The reason
for the call, if possible
Record the date and time the message was taken, and sign the message or email
it to the person

Returning Telephone Calls
As soon as possible, ideally the same day
No more than 24 hours should pass AND
Do not let the caller “hang” for a weekend

Voice Mail Protocols:

<table>
<thead>
<tr>
<th>When is the use of Voice Mail Appropriate?</th>
<th>If unable to assist a customer, forward the call to appropriate person who knows what is going on</th>
</tr>
</thead>
<tbody>
<tr>
<td>How often is Voice Mail Checked?</td>
<td>Everyday and as soon as the word, “MESSAGE” is displayed on the telephone screen, the red light is on.</td>
</tr>
<tr>
<td>Voice Mail Greeting</td>
<td>Do not leave a reason why you are not present in the office for your standard greeting</td>
</tr>
<tr>
<td>Designate an Alternate Person to Speak with in your Message</td>
<td>Check with your principal or supervisor for who will be your backup or alternate person</td>
</tr>
<tr>
<td>Sample: Hi, you have reached Linda at Emerson Elementary School. Please leave a message and I will get back to you as soon as possible. If you need to speak with someone immediately, please dial extension # # # # for _____________ (that person’s name), for further assistance.”</td>
<td></td>
</tr>
<tr>
<td>Alternate Greetings</td>
<td>The voice mail system allows you to leave an alternate greeting for anything out of the norm</td>
</tr>
<tr>
<td>For instance, if Jane was out on jury duty, holiday, or on vacation, she would set up an alternate greeting to let the caller know she is out of the office. In larger offices, it is expected that others in the office or department would answer the telephone when a person out</td>
<td></td>
</tr>
<tr>
<td>Use of Passwords on Voice Mail</td>
<td>No secret passwords to access your voice mail</td>
</tr>
<tr>
<td>Give your voice mail password to your supervisor</td>
<td></td>
</tr>
</tbody>
</table>

E-mail Protocol for Effective Communication

Because e-mail has become an essential means to communicate and conduct business, the District has compiled the following list of guidelines and expectations for all e-mail users. As a District employee, when you are provided with an e-mail account you are expected to use it and respond to your business related e-mails in a timely manner. As you use e-mail, please be aware that there are dangers in today’s cyber-world. Do not respond to unknown e-mails and beware of
hidden readers because you may never know who will read the content of your e-mail because e-mail is not private. To use e-mail effectively, please observe the following recommendations:

**Be Clear with Your Message**
- Use good judgment as to when to use an e-mail and when to make a phone call or have a face-to-face conversation.
- Use a good descriptive subject title in the e-mail that is appropriate for your message.
- Does the message require a formal attachment or is the e-mail message alone appropriate?
- Be clear. There is always the chance that someone will misinterpret your message.
- The type of e-mail message you send is a reflection of your character.
- Is this a personal e-mail? If so, you should not use email on company time or equipment.

**Practice E-mail Etiquette to Build Relationships**
- Be polite and remember the golden rule “Type unto others as you would have them type unto you.”
- Start your e-mail with Hello, Hi, Dear, or a simple greeting.
- End your e-mail with Thank You, Sincerely, Take it easy, a gentle good bye.
- Do not e-mail or respond when angry or upset. It is best to cool off and re-read the e-mail.
- Do not send an urgent e-mail and expect everyone to act on it immediately.
- Keep editorial comments to yourself.

**Consider the Following when Sending E-mail to a Group**
- Is this message appropriate to the group?
- Should every member of the group receive this e-mail?
- Does this message apply to the members of this group?
- Must you feel obligated to read and respond to a group message? No, however, if you need to respond, only respond to key personnel not the entire group.
- Do not forward e-mails to groups unless you have interacted and made a response.
- Behave properly with list serves and groups.

**Manage your E-mail**
- Appropriate e-mail should be viewed and responded to within 24 hours.
- As a courtesy, if you are not able to respond within 48 hours, set e-mail to auto-reply and re-direct your customer to someone in the department or site who can assist them.
- E-mail should not be read during instructional time or when participating in a meeting.
- Parents and students may send you an e-mail. This message should be treated as if you received a phone call. It requires a timely response and should not be substituted for a parent conference if one is requested.
- Only reply to the sender, not to all.
- CC only when you wish to inform others and when you do not expect them to respond.

