



# **GOLETA UNION SCHOOL DISTRICT CERTIFICATED EMPLOYEE HANDBOOK**



## ABOUT US

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

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

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

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

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

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

GUSD maintains excellent special education and support services at each site. In addition, special districtwide programs for students with disabilities are housed at District schools. Areas of specialty in these programs includes autism, communicative disorders, severe emotional disturbance, and other severe disabilities. Students in the Goleta Union Elementary School District become a part of the Santa Barbara Unified School District following 6th grade

promotion. They attend Goleta Valley or La Colina Junior High School, in grades 7 and 8, and Dos Pueblos High School or San Marcos High School in grades 9 through 12.

## **GUSD MISSION STATEMENT**

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

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



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CERTIFICATED EMPLOYEE HANDBOOK  
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# GOLETA UNION SCHOOL DISTRICT

## INTRODUCTION ABOUT THIS HANDBOOK / DISCLAIMER

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

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

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

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

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

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

This handbook is a reference for certificated employees. Please use it in conjunction with the Negotiated Agreement with United Teaching Profession of Goleta, Board Policies, and with additional information supplied by your school principal.

This handbook also 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 Goleta Union School District, or the Negotiated Agreement with United Teaching Profession of Goleta, the laws, policies, or agreement will be deemed to be correct.

This handbook is also found on the Goleta web page: <http://www.gusd.us> in the section "Staff Links." Click on the Human Resources Tab.



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

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### **1.1 WELCOME**

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

### **1.2 EQUAL EMPLOYMENT OPPORTUNITY**

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

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

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

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

### **1.3 CHILD ABUSE REPORTING**

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

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

### **Child Abuse – Duty to Report**

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

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

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

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

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

### How Do I Report?

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

1. Immediately call Child Welfare Services (CWS) to make a Suspected Child Abuse Report (SCAR). You must report by phone and in writing. The SCAR forms (Form #SS8572) are available in the school office.
  - (800) 367-0166, Santa Barbara County Hotline
  - (805) 683-2724, After Hours
  - In the case of an emergency, please call 911.
2. Complete the Suspected Child Abuse Report (SCAR) form, and mail a copy within 36 hours to:

Child Welfare Services 1100 W. Laurel Avenue Lompoc, CA 93436

3. Retain a legible copy of the SCAR form following school site procedure.
4. YOU CANNOT ALLOW anyone to make the report for you, or assume because another co-worker has some of the same information that they will make the report.

5. Do not attempt to investigate, conduct interviews, or interfere with the information you hold.

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

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

#### **1.4 HARASSMENT**

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

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

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

#### **1.5 SEXUAL HARASSMENT**

It is Goleta Union School District's policy to prohibit harassment of any employee by a supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the District [Exhibit B]. It is to ensure that all Goleta Union School District employees work in an environment that is free from sexual harassment. While it is not easy to define precisely which types of conduct could constitute sexual harassment, examples of prohibited behavior include:

- unwelcome sexual advances
- requests for sexual favors

- obscene gestures
- displaying sexually graphic magazines, calendars or posters
- sending sexually explicit e-mails and other verbal or physical conduct of a sexual nature such as uninvited touching of a sexual nature or sexually related comments.
- Depending upon the circumstances, improper conduct also can include:
  - sexual joking
  - vulgar or offensive conversation or jokes
  - commenting about an employee's physical appearance
  - conversation about your own or someone else's sex life, or
  - teasing or other conduct directed toward a person because of their gender, which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

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

Forms are available on the GUSD website [<https://www.gusd.us/>] in the Human Resources folder if you wish to file a complaint.

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

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

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



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

## **1.7 WORKPLACE VIOLENCE**

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

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

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

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

## **1.8 PROHIBITED CONDUCT**

Threats, threatening language or any other acts of aggression or violence made toward or by any District employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others,

menacing gestures, flashing weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

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

### **Harassment, Discrimination, Sexual Harassment and Bullying**

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

All potentially dangerous situations, including threats by coworkers, should be reported immediately to any member of management with whom you feel comfortable. Reports of threats may be maintained confidential to the extent that maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

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

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

Forms for harassment, sexual harassment, discrimination and workplace violence are available on GUSD website [<https://www.gusd.us/>] in the Human Resources folder.



## **SECTION 2 OPERATIONAL POLICIES**

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### **2.1 EMPLOYEE CLASSIFICATIONS**

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

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

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

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

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

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

### **2.2 YOUR EMPLOYMENT RECORDS**

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

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

### **2.1 YOUR GUSD EMAIL**

Google Workspace will send an invitation, to the personal email you provided us as part of your hiring packet, so you can set-up your GUSD email account. Please check your personal email right away as the invitation link will expire. Follow the proper steps to set-up your

GUSD email and once completed please notify Maija Miller (Classified staff) or Irma Gomez (Certificated staff).

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

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

### 2.3 IDENTIFICATION BADGES

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

Please wear your badge at all times.

If you should permanently misplace your badge, you may obtain a new one by e-mailing Juanita Gonzalez at [jgonzalez@gusd.us](mailto:jgonzalez@gusd.us). Juanita has your photograph on file and will replace your badge.

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

Thank you for your cooperation in this important effort.

### 2.4 ANSWERS AND QUESTIONS

Who to Contact:

Have a Question?	Contact	Phone & Email
Classified Employee Recruitment Employee Management System	<b>Maija Miller</b> Classified Personnel Specialist	805-681-1200, Ext. 2215 <a href="mailto:mmiller@gusd.us">mmiller@gusd.us</a>
Certificated Personnel Substitute Teachers PARS/Extra Service Requests	<b>Irma Gomez</b> Certificated Personnel Technician and Substitute Teacher Services	805-681-1200, Ext. 2216 <a href="mailto:igomez@gusd.us">igomez@gusd.us</a>
Student Information System Student Assessment System	<b>Yvonne Freeman</b> Personnel Technician	805-681-1200, Ext. 2232 <a href="mailto:yfreeman@gusd.us">yfreeman@gusd.us</a>
Medical Benefits Facilities Use Permits Worker's Compensation	<b>Stephanie Gardner</b> Personnel Technician	805-681-1200, Ext. 2218 <a href="mailto:sgardner@gusd.us">sgardner@gusd.us</a>
Student Information System Student Assessment System Parent Communication System	<b>Maureen Ray</b> Database Administrator	805-681-1200, Ext. 2213 <a href="mailto:mray@gusd.us">mray@gusd.us</a>