**Employ These Top E-mail Etiquette Tips**
- Remain gender neutral.
- Keep harassment and discrimination policies in mind.
- Do not use e-mail to let off steam.
- Control the urge to “flame” a conversation. This is a lose-lose situation.
- Never reply to spam and do not e-mail the world.
- Copy with care; reply-to-all with care.
• Be cautious when sending attachments.
• Edit your e-mail before you hit send. Resist the urge to CAPITALIZE ALL WORDS IN AN EMAIL.

Be aware of Spammer’s Favorite Tricks
• Phony Subject Line
• Numeric Address Formats
• Celebrity Subject Headers
• Dictionary Spam
• Doubtful content
• Fake unsubscribe links
• Phony return address
• Forged headers
• Common Categories

Know and Observe E-mail Laws
• Employee’s e-mail is the property of the employer, including the use of personal e-mail accounts such as Yahoo, Hotmail, and Google, etc… on company computers.
• E-mail is like a postcard – anyone can read it.
• E-mail is vulnerable while in transit.
• E-mail can be subpoenaed; not only yours but anyone with whom you communicate.
• E-mail has an indefinite shelf life – there is no such thing as deleted e-mail.

Review Employee Technology Use: Board Policy 4040
• Employees shall be responsible for the appropriate use of technology and shall use the district’s technological resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time.
• Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority.
• All employees should have read and signed the District’s Technology Use policy.

We hope these e-mail guidelines are helpful as everyone in the District makes an effort to communicate effectively and continue to build and improve our customer service.

Due Process Protections and Complaints

Non-Discrimination
The South San Francisco Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on disability, gender, gender identify, gender expression, genetic information, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. It is the policy of the District to provide to every person equal opportunity to receive an education as required by federal and/or state law. Complaints may be filed under the District’s Uniform Complaint Procedures, in accordance with Board Policy 1312.3: Community Relations – Uniform Complaint Procedures and Administrative Regulations 1312.3 (Uniform Complaint Procedures) and 1312.4 (Williams Uniform Complaint Procedures). Copies of the District’s Uniform Complaint Procedures are available free of
charge at the District Office or at the school office.

**Non-Discrimination in Employment Policy**
The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district’s complaint procedures instituted pursuant to this policy. Any district employee who engages or participates in unlawful discrimination, or who aids, abets, incites, compels or coerces another to discriminate, is in violation of this policy and is subject to disciplinary action, up to and including dismissal. (BP 4030)

**Complaint Procedures**

**Complaint Procedure: Employee to Employee**
If any employee perceives comments, gestures or actions deemed to be offensive from any other employee, including supervisors or members of management, the employee should notify the immediate supervisor, or the Director, Human Resources Services. Immediate supervisors will promptly report any complaint to the Director, Human Resources Services. No employee is required to file any complaint with the alleged harasser.

The complainant may present such complaint orally or in writing. However, if the complaint is not resolved informally, the complainant must present such complaint in writing to the Director, Human Resources Services. The statement shall be a clear, concise statement of the complaint and the circumstances involved. The District will promptly and thoroughly investigate any complaints of harassment, and will take immediate action to resolve such complaints (BP 4144).

**Filing a Complaint, Uniform Complaint Procedures**
The District is primarily responsible for compliance with state and federal laws and regulations. The District has established procedures to address unlawful discrimination and complaints alleging violations of state or federal laws governing the following educational programs:
- Adult Basic Education established pursuant to Education Code (EC) Sections 8500 through 8538 and 52500 through 52616.5;
- Consolidated Categorical Aid programs listed in EC Section 64000(a);
- Migrant Education established pursuant to EC Sections 54440 through 54445;
- Career Technical Education established pursuant to EC Sections 52300 through 52480;
- Child Care and Development programs established pursuant to EC 49490 through 49560;
- Special Education programs established pursuant to EC Sections 56000 through 56885 and EC Sections 59000 through 59300;
- Complaints which allege unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, gender, race, ancestry or physical or mental disability, in program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance;

Unresolved complaints from Administrative Regulation 1312.4: Procedure for Complaints Concerning Instructional Materials, Facilities, Teacher Vacancy and Misassignment, and CAHSEE (California High School Exit Examination) Intensive Instruction and Services (EC Section 35186); Non-compliance with school safety planning requirements of Title IV of the NCLB (20 USC
Section 7114(d) (7)) pursuant to EC Section 32289). Complaints may be filed under the District’s Uniform Complaint Procedures. Copies of the complaint procedures are available free of charge at the District Office or at the school office.