Certificated Payroll	<b>Sylvia Williams,</b> Certificated Payroll Technician	805-681-1200, Ext. 2212 <a href="mailto:sywilliams@gusd.us">sywilliams@gusd.us</a>
Classified Payroll	<b>Lina Budiardjono</b> Classified Payroll Technician	805-681-1200, Ext. 2209 <a href="mailto:lbudiardjono@gusd.us">lbudiardjono@gusd.us</a>

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

### **GUSD Web Page Forms-Staff Links**

Address Change  
Absence Report Forms  
Field Trip Injury Reports  
Credential Renewal On-Line  
Resignation/ Retirement

## **2.5 RECYCLING**

The District strongly encourages the recycling of paper, cans, cardboard, certain plastics, and glass at school. The benefits for students, the environment, and the District are well known.

Classroom teachers need to have students empty the classroom recycling bins into the bigger bins that are located throughout the school. The day custodian will transfer the contents of the big bins into the large recycling dumpsters.

The District appreciates the excellent recycling efforts by all of our teachers.

## **2.6 REPORT CARDS**

If you experience any problems with the web-based report card please call Maureen Ray at 2213.

## **2.7 PAY WARRANTS AND PAYROLL DEDUCTIONS**

Certificated employees are paid on the last business day of the month. Please note that the last business day of the month does not always coincide with the last working day, e.g., the last working day for you may be Friday, December 19, after which you will go on Winter Break, but the last business day of the month will likely be Tuesday.

You may opt for ten-month payments or have summer pay withheld from your warrant so that your annual pay is distributed over twelve months. You will receive an election form with your annual offer of employment. You can change your option every year in August, but your choice will be in force for the entire school year. Summer pay are for the months of July and August.

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

- If you wish to have other items deducted, such as Tax-Sheltered Annuities, insurance, or monthly payments to a credit union, you may contact Sylvia Williams at ex.2212 to set up these deductions.
- If you wish to modify your W-4 form (State and Federal withholding), please contact Sylvia Williams at ext.2212 or Irma Gomez at ext.2216.



- If you wish to have your pay warrant automatically deposited to your account at a bank or credit union, you may fill out a form available in the Payroll Department. Allow two pay warrant cycles for your direct deposit to take effect.
- Each of you has designated a person or persons who would be authorized to receive your pay warrant in the event of your death. If your personal circumstances warrant a change in the form, please be sure to fill out a new one. These are available in the Human Resources Office.
- If you wish to have a verification of employment done, contact Irma Gomez at ext.2216. Due to weekly Fiscal deadlines, please allow 3 business days for your request to be completed.
- If you wish to have copies of your previous pay warrants and/ or W-2's, contact Sylvia Williams at ext.2212. Due to weekly Fiscal deadlines, please allow 3 business days for your request to be completed.



GOLETA UNION SCHOOL DISTRICT

*Fiscal Services Division*

## Understanding Your Paycheck

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

1. **Header** – includes employee name and id# as well as the issue date and check or ACH number. Please review to make sure your address is correct. This section also shows whether the employee is in the Classified or Certificated bargaining units.
2. **Message and Leave boxes** – The message box is available to the Payroll Department to provide District-wide important announcements about your pay. The Leave Box is important and contains your available Sick and Vacation hours. These hours are as of the middle of the month of the issue date on the check. Any hours taken after the 15th of the month will not be included.
3. **Employer Contribution Detail** – This box includes all amounts that the District is paying to various agencies on your behalf. One column displays the amount for the current pay period and the next is the current calendar year to date. These include payments that GUSD makes to PERS/STRS retirement systems, Medicare, Social Security (if applicable) and other items on your behalf.
4. **Employee Deduction Detail** – This box includes all items that the employee elected to have deducted from their paychecks. These voluntary deduction items are paid by the employee and include health and dental benefits, supplemental retirement (403(b)) accounts, life insurance, medical and dependent care flex plans, etc. These deductions have different impacts on your taxable income and are marked differently to identify them for you:

**# Tax Exempt** – These deductions reduce your taxable income and will never be taxable to the employee

**\* Tax Deferred** – These deductions reduce your current year taxable income but will be taxable to you at a later time.

**^ Other** – These deductions do not reduce your taxable income



## **2.8 Personnel Files**

Your official personnel file is maintained in the Personnel Department. It contains your application, sign-up papers, and changes of address forms, correspondence, evaluations, and offers of employment, tuberculosis clearance, W-4 forms, and other permissible documents.

If you wish to examine your personnel file, please call or email Irma Gomez at ext.2216 or [igomez@gusd.us](mailto:igomez@gusd.us). You will be able to review your file with a personnel staff member present. You may obtain copies of materials in your file by making a written request and paying for the cost of copying.

## **2.9 DIRECT DEPOSIT**

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

## **2.10 CHANGE OF MARITAL STATUS OR DEPENDENTS**

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

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

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

## **2.11 TELEPHONES – USE OF**

Classroom telephones (white) may be used to communicate within and outside the school. You also have voice mail.

To reach a party within the school, just dial the three-digit extension.

To reach a party in another school or other District site, press 8 and the school's three-digit number.

To reach a party outside the school District, press 9 and the 11-digit number. A phone directory of District employees will be available early in the year.

A list of commonly used District and school numbers is on the back outside cover of this book.

Your school office manager can provide you with a list of phone features and instructions on accessing your voice mail.

### **Use of Cellular Phone or Mobile Communications Device**

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

## **2.12 TUBERCULOSIS TESTING**

California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These laws reflect recommendations for targeted TB testing from the federal Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), the California Conference of Local Health Officers and the California Tuberculosis Controllers Association (CTCA).

The law requires a quadrennial TB risk assessment, and TB testing based on the results of the TB risk assessment, for the following groups:

- Persons employed by a school district, or employed under contract, in a certificated or classified position (California Education Code, Section 49406)
- Persons employed, or employed under contract, by a private or parochial elementary or secondary school or any nursery school (California Health and Safety Code, Sections 121525 and 121555)
- Persons providing for the transportation of pupils under authorized contract (California Health and Safety Code, Section 121525)

The law also requires a TB risk assessment, and TB testing based on the results of the TB risk assessment for school district volunteers with “frequent or prolonged contact with pupils” in elementary or secondary schools, or nursery schools (California Health and Safety Code, Section 121545 and California Education Code, Section 49406).

Human Resources will send you a renewal notice when your clearance expires and Pupil Services will provide you with an assessment. Otherwise, you will be expected to make an appointment with Occupation Medicine to complete a new risk assessment. If you choose to use another facility at another time, you are responsible for the cost.

If you have tested positive on a prior skin test, you will henceforth be required to have a chest X-ray instead of the risk assessment or skin test to protect your health. Please advise the clinic of that fact.

Who may I contact to get further information or to download the TB risk assessment?

- California Department of Public Health, Tuberculosis Control B Branch: (510) 620-3000 <https://cdph.ca.gov/tbcb>
- California School Nurses Organization: (916) 448-5752 or email [csno@csno.org](mailto:csno@csno.org) <http://www.csno.org/>

## **2.13 SALARY – HORIZONTAL ADVANCEMENT**

Horizontal advancement on the salary schedule is based on educational accomplishment and is described fully in the Negotiated Agreement. Please see the Collective Bargaining Agreement for more information.

If you have questions regarding these procedures, please call Irma Gomez, ext.2216 or David Simmons, ext. 2214.





## **SECTION 3 BENEFITS**

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

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

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

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

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

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

### **3.2 HOLIDAYS**

All employees will be paid for the following holidays:

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

When holidays fall or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they worked that day (refer to bargaining unit language and Ed. Code 45206).

### **3.3 INSURANCE PROGRAMS**

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

If an employee has a qualifying event, such as marriage, birth of a baby, adoption, dependent acquiring student status, etc., the open enrollment period for signing up that dependent is the first 31 days after the beginning of the event.

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

### **3.4 MEDICAL BENEFITS**

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

1. Go to [www.gusd.us](http://www.gusd.us)
2. Click on: Staff Links
3. Click on: Human Resources
4. Click on: Medical Benefits Information

Navigate the Forms page and you can access the 2023-2024 Benefit Guide, Anthem Blue Cross Plan Summaries, Certificated Rates, Enrollment Forms and much more.

Medical Benefits – Coverage Dependents

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

### **3.5 COBRA**

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

COBRA provides certain former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of health coverage at group rates. This coverage, however, is only available when coverage is lost due to certain specific events. Group health

coverage for COBRA participants is more expensive than health coverage for active employees, since the District pays a part of the premium for active employees while COBRA participants pay the entire premium themselves.

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

### **3.6 WORKERS' COMPENSATION**

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

Time off for all work-related medical appointments (e.g., doctor, physical therapy, and counseling) may not be charged to work-related disability but must be charged to sick leave or vacation. Supervisors are encouraged to explore flexible work schedules to accommodate medical appointments outside regular working hours when possible. In any case, employees may be asked to schedule appointments at a time convenient for the department. Supervisors may require written verification of attendance at the health care provider.

#### Work-Related Injury or Illness

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

- File a Report of Work-Related Injury, Illness, or Exposure – Form 6900.

The form is available in any school office and on the Goleta web site.

If you need treatment:

- Obtain an Authorization to Treat Employee (Form 6830) from your school office manager or principal. Take the form to the treating physician or emergency room.

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

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

**Sansum Santa Barbara Medical Foundation Clinic Occupational Medicine Center  
101 S. Patterson  
Santa Barbara, CA  
898.3311**

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

#### Return to Work

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

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

Please see the section on Bloodborne Pathogens – Precautions.

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

### **3.7 INJURY AND ILLNESS PREVENTION PLAN (IIPP)**

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

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

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

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

The Goleta Union School District's IIPP is available to all employees on the GUSD website. The plan is location under the Safety tab on the GUSD home page.

### **Responsibility**

#### Safety Official

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

David Simmons

Assistant Superintendent, Human Resources

401 North Fairview Avenue  
Goleta, CA 93117  
(805) 681-1200

## **Reporting Procedures**

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

### **Where to Seek Medical Attention:**

Employees should seek medical attention at the following clinic if they do not have a designated physician on file:

Sansum Santa Barbara Medical Foundation Clinic Occupational Medicine Center  
101 S. Patterson, Santa Barbara, 898.3311

### **Serious Injury Or Death:**

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

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

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

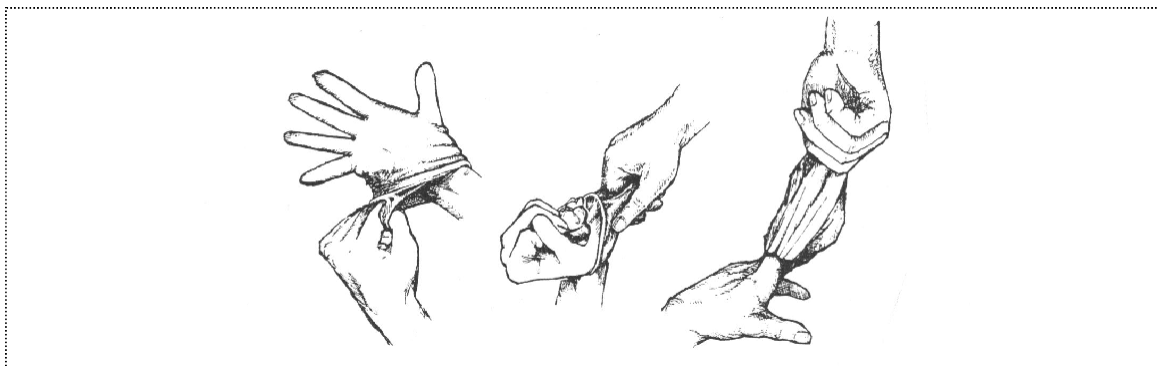
The IIPP also contains Bloodborne Pathogens, Ergonomic Awareness, Heat Illness Prevention Plan and Workplace Violence.

### **Blood borne Pathogens – Precautions**

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

- Observe Universal Precautions. Consider all blood or OPIM to be infectious regardless of the perceived status of the source individual.