The District shall promote programs which ensure that discriminatory practices are eliminated in all District activities (EC Section 56501). You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA). A handicap or limited English language skills will not be a barrier to District programs. The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. If you wish further details in this regard, or wish to file a complaint, please contact the District’s Uniform Complaint Officer.

**District’s Uniform Complaint Officer**

The Governing Board designates the following compliance officer to receive and investigate all complaints and ensure District compliance with the law:

- Jay Spaulding
  Assistant Superintendent, Human Resources
  South San Francisco Unified School District
  398 B Street, South San Francisco, California 94080 (650) 877-8735

You may contact the school office or the District office to obtain a copy of the District’s complaint procedures. Copies of the District’s complaint procedures and forms are available free of charge on the District’s Website at: https://ssfusd-ca.schoolloop.com/

- Complaints made under this procedure shall be directed to the Uniform Complaint Officer, who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure (UCP) should be completed within 60 days unless otherwise indicated.
- You may contact the UCP Officer to obtain a copy of the complaint process.
- The Superintendent or designee shall determine whether the complainant and the District representative will participate in mediation to resolve the complaint prior to a formal investigation.
- Each complaint shall be investigated by the Superintendent or designee.
- The Superintendent or designee shall prepare a proposed written decision containing findings and disposition of the complaint. The Superintendent or designee shall provide a copy of the proposed decision to the complainant and the District representative and shall place the matter of the proposed decision on the agenda for the Governing Board.
- The complainant has a right to appeal the District’s decision to the California Department of Education (CDE) by filing a written appeal within 15 days of the decision. The complainant is required to specify if the District used incorrect facts or misinterpreted the law to arrive at its decision.
- There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside the District’s complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to, injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:
• American Civil Liberties Act 504 – Office of Civil Rights
• Child Abuse – Department of Social Services, Protective Services Division, or law enforcement
• Discrimination/Nutritional Services – U.S. Secretary of Agriculture
• Employment Discrimination – Department of Fair Employment and housing, Equal Employment Opportunity Commission
• General Education – South San Francisco Unified School District
• Health and Safety/Child Development – Department of Social Services
• Student Records – Family Policy Compliance Officer (FPCO), U.S. Department of Education

(20 USC 11138; CFR 300.510-511, 300.513; EC Sections 232, 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5CCR 4620-4532)

Complaint Chart – Who to Report to

<table>
<thead>
<tr>
<th>Type of Complaint</th>
<th>Report to</th>
<th>Procedures</th>
<th>Action Steps Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Initiated vs. Employee</td>
<td>Site Administrator Student Services</td>
<td>Follow Student or Employee Handbook</td>
<td>Board Policy &amp; CB Progressive Discipline</td>
</tr>
<tr>
<td>Parent Initiated vs. Employee</td>
<td>Site Administrator</td>
<td>Follow Uniform Complaint Procedure</td>
<td>Board Policy &amp; CB Progressive Discipline</td>
</tr>
<tr>
<td>Employee vs. Employee</td>
<td>Employee Supervisor</td>
<td>Follow Contract Procedure</td>
<td>Board Policy &amp; CB Progressive Discipline</td>
</tr>
<tr>
<td>Sexual Harassment Discrimination Retaliation</td>
<td>Human Resource Officer</td>
<td>Follow Penal Code, State or Federal Guidelines</td>
<td>Board Policy &amp; CB Progressive Discipline</td>
</tr>
</tbody>
</table>

Employee Property Reimbursement

The Board of Education authorizes the Superintendent or designee to pay the cost of replacing or repairing employee personal property, except cash, which has been stolen or intentionally destroyed or damaged while being used for work-related purposes.

No reimbursement shall be made for accidental damage or for any loss due to lack of personal supervision or failure to keep property in a secured area. The maximum payment shall be the amount specified by the district’s insurance carrier for such loss or the amount specified in the applicable collective bargaining agreement, whichever is less. (cf. 3515.4; cf. 5131.5)

Reimbursement for personal items used for work-related purposes shall be made only if:
• Use of the personal property was approved by the principal, site supervisor or designee before the property was brought to school or district premises
• At that time, the employee and district representative agreed on the value of the property
• Reimbursement shall be in compliance with collective bargaining language. (BP 4156.3/4256.3/4356.3 and Education Code 35213)
**Loaning Out of District Equipment**

Employees shall use District equipment only for school-related tasks. The Superintendent or designee shall ensure that all employees understand that personal use of District equipment is prohibited and that a violation may be cause for disciplinary action. (AR 3512)

The employee shall assume responsibility for all equipment that is checked out for school related purposes only and the description ID number recorded. In borrowing any equipment, the employee assumes responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, the employee will pay the cost of repairs or replacement. The employee must fill out an Equipment Loan Form to be used for business and non-instructional operations equipment. This form may be downloaded from the Human Resources Services website.

**Work Calendars**

- The Instructional Calendar is adopted annually by the Board of Education. See the District Website for the current school year calendar.
- Classified employees work under a ten or twelve month calendar. Please refer to classified contract language and side letters of agreement for additional information.
- Adult teacher employees, refer to Adult School Schedule.

**Payroll and Pay Stub Information**

- Pay Warrants are distributed to your prime job location.
- Direct Deposit is encouraged and can be submitted to payroll.
- Time Sheets: Must be submitted with authorized signatures to Payroll for warrants to be issued.
- PERS Deduction: Classified employees can get more information at [http://www.calpers.ca.gov](http://www.calpers.ca.gov)
- STRS Deduction: Certified employees can get more information at [http://www.calstrs.com](http://www.calstrs.com)
- State and Federal Taxes are deducted based on your W-4 form.
- Credit Union deductions are available. Payroll has these forms.
- Vacation days: Can only be used in accordance with the Classified Contract.
- With the exception of Children’s Center teachers, vacation days are not available for certificated employees since they work a positive calendar.
- Payroll FAQs found at [https://www.ssfusd.org/pf4/cms2/view_page?d=x&group_id=1521274963068&vdid=i12b1tk36771](https://www.ssfusd.org/pf4/cms2/view_page?d=x&group_id=1521274963068&vdid=i12b1tk36771)

**Benefits Information**

The District’s primary responsibility is to make sure that all eligible employees are provided the opportunity to enroll in the appropriate plan(s). Full benefits are available for certificated employees working fifty percent or more of Full Time Equivalence (FTE) positions and for classified employees working 20 hours or more per week. SSFUSD provides Medical, Dental, Vision, and Life insurance. Contact Marilou Tolentino: Payroll Supervisor, for more information.
Certificated, Classified and Management Benefits
Insurance Plan Summary
- Medical: PERS Anthem HMO Select, PERS Anthem HMO Traditional, PERS Health Net
  SmartCare, PERS Kaiser, PERS Choice, PERS Select, PERS Care
- Dental Plans: Delta Dental
- Vision Plan: VSP
- Life Insurance: Basic life insurance through MetLife
  Certificated management, classified management, psychologists and speech pathologist - $65,000
  Certificated and classified personnel - $50,000
- Voluntary supplemental life and disability insurance available.
- Flexible Spending Account offered through American Fidelity
- 403B and 457 Plans are available – Tax Deferred Solutions (TDS) as our third party administrator.

Additional Information You Need to Know

- It is the responsibility of your supervisor to keep you informed of new and/or revised policies.
- Student Information or photos cannot be released to any person. See your supervisor for assistance.
- Release of Social Security numbers and personal information is prohibited by law and is restricted to conducting District business such as processing employees.
- Transporting Students
- Appropriate forms must be on file at the site level
- Students cannot transport other students
- Approval of outside speakers, visitors, and supplemental material handouts must meet board policies and approved by the site administrator.
- Political activities are not permitted on District property including use of District communication system and email. Right to Due Process: Employees have the right to due process for disciplinary action. You have the right to read the complaint, respond before action is taken, and you have the right to appeal. Review your respective contract language.