- Wear disposable gloves when handling blood or OPIM.
- Remove disposable gloves according to this procedure:
- With both hands gloved, peel one glove off from top to bottom and hold it in the gloved hand.
- With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second.
- Dispose of the entire bundle promptly.
- Never touch the outside of the glove with bare skin.
- Wash your hands with soap and running water as soon as possible.



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

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

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

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

### **Exposure Control Plan For Bloodborne Pathogens**

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

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

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

### **Universal Precautions**

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

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

## **3.8 AMERICANS WITH DISABILITIES**

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

## **3.9 TAX SHELTERS**

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

Enrollment and Contact Information:

TCG, a HUB International Company

900 S. Capital of TX Hwy, Ste. 350

Austin, Texas 78746

Office: 800-943-9179

Fax: (888) 989-9247

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

What is a 403(b)?

A 403(b) , also known as a tax-sheltered annuity (TSA) plan, is a retirement plan for certain employees of public schools, employees of certain tax-exempt organizations, and certain ministers. It gets its name from the particular section of the Internal Revenue Code.

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

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

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

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

There are three benefits to contributing to a tax annuity.

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

### **3.10 RETIREMENT**

Upon resignation or retirement, all GUSD property must be returned, e.g., keys, laptop, curriculum, badge and records. Employees assigned to school sites should return such property to their principal. Employees not assigned to a school site should return items to the District Office.



If you are thinking about retirement, you may obtain information as follows: Retirement benefit calculations, options, and counseling from:

STRS Counselors at the County Education Office, 805.964.4711 or 805.964.4710 x2400 STRS web site includes a retirement calculator:  
<http://www.calstrs.ca.gov> David Simmons, Assistant Superintendent, Human Resources, 214

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

If you would like Form MS 0002, you may get one online at <http://www.forms.calstrs.com>. ***Once you have completed the form, you need to send it directly to STRS. Your new form will supersede the old one.***

Medical Benefits are available to retired employees at their costs and at special rates for retired individuals. You may either make an appointment with Stephanie Gardner at 218 in Human Resources to discuss the particular options available to you or request a rate sheet. The retiree rate sheet is also on the Goleta web site.

### 3.10.1 Retirement Pension Plans

#### STRS and PERS

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

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

### 3.11 HIRING A RETIREE

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

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

limitations apply if receiving social security benefits.

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## **SECTION 4 LEAVE OF ABSENCES**

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

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

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

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

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

### **LEAVES**

Various state and federal laws provide you, as a classified employee in California, with a variety of leaves. For complete information regarding paid and unpaid leaves available to you, please refer to **Article 13: Leaves** of the [Collective Bargaining Agreement](#).

#### **4.1 SICK LEAVE**

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

#### **4.2 PERSONAL NECESSITY**

Employees are entitled to personal necessity days that are deducted from their sick leave. Personal necessity days must meet the guidelines of the bargaining unit or association contract. All personal necessity days require immediate supervisor preapproval (except in the case of an emergency) and

must be filed in Human Resources and approved by the Assistant Superintendent of Human Resources prior to taking the time off.

#### **4.3 MILITARY LEAVE**

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

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

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

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

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

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

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

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

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

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

During FMLA leave, the employee must use all accrued vacation leave, other accrued time off, and any other paid or unpaid time off negotiated with the District. Accrued sick leave shall be used when the purpose of the leave is one for which sick leave can be taken pursuant to bargaining unit agreements and/or Board Policy. The employee will be required to provide advance leave notice and medical certification.

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

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

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

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

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

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

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

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

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

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

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

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

#### **4.6 BEREAVEMENT LEAVE**

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

#### **4.7 SUBSTITUTES – REQUESTING**

Substitutes are provided for classroom teachers and special day class teachers. Substitutes are not routinely provided for other certificated persons.

Contact your School Office Manager or Irma Gomez at ext.2216 to request a substitute.



## **GOLETA UNION SCHOOL DISTRICT**

### **Frontline/Aesop Notes for getting started**

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

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

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

**Step 1:**

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

**Step 2:**

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



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

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

**Optional:** If you would prefer to use a computer to input your absences, please go to this link for a how-to video: <https://help.frontlineeducation.com/hc/en-us/articles/115009549707-Employee-Basic-Training-Video>

**Important things to remember –**

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

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

## GOLETA UNION SCHOOL DISTRICT

Human Resources

### Accessing Your Employee Portal

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

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

To access your portal, you must have a working district email account.

Using your district email account, please create an account by scanning this QR code:



OR by following this link.

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

An electronic key will be sent to either your district gmail account or your phone.

To make it easy to return, please bookmark it for future reference.

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

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

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



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

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### **5.1 WORKPLACE CONDUCT**

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

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

- Obtaining employment on the basis of false or misleading information
- Stealing, removing or defacing GUSD property or a co-worker's property
- Disclosure of confidential information
- Completing another employee's time records
- Dishonesty
- Violation of the Drug and Alcohol-Free Workplace Policy
- Fighting, threatening or disrupting the work of others and other violations of the Workplace Violence Policy
- Insubordination or disobedience of a lawful management directive
- Use of foul or inappropriate language
- Loitering or loafing during work time, or leaving a work area without permission of management
- Punctuality abuse and/or excessive absenteeism
- Gambling on District property
- Willful or careless destruction or damage to the District's assets or to the equipment or



- possessions of another employee
- Wasting work materials
- Performing work of a personal nature during working time
- Violation of the Solicitation and Distribution policy
- Violation of Goleta Union School District's Harassment or Equal Employment Opportunity Policies
- Violation of the Communication and Computer Systems Policy
- Unsatisfactory job performance
- Any other violation of District policy

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

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

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

## **5.2 USE OF COMMUNICATION AND COMPUTER SYSTEM**

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

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

Further, Goleta Union School District, may review Internet usage to ensure that such use of District property, or communications sent via the Internet with District property, are appropriate. The

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

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

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

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

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

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

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

### **5.3 PUNCTUALITY AND ATTENDANCE**

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

We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your supervisor as early as possible, or 1 hour before the start of your workday. Asking another employee, friend or relative to give this notice is improper. Employees must report all absences in the Absence Reporting System and notify their supervisor by phone, email or text. Failure to follow this procedure may result in disciplinary action up to and including discharge.



## SECTION 6 INFORMATION SECURITY

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### 6.1 PRINCIPLES OF INFORMATION SECURITY

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

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

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

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

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

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

### 6.2 GENERAL PRINCIPLES

#### **Things to know**

Information Security is everybody’s responsibility.

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

① Goleta Union School District reserves the right to monitor any aspect of its information systems in order to protect its lawful business interests. Information gathered from such monitoring may be used to instigate or support disciplinary proceedings.

① You should have no expectation of privacy when using Goleta Union School District information systems.

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

- An informal warning from a manager
  - A formal verbal or written warning for misconduct
  - Dismissal for gross misconduct
  - Criminal proceedings
  - Civil proceedings to recover damages
- ① Please refer to Exhibit C.

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

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

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

### **Things to do**

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

### **Things not to do**

- ✗ Anything illegal
- ✗ Anything that contravenes this policy
- ✗ Anything that will harm the commercial interest, reputation or business objectives of GUSD

## **6.3 YOUR COMPUTER**

### **Things to know**

- ① “Your” computer is the property of Goleta Union School District and has been prepared by the IT department for use on the Goleta Union School District network.
- ① Data saved to local (usually C: and D :) drives will not be backed up, and will be lost if your computer breaks, gets stolen or is replaced.
- ① Goleta Union School District may at any time and without prior notice:
  - audit your computer to ensure compliance with policy
  - require the return of your computer and any associated equipment

### **Things to do**

- ✓ Ensure that files received from anywhere outside the company are virus checked before you open them.

- ☑ Turn your PC and monitor off at night to save energy unless there is a specific reason to leave it on.

### Things not to do

- ☒ Do not allow anyone else to use your computer while you are logged in.
- ☒ Never install software on your computer. This should only be done by IT.
- ☒ Things that you should never attempt to install include but are not limited to:
  - Screen savers
  - Games
  - iTunes or other music download software
  - MSN messenger, Yahoo messenger or other messaging software
  - Skype or other telephone software
  - Utilities that claim to remove spyware or viruses
  - News readers or ticker-tape services
- ☒ Do not disable or uninstall any of the software that is installed on your computer
- ☒ Never connect your own devices to your company computer. These include but are not limited to:-
  - USB memory devices (also known as pen drives or memory sticks)
  - MP3 players (including iPods)
  - Mobile phones and cameras

## 6.4 PORTABLE COMPUTERS

### Things to know



- ① You should read and understand this section even if you do not normally use a portable computer. You may need to do so at some point in the future.
- ① You are responsible for the care and safe storage of any computer equipment that has been issued to you.
- ① The term ‘portable computer’ covers any company-owned mobile computing device including:
  - Laptop or tablet PCs

### Things to do

- ☑ Back up your work to the network at regular intervals
- ☑ Always consider the physical security of your portable computer:-

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

- ☑ If you work at home, prepare your work area as follows:
- Where possible, set aside a lockable room for company use. Otherwise:
  - Minimize and control interruptions from family and visitors
  - Ensure that there is lockable storage for your computer and papers when not in use
  - Ensure that your computer screen cannot be overlooked
  - Ensure that any papers can be covered in the event of an interruption

### Things not to do

- ☒ Do not view sensitive information on the train, plane or in any public area. This provides an opportunity for onlookers.
- ☒ Do not allow family, friends or anybody else to use the computer.
- ☒ Do not leave portable computers in the car unless absolutely necessary.
- ☒ Never connect your computer to an unapproved network (such as your home broadband service or a hotel access point).

## 6.5 YOUR PASSWORD



### Things to know

- ① The access rights associated with your user account may be changed or revoked should your employment change or become terminated.

### Things to do

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

- Use two unrelated words or a short phrase
- Include at least one number
- Include at least one upper case character
- Include at least one symbol
- ☑ Change your password if you suspect that someone else may know it. Never share your password!
- ☑ If you have to write your password down:
  - Keep it in your purse or wallet so that it is not left behind when you leave your desk
  - Try to obscure it in some way so that it is not easily recognizable as a password
  - Destroy it as soon as you have committed it to memory

### **Things not to do**

- ☒ Do not use one of the ‘top 5 predictable passwords’:
  - The name of a family member
  - The name of a pet
  - Your football team
  - A rude word
  - An item or brand name that you can see from your desk
- ☒ Do not disclose your password to anyone. Even IT staff do not need to know it.
- ☒ Do not use anyone else’s password.

## **6.6 E-MAIL**



### **Things to know**

- ① Goleta Union School District e-mail systems are provided for business use. Personal use is not permitted.
- ① Goleta Union School District monitors all e-mail to ensure compliance with policy.
- ① E-mail is not a secure method of communication. Once a message is sent you have no further control over who reads it.
- ① E-mail is admissible in court and carries the same weight as a letter on District letterhead paper.

### **Things to do**

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

- ✓ Make sure that your message is concise, relevant and sent only to the people that need to read it.
- ✓ Use the telephone or face to face conversation instead of e-mail where possible and appropriate.
- ✓ Clear out old and unwanted messages from your mailbox

### **Things not to do**

- ✗ Never open an attachment that you were not expecting. Even if you know the sender.
- ✗ Never supply banking or payment details in response to an e-mail message. This is a well-known method of fraud. Your bank will never request security details by e-mail.
- ✗ Do not use e-mail to send sensitive or confidential information.
- ✗ Do not send or forward anything that:-
  - Others may find offensive
  - May be defamatory (about an individual or organization)
  - Is covered by a copyright
- ✗ Do not circulate non work-related material. This includes but is not limited to:
  - Jokes
  - Chain letters
  - Virus warnings
  - Software
  - Music, pictures or video
- ✗ Do not disclose any information about a person that you would object to being disclosed about yourself
- ✗ Never use e-mail to rebuke, criticize or complain about somebody. You may say something that you regret, and the record will be permanent.

## **6.7 WEB ACCESS**



### **Things to know**

- ① Web access is provided for business use. Personal use is not permitted.
- ① Goleta Union School District monitors and records all web access to ensure compliance with policy.
- ① Access to certain web sites may be blocked in order to protect you and the organization. This does not imply the suitability of sites that are not blocked. You must always use your discretion along with the guidance below when visiting web sites.

### **Things to do**

- ✓ Inform the Technology Services Department if access to a legitimate and business-related web site is blocked.