Emergency Preparedness Information

All employees are expected to review and understand the District’s Emergency Response Handbook, and to participate in related preparation activities, training, drills, and simulations. Familiarize yourself with the contents of the District Emergency Handbook as this resource provides guidance for a variety of events, including the District’s adherence to the San Mateo County Coalition for Safe Schools and Communities “Big Five” immediate action response model.

Calling 911 for Emergency Services
Please be aware there are no restrictions for dialing 911 for emergency services from any telephone within the District. However, it is critical to inform the main office at your site after dialing 911 in order for staff to be aware of the situation and to direct emergency services to your location.

Steps to access 911 from your workplace:
ALL SITES: Both classrooms and offices (9-911) Press 9 (to obtain an outside line), then press 911 for emergency services (9-911). After placing the call, inform the office of the situation, so they can have someone go outside to meet emergency services personnel and to direct
them to your location. Have the office inform the Superintendent’s Office.

Important:
If you accidentally dial 911, DO NOT hang-up the telephone. You MUST inform the emergency operator there is no emergency. Operators are very friendly and would really appreciate letting them know you dialed 911 by accident. If you hang up the telephone, police will be dispatched to investigate. They have no idea if there is an actual emergency or if it was an accident. We do not want to impact their limited resources with false alarms.

Communications:
In the event of a failure or interruption of our digital VOIP (Voice-Over-Internet-Protocol) phone system, the Director of Technology, or designee, will determine the nature and extent of the outage in consultation with the Director of Facilities. An update of the circumstances will then be given to the Superintendent and Cabinet. If a VOIP phone system failure/interruption is expected to have a long-term impact, the Superintendent, or designee, per her/his discretion, will activate our Alternate Communications Protocol, to continue until all VOIP services are restored and verified functional by our technology department.

See the District’s Emergency Response Handbook for more information about our Alternate Communications Protocol, Emergency Phone Contacts, School Site Emergency Phone Lines, and Sprint ERT Radio Phones.

Legal Obligation To Serve As Disaster Service Workers

California city, county, or state agency, or public district employees are, by law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Code. {CA Gov. Code 3100-3102; Labor Code 3211.92(b)}

CALIFORNIA CODES GOVERNMENT CODE
SECTION 3100-3109

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance ... in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

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

What does that mean?

If a "Local Emergency" is declared during normal work hours, employees will be expected to remain at work to respond to the emergency needs of our community. If a "Local Emergency" is declared outside of normal work hours, employees may be called back to work.

It also means...
In order for us, as public employees to be effective Disaster Service Workers, it is important to be
assured that our family members are safe and secure. The best way to have this assurance is to be prepared for a possible emergency by having personal/family emergency plans. It is vital that every employee take the necessary steps to prepare themselves and their families.

How will I know when a disaster has been declared?
A local emergency involving South San Francisco Unified School District will be announced by the Superintendent or Superintendent’s designee. A general local emergency that is not specific to our school district will be announced on the Emergency Alert System (EAS) on radio and television. If the emergency is declared while you are at work, your supervisor will inform you. If you are at home and do not have a pre-assigned emergency duty, listen to the television or radio for EAS announcements for further instructions. If you have a pre-assigned emergency duty at your work site or a pre-assigned role for an emergency management team at a school site or the District Office, report for work automatically to your site’s Emergency Operations Center (EOC). Do not wait for contact from your work site. First take actions to protect you and your family and then report for your assigned duty.

What are some assignments I might be given during an emergency?
In all probability, you may be assigned a task that you do not generally perform in a normal day’s work. For example, you may have more contact with the public as you provide childcare at a clinic or help register people at a service location. If you are fluent in another language, you may be asked to translate for non-English speaking individuals. Other typical tasks may involve logistical support. You may be asked to be a messenger at a designated site, or serve food to emergency staff, or answer phones. Of course, medical staff, including physicians and nurses will likely be performing medical functions such as administering vaccinations and triage. If you have been given a pre-assigned school site or district office emergency response role for local emergencies, you will likely be performing responsibilities as outlined in your site’s Safe School and Emergency Management Plan.