- ✓ Inform the IT Department if you believe you have a virus or spyware infection on your computer. This is a routine occurrence; it does not indicate irresponsible browsing, and you will not be disciplined. Do not attempt to remedy the infection yourself.
- ✓ Inform the Technology Services department in case of a data breach of personal or student data.

### Things not to do

- ✗ Do not view or download anything that others may find offensive.
- ✗ Do not download anything that is likely to be covered by copyright. This includes, but is not limited to:-
  - Music
  - Pictures
  - Software
- ✗ Do not use the web for listening to radio or watching video.
- ✗ Do not use web-based e-mail
- ✗ Do not visit the “high-risk” site categories shown below. Although their content appears to be free, it is often funded by installing spyware on your computer.
  - Free screensavers and smileys
  - Free music downloads or ringtones
  - Free software and serial numbers
  - Adult material



## 6.8 PRINTING

### Things to know

- ① Color prints cost much more per page than black and white, even if there is no color on the page.
- ① Printers are provided for business use only.

### Things to do

- ✓ Be selective about what you print. Print only when necessary and only the necessary pages of a document.
- ✓ Print double sided to save paper where possible.
- ✓ Use a photocopier when producing a large number of copies.
- ✓ Keep the area around printers tidy (uncluttered).

### Things not to do

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

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

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

## 6.9 USE OF RESOURCES

### Things to know

① Implementing the small changes described on this page can make a big difference to the organization's costs, and also to the environment.

① Phone chargers and AC adapters consume a small amount of power even when nothing is connected to them.

### Things to do

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

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

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

### Things not to do

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

☒ Do not turn off fax machines.



## 6.10 LEGAL RESPONSIBILITIES

### Things to know

① You are personally responsible for ensuring that your use of information systems is lawful. Failure to do so may result in any or all of the following:



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

### **Things to do**

- ☑ Comply with software licenses, copyrights and all other laws governing intellectual property.
- ☑ If you process personal data (data that identifies a living individual) in the course of your work, you must do so in accordance with Data Protection laws. Your supervisor can provide you with job-specific guidance Data Protection.

### **Things not to do**

- ☒ Do not borrow or copy company software for use at home or elsewhere.
- ☒ Do not write or say anything defamatory or potentially libelous about another individual or company.

## **6.11 MONITORING**

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

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

Monitoring of systems is carried out in order to:

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



Raw monitoring data will be viewed and analyzed only by the ITSS Department and his or her nominated representatives.

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

- The Assistant Superintendent of Human Resources
- The appropriate supervisor

- The police

#### **6.12 ENFORCEMENT**

Breach of this policy will invoke the company disciplinary process.

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

#### **6.13 INSPECTIONS**

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

#### **6.14 SMOKING**

Smoking or vaping is prohibited on District premises.

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

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

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

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

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

#### **6.17 BULLETIN BOARDS, WEBSITE AND HUMAN RESOURCES NEWSLETTER**

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

updated with what is current at Goleta Union School District. To avoid confusion, please do not post or remove any material from the bulletin board without your supervisor's approval.

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

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

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

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

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

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

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

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

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

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

Please notify your supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs

could prevent deterioration of equipment and possible injury to employees and others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

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

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

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

## **6.21 HEALTH AND SAFETY**

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

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

## **6.22 HIRING RELATIVES/EMPLOYEE RELATIONSHIPS**

A familiar relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Goleta Union School District may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

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

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

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

### **6.23 EMPLOYEES DRESS AND PERSONAL APPEARANCE**

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

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

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

### **6.25 BUSINESS EXPENSE REIMBURSEMENT**

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

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

### **6.26 REFERENCES**

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

Only the Human Resources Department may provide references.



## **SECTION 7                      GENERAL SAFETY**

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### **7.1        GENERAL SAFETY RULES**

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

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



15. When in doubt about your own safety, or the safety of others, ask questions first. Employees will not be reprimanded for being safe. Use good judgment at all times when at work.
16. Contribute ideas to enhance the District's safety program. Suggestions should be addressed to members of the Safety Committee, or Department of Human Resources

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

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

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

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

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

### 7.3 BOX CUTTER/KNIVES

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

Other injuries occur when blades are disposed of in waste containers with the sharp end of the blade exposed to anyone who reaches into the waste receptacle.

#### Steps

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

#### Reference

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

### 7.4 HAZARD COMMUNICATION

#### **7.4.1 Safety Briefs (Right-To-Know)**

The District provides information about hazardous materials used in our facilities to all employees who use or who could be exposed to such materials. The data includes information on chemical labeling, material safety data sheets, and employee training on the safe use and handling of the materials. These eight steps are basic safe work practices to follow when working with hazardous materials.

#### Steps

1. Read all labels carefully to determine the recommended safety precautions.

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

#### Reference

OSHA 1910.1200, amended September 30, 1986.

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

## **7.5 HOUSEKEEPING AND MAINTENANCE**

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

#### Steps

1. Mark aisles and ensure they are kept clean.
2. Do not store items in aisles or walkways.
3. Do not permit anything to protrude into aisles and walkways.
4. Dispose of refuse and debris daily.
5. Store or hang tools in pre-designated storage areas. Store other equipment and materials in an orderly manner so they are easily retrievable and can be well maintained.
6. Smoke only in designated areas.

7. Store oily rags in self-closing and approved (ANSI, NFPA, MSHA standards) metal containers.
8. Keep all doorways clear of obstructions.
9. Keep all electrical equipment free of dust, dirt and other materials that could interfere with safe operation.
10. Ensure that employees maintain clean and orderly work areas.
11. For any task that is innately messy, clean up immediately after the task is completed.
12. Dispose of any hazardous waste, such as oils, paints, thinners, solvents, and spray cans according to local, state and federal regulations. State and federal regulations should be posted or made available to employees using hazardous waste.
13. Keep flammable substances in covered fire-resistant containers.
14. Maintain an employee awareness program that encourages the reporting of hazardous conditions and unsafe work practices.
15. Housekeeping in and around elevators is critical. Ensure that:
  - Hoist ways and pits are kept free of debris and are not used as storage areas.
  - Adequate lighting is maintained in the elevator pits at floor level.
  - Machine rooms are not used as thoroughfares, are not used to store unauthorized items, are kept neat and orderly, and are equipped with a suitable fire extinguisher at the doorway.
  - Passenger and freight elevators are kept in good, clean condition to prevent injuries while loading or unloading cars.

## **7.6 ERGONOMICS**

Repetition and force are important factors in the study of ergonomics and in determining the cause of RSI's. Repetition and force coupled with an improper workstation setup can in some cases lead to discomfort, fatigue, and the symptoms of RSI's over a longer period of time.

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

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

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

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

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

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

## 7.7 LADDER/STEP STOOL SAFETY

Ladders are used throughout the District's operations and are needed to reach out-of-the-way locations and storage areas.

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

### Steps

- Choose a ladder designed and appropriate for the task. Always use a ladder tall enough for the job.
- Use nonmetallic ladders in the vicinity of electrical circuits.
- Mark all metal ladders "Caution - Do Not Use around Electrical Equipment."
- Inspect ladders periodically for broken or missing steps, rungs or cleats. Mark damaged or worn ladders with a tag, "Danger, Do Not Use" and remove them from service.
- Keep rungs clean and free of oil, grease, and caked-on dirt. Treat wood ladders with a suitable varnish or wood preservative. Do not paint wood ladders because paint hides defects.
- Use non-skid rubber feet on straight ladders to prevent slipping.
- Always place ladders on a solid flat surface, never on a box or barrel or other movable object.
- Before climbing on a stepladder, ensure that it is fully open and the metal spreader is locked. Never stand on the top two steps.
- Only one person should be permitted to climb a ladder at a time.

- Always face a portable ladder when ascending or descending and use both hands.
- Do not overreach or grab onto nearby objects while performing work on a ladder. If necessary, move the ladder closer to your work.
- Do not leave straight ladders unattended, especially when used outdoors, unless they are anchored at the top and/or at the bottom.
- Do not block access to ladders when they are in use.
- Store ladders in designated storage areas only.
- Chairs and tables should not be substituted for a ladder.

## 7.8 MATERIAL HANDLING

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

### Steps

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

- Reduce the size of the objects that need to be moved.
- Reduce the capacity of the containers.
- Reduce the weight of the container itself.
- Reduce the load in the container.
- Reduce the number of objects lifted or lowered at one time.
- Eliminate horizontal reaches over 16 inches.
- Use conveyors, chutes, slides or turntables to change direction of material flow.
- Use lift tables, lift trucks, hoists, balancers, drum and barrel dumpers and movers, work dispensers, elevating conveyors, and similar mechanical aids.
- Use gravity dumps and chutes.
- Keep materials at work level (e.g. don't lower anything to the floor that must be lifted later).
- Use palletized loads.
- Change the shape of the object and make it easier to move.
- Provide grips or handles.
- Provide better access to the object to be moved.
- Improve layout of work area.

- Treat floor surfaces to reduce friction.
- Relocate storage areas to reduce travel distances.
- Train employees on how to move material safely using good body mechanics.

In the event of a strain injury, rehabilitate injured employees:

- Let them know management cares.
- Keep in touch if they are off work.
- Provide the BEST medical treatment.
- Create modified-duty work to help them return to work more quickly.

### References

1. “The Prevention and Control of Back Injuries and Ergonomics in Accident Prevention,” by Leonard Ring.
2. “Back to Backs, A Guide To Preventing Back Injury,” Krames Communications, Daly City, California

## **7.9 MATERIALS STORAGE**

The purposes for safe materials storage are 1) to provide access to equipment and supplies, and 2) to reduce the potential for accidents or injuries in the storage areas. Unexpected dangers can arise from goods toppling over; collisions between stored equipment and supplies or pedestrians; breakage of containers with hazardous or toxic substances; obstruction of fire-fighting equipment, first-aid supplies, and electrical panels; and fire hazards posed by improper storage of flammable and combustible materials.

### Steps

- Stack and store equipment and supplies safely by doing the following:
- Follow the storage plan for the work area to maintain handling requirements and to maintain access to emergency equipment.
- Observe proper clearances in all storage areas.
  - Allow 18 inches of clearance below sprinkler heads to reduce interference with water distribution (36 inches if stored material is flammable).
  - Maintain a 3-foot clearance in all one-way traffic aisles. These aisles should not be less than 3 feet wider than the widest vehicle when it is loaded.
  - Keep aisles and loading and unloading areas free from obstructions.
- Use racks or pallets whenever possible. Material stored in this way can be moved easily and quickly with less material damage and fewer injuries. When possible, material on pallets should be cross-tied.

- Know the maximum height limits for piling or stacking materials and observe the maximum height lines.
- Make storage more efficient and safer when using containers by
  - Placing sheets of heavy wrapping between layers of cartons to prevent shifting.
  - Cross-tying to prevent shifting and sagging and to allow for higher, uniform stacking.
- Make storage more efficient and safer when using bagged material by
  - Cross-tying bags, with the mouths of the bags toward the inside of the pile.
  - Not stacking bagged items more than 5 feet high.
  - Removing sacks from the top of the pile only, not removing them from the middle or from the end. The latter creates an off-balance load which could lead to slippage and injuries.
- Consider special storage situations, such as flammable liquids, gas cylinders, and combustible solids. Know how to store these items in accordance with the District's safety policies and federal, state, and local rules and regulations.

## **7.10 MEDICAL & FIRST AID**

### **7.10.1 Procedures & Supplies**

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

#### Steps

- Consult with the Human Resources Department to assist in the development of occupational health programs, such as first aid and cardiopulmonary resuscitation (CPR) training.
- Evaluate hazards in all areas of each school and other facilities to ascertain types of exposures to loss.
- Select a nearby clinic or hospital to treat the injured.
- Train employees in first aid and CPR and document such training. Ensure that a sufficient number of employees are trained. The larger the operation, the more employees should be trained. The number trained must take into consideration vacation, sick and personal time away from work for those employees.
- Consult with the Human Resources Department regarding obtaining approval from a consulting physician for first-aid supplies based on the specific hazards in each work area. Kits should be customized for the hazards in each area or facility that are exposures to the employees who work there.



The final written approval for the contents of each kit must be posted inside the kit. The authorization should include the list of the kit's approved contents and the signature of an approving physician.