References: California Government Code 3100-3109
1) https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=4. &title=1.&part=&chapter=8.&article=

Release of Employees:

In the event of a disaster during normal working hours, all South San Francisco Unified School District employees shall initially remain at work. However, the SSFUSD also recognizes and supports the concept that the safety of an employee’s family is important. To that end, an organized schedule for employee release following a disaster will be established within each site. The release schedule will allow employees to return home to check on the welfare of their family. Once the employee has checked on the status of his/her family and condition of his/her residence, the employee is expected to return to work so that other employees may be released to check on their families.
Notification of Suspension

In Accordance with Education Code Section 49079, BP 4158, 4258 and 4358

In accordance with EC 49079 and Board Policy 4158, 4258 and 4358, your receipt of this document indicates that you have been informed of pupils who have engaged in, or are reasonably suspected to have engaged in, any of the acts described in any of the subdivisions of EC 48900, have had an asterisk placed beside their name in the attendance screen on the Aeries Browser Interface, (ABI). Teachers may review the suspension(s) by reviewing the discipline screen in ABI. Below is Education Code section 48900 listing the grounds for suspension or expulsion of a pupil in subdivisions (a) through (w) and .2; .3; .4 .7 and 48915 (a) and (c).

You are hereby also informed of your responsibility to hold this information in strict confidence. Discussion of this information outside of this process could result in a violation of Federal and State laws concerning the privacy rights to students. If you have specific questions or concerns you may discuss these with the principal. EC 49076, BP 5125

48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
   (2) Willfully used force or violence upon the person of another, except in self-defense.
(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2(commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
(e) Committed or attempted to commit robbery or extortion.
(f) Caused or attempted to cause damage to school property or private property.
(g) Stolen or attempted to steal school property or private property.
(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.
(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(l) Knowingly received stolen school property or private property.
(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
   (1) While on school grounds.
   (2) While going to or coming from school.
   (3) During the lunch period whether on or off the campus.
   (4) During, or while going to or coming from, a school sponsored activity.
(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Education Code Section 48900.2 - SEXUAL HARASSMENT In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Education Code Section 48900.3 - HATE VIOLENCE In addition, to the reasons specified in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause,
or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5.

**Education Code Section 48900.4 - HARASSMENT, THREATS, OR INTIMIDATION** In addition to the grounds specified in Section 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, or school district personnel that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

**Education Code Section 48900.7 - TERRORISTIC THREATS** (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000); with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

**Education Code Section 48915(a):** Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoidance ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

**Education Code Section 48915(c):** The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

**Stewards of Public Funds**

South San Francisco Unified School District (SSFUSD) is entrusted each year with not only the care, education and well-being of our students and staff but also the proper stewardship of all district resources. The district’s financial system should provide a reliable basis for tracking revenues, commitments, payments, assets and liabilities. District staff plays an active role in ensuring the availability and credibility of financial information. There should be clear procedure for budget execution, monitoring, and reporting.

SSFUSD, like all the other school districts in San Mateo County, uses the financial system provided by the San Mateo County Office of Education (SMCOE). The different modules in the system enable staff to monitor, track, update, and process the district’s financial information. SMCOE provides the instructions and procedures to school districts on performing the various tasks in the system. SMCOE has access to all the school district’s financial data, and they are able to monitor, review and audit the information throughout the year.

In addition, school districts in the State of California are required to use the State’s Standardized Account Code Structure (SACS) to code revenues, expenditures, assets, liabilities and fund balances. This system, which is made up of 35 digits, enables the district to breakdown the types of revenues and expenditures and track them in more details.

The District also hires an external audit firm to review the financial information in spring of each year and after the books are closed at year-end, which is around October/November. The auditors prepared a report after their audit is completed and includes any audit findings. This report is presented to the Board of Trustees in January each year.

It is important that the district is transparent with its financial information, since they are public funds and be held accountable for non-compliance. We encourage all staff and community members to bring any concerns and questions to the appropriate school site/district staff and School Board.

**South San Francisco USD Board Policy**

**Use Of Copyrighted Materials BP 6162.6**

**Instruction**

The Governing Board recognizes that district staff and students may use a variety of copyrighted materials in the educational program and other district operations. When such materials have not been purchased by the district for the intended use, the Board expects staff and students to respect the protections afforded by federal law to the copyright owners of those materials and respect any limitations by the copyright holder to the license of such materials.
Any literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, audiovisual or motion picture, sound, architectural, or other original work shall be assumed to be a copyrighted work, regardless of whether the work appears in print, audio, video, electronic, or other fixed and tangible form.

Before reproducing a copyrighted material for instructional or other district purposes, a staff member shall determine if the material is in the public domain or if the intended use of the material meets the criteria for fair use or another exception pursuant to 17 USC 107-122. If the material is not in the public domain or no recognized exception applies, the staff member shall seek permission of the copyright holder before using the material.

The Superintendent or designee shall inform staff that inclusion of an attribution citing the author and source of a copyrighted material does not absolve the staff member from the responsibility to either obtain permission or satisfy criteria for fair use or another exception.

If a staff member is uncertain as to whether the intended use of the material meets the criteria for fair use or another exception, he/she shall take the safest course and seek permission from the copyright holder to use the material or, if it is impracticable to obtain permission, shall contact the Superintendent or designee for clarification and assistance.

Students shall not copy or distribute copyrighted works to others. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.

The Superintendent or designee shall ensure that staff and students receive information and training about copyright laws and the penalties for violating such laws.
South San Francisco USD Administrative Regulation

User of Copyrighted Material   AR 6162.6

Instruction

Prior to reproducing, distributing, displaying, posting, performing, or otherwise using a copyrighted material for an instructional purpose or in the course of other district business, district staff shall determine whether it is necessary to request permission of the copyright holder. Unless the staff member is reasonably certain that the material is in the public domain or the intended use meets the criteria for an exception specified in 17 USC 107-122 and this administrative regulation, he/she shall either obtain permission from the copyright holder or avoid use of the material. In addition, permission of the copyright holder shall be requested whenever district staff intend to publicly disseminate a copyrighted work, such as by posting on the district or school web site or using another method of communications accessible to the public.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4040 - Employee Use of Technology)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4132/4232/4332 - Publication or Creation of Materials)
(cf. 5131.9 - Academic Honesty)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

Any reproduction or other use of a copyrighted work shall include the copyright notice.

District staff shall not reproduce and distribute copyrighted works of any type in any of the following circumstances:
1. When the copyrighted work is a "consumable" work such as a workbook, standardized test, answer sheet, or similar material
2. To substitute for the purchase of the work
3. To create, replace, or substitute for anthologies or collective works

Request for Permission to Use Copyrighted Material

As necessary, district staff desiring to use a copyrighted material shall identify and contact the copyright holder to request permission to use the material. The request shall include the following information:

1. Title, author(s), editor(s) or publisher, producer(s) or distributor
2. Edition, copyright, and/or production year
3. Exact amount of material to be used, such as the number of lines, pages, or chapters or percentage of the work
4. Nature of the use, such as the course in which it will be used, the grade level of the students, the number of students, and the frequency of use
5. How the material will be reproduced and distributed

If the copyright holder requires a fee to grant permission, district staff shall seek approval from the Superintendent or designee prior to incurring the cost.

Criteria for Fair Use

In considering whether a copyrighted work may be used without the copyright holder's permission on the grounds that the intended use is "fair use" pursuant to 17 USC 107, including reproduction in copies, phonorecords, or any other reproductive form for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, district staff shall consider all of the following factors: (17 USC 107)

1. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for or value of the copyrighted work

Any determination of fair use shall weigh together all the factors specified in items #1-4 above in addition to any applicable guidelines presented in this administrative regulation for specific types of copyrighted works.

Guidelines for Copying Text

Staff may reproduce text from a copyrighted work from a printed resource, the Internet, or other source, without permission from the copyright holder, under the following conditions:

1. A single copy of a chapter of a book, article from a periodical or newspaper, short essay, short poem, chart, graph, diagram, drawing, cartoon, or picture may be made by or for a teacher for his/her scholarly research or use in teaching or preparation to teach a class.
2. Multiple copies, not to exceed one copy per student in a course, may be made by or for a teacher for classroom use or discussion, provided that:
a. The amount to be copied does not exceed:
   (1) 250 words for a complete poem or excerpt from a poem
   (2) 2,500 words for a complete article, story, or essay
   (3) 1,000 words or 10 percent of the whole (with a minimum of 500 words), whichever is less, for an excerpt from a larger prose work
   (4) One illustration (e.g., chart, graph, diagram, cartoon, or picture) per book or periodical issue
b. The copying is for only one course in the school
c. With the exception of newspapers and other news periodicals, not more than one work is copied from the same author per term, not more than three works are copied from the same collective work or periodical volume per term, and there are no more than nine instances of multiple copying per course per term
d. A delay to request permission from the copyright holder would preclude the most effective instructional use of the material

Guidelines for Reproducing Sheet and Recorded Music

District staff may reproduce sheet music and recorded music without permission from the copyright holder under the following conditions:

1. Emergency copies may be made when purchased copies needed for an imminent performance are not available, provided that replacement copies shall be purchased in due course.
2. Single or multiple copies of excerpts of works may be made for academic purposes other than performances, provided that the excerpt does not constitute an entire performable unit (e.g., a section, movement, or aria), no more than 10 percent of the total work is used, and the number of copies made does not exceed one per student.
3. Printed copies that have been purchased may be edited or simplified provided that the character of the work is not distorted and lyrics are not added or altered.
4. A single copy of a recorded performance by students may be made for evaluation or rehearsal purposes.
5. A single copy of recordings of copyrighted music owned by the district or individual teacher may be made for the purpose of constructing exercises or examinations.

Guidelines for Performing or Displaying Copyrighted Works

In the course of face-to-face instruction in a classroom or similar place devoted to instruction, teachers or students may recite, render, play, dance, act, or show a copyrighted work either directly or by means of any device or process or, in the case of a motion picture or other audiovisual work, show its images in any sequence or to make the sounds accompanying it audible, provided that:

(17 USC 101, 110)

1. The performance or display is given by means of a lawfully obtained copy of the work.
2. The performance or display is made by, at the direction of, or under the actual supervision of a teacher as an integral part of a class session.
3. The performance or display is directly related and of material assistance to the teaching content of the transmission.
4. The transmission is limited to students enrolled in the course or to Governing Board members or employees as part of their official duties or employment.
5. If the work is to be digitally transmitted, the district has applied technological protections that reasonably prevent retention of the work in accessible form for longer than the class session and the unauthorized further dissemination of the work.

Any use of a motion picture or other audiovisual work outside the curriculum, such as for entertainment, a school or class reward, or a fundraiser, shall require permission from the copyright holder or a special viewing license.

**Guidelines for Recording Broadcast Programming**

Teachers may make recordings of television programs for use in a classroom for educational purposes under the following conditions:

1. Only programs provided to the public free of charge may be recorded and shown. Any use of programming from paid television services shall require permission of the copyright holder.
2. The recording may be shown only during the first 10 consecutive school days after it is made. It may be used once by an individual teacher in the course of relevant teaching activities and may be repeated once only when instructional reinforcement is necessary.
3. A limited number of copies may be reproduced from each recording to meet the legitimate needs of the teacher. Each copy shall be subject to all the provisions governing the original recording.
4. The recording may be retained for 45 calendar days after it is made and then shall be erased or destroyed. However, after the first 10 consecutive school days, the recording may only be used for purposes of determining whether or not to include the broadcast program in the teaching curriculum. If the teacher decides to keep the program for use in the curriculum, he/she shall request permission from the copyright owner.
5. Off-air recordings need not be used in their entirety, but the content of recorded programs may not be altered.

**Guidelines for Copying Computer Programs or Software**

District staff shall observe all licensing agreements between vendors and the district, including monitoring the number of users permitted by an agreement. Unless the applicable licensing agreement authorizes multiple users of a single computer program or software, the district shall not make multiple copies.

Copies of district-owned software may be made under either of the following conditions: (17 USC 117)

1. The copy is needed as an essential step in using the computer program with a particular machine.
2. The copy is used for archival or "backup" purposes only. This copy may be held only as a file copy and must be destroyed in the event that continued possession of the program ceases to be rightful, unless the copyright owner authorizes its sale, lease, or transfer as part of the sale, lease, or transfer of the original program.

Regulation SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT approved: October 31, 2014 South San Francisco, California