- Provide suitable facilities for emergency eye, face, and body flushing and drenching (showers and eyewashes) in the event of chemical exposure.
- Provide the treating physician with information from the safety data sheets (SDS) for chemical exposures so the physician is able to provide proper emergency treatment. The SDSs are online on the GUSD website under the Safety tab.

### References

1. OSHA 1910.151 (Sub part K)
2. ANSI Z308.1-1978 -- Minimum requirements for Industrial Type First-Aid Kits.
3. ANSI X358.1-1981 -- Emergency Eyewash and Shower Equipment.
4. OSHA 1910.252 (f.13) -- Welding, Cutting and Brazing.
5. Material safety data sheets for chemical exposures.
6. National Safety Council Data Sheet, No. 202-1980.

## **7.11 PERSONAL PROTECTIVE EQUIPMENT**

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

### Steps

- Evaluate all tasks to determine if there is a need for the employee to wear PPE. This determination should be based upon the types of exposures that exist and the actual loss experience for a particular task. PPE is used to prevent injuries and illnesses from various stimuli that may impact on the individual. The evaluation has to ascertain which stimuli may be harmful. Document this evaluation process.
- Select PPE that meets ANSI standards and Cal-OSHA guidelines for the nature of the work being performed. Document this selection process.
- Provide the PPE that has been selected, enforce its use, and ensure that it is maintained in a sanitary and good working condition.
- Train employees on the proper fit, use and care of PPE and document such training.
- Assure the adequacy of employee-owned equipment, such as industrial safety eyewear and footwear. Ensure that such equipment is well maintained.
- Ensure that visitors to the District are issued the PPE that must be worn by employees if the visitor is to enter an area where such equipment must be worn.
- Jewelry - On machinery that may catch jewelry in it, enforce a “no jewelry” rule, e.g., no necklaces, bracelets, or rings. Floppy clothing should also be avoided.

- Long Hair - On machinery that may catch long hair in it, enforce the use of hats, hair nets, or other devices to keep the hair away from the machinery.

### Reference

OSHA 1910.132, Personal Protective Equipment.

## **7.12 SLIPS, TRIPS AND FALLS**

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

### Steps

Maintain safe walking surfaces:

- Non-slippery
- Clear, no obstacles
- Report needed repairs
- Adequately illuminated
- As few level changes as possible

For inclement weather:

- Put mats down immediately
- Put mats close to entrances to prevent tracking onto areas without mats or carpeting
- Ensure mats are held down to prevent tripping
- Use appropriate ladders and step stools wherever there is a need to obtain supplies from high places or do maintenance at upper locations to prevent unnecessary stretching or climbing on unsafe objects
- Everyone is accountable for any and all safety
- Inspect for hazards
- Seek corrective remedies
- CLEAN UP NOW
- Report unsafe condition
- Provide a rapid fix-it system

Do the following to prevent slip, trip and fall injuries:

- Walk, don't run
- Pay attention to the surface on which you are walking
- Wear appropriate slip-resistant footwear
- Keep footwear soles clean
- Follow established pedestrian routes
- Report any damaged floor surfaces to supervisors for repair
- Keep records and wiring out of walkways
- Keep stairways clear and uncluttered

Management Notes

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

#### Reference

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

### **7.13 BACK AND SAFE LIFTING**

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

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

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

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

#### **General Hazards**

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

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

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

#### **Identifying Hazards**

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

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

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

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

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

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

### **Protection against Hazards**

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

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

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

## **7.14 ELECTRICAL SAFETY**

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

This program does not apply to any systems below 50 volts.

In order to maximize safety, all employees will:

- Work only on de-energized equipment, unless additional or increased hazards result from de-energizing equipment, or it is not possible to complete critical work due to equipment design or operational limitations;
- Be well-trained in safe electrical work practices and understand the specific hazards

associated with electrical energy; and

- Utilize all required safety and personal protective equipment.

#### **7.14.1 PORTABLE ELECTRICAL EQUIPMENT AND EXTENSION CORDS**

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

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

- Flexible cords may only be plugged into grounded receptacles. The continuity of the ground in a two-prong outlet must be verified before use. If an ungrounded receptacle is identified, it shall be reported to the Electrical Shop for corrective action.
- All portable electric equipment and flexible cords used in highly conductive work locations, such as those with water or other conductive liquids, or in places where employees are likely to contact water or conductive liquids, must be approved for those locations.
- Employee's hands must be dry when plugging and unplugging flexible cords and cord-and-plug connected equipment if energized equipment is involved.
- If the connection could provide a conducting path to employees hands (for example, if a cord connector is wet from being immersed in water), the energized plug and receptacle connections must be handled only with insulating protective equipment.
- Locking type connectors must be properly locked into the connector.
- Lamps for general illumination must be protected from breakage, and metal shell sockets must be grounded.
- Temporary lights must not be suspended by their cords unless they have been designed for this purpose.
- Portable lighting used in wet or conductive locations, such as tanks or boilers, must be operated at no more than 12 volts or must be protected by GFCIs.

## **7.15 AEROSOL TRANSMISSIBLE DISEASE PREVENTION**

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

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

Apply appropriate isolation precautions.

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

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

Implement appropriate work practices to prevent transmission:

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

Respiratory protection

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

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

All safety plans are available to all employees. They are located in the Safety tab on the GUSD website. The tab can be located on the front home page.





## SECTION 8 SAFETY INFORMATION

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### 8.1 SAFETY BULLETIN BOARD

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

#### Steps

1. Place the safety bulletin board in a conspicuous location within District facilities, where employees normally have access, such as the lunchroom.
2. The size of the bulletin board should be large enough to accommodate a wide range of safety and health-related documents.
3. The bulletin board should be well maintained at all times. Some documents will be permanently displayed, while others are dated or are subject to becoming stale and should be removed in a timely manner. Only safety and health documents relating to on – or off – the – job safety belong on the bulletin board.
4. Items that are appropriate for the bulletin board are:
  - a. Accident prevention posters.
  - b. Cal-OSHA poster
  - c. Cal-OSHA log 200 form (during the month of February of each year).
  - d. Monthly theme posting.
  - e. Monthly/weekly slogan posting  
Examples: “A Child May Dare, So Drive With Care,” or “A Little Brew May Blur Your View”
  - f. Safety contest information and results.
  - g. Pictures of facility.
  - h. Pictures of employees “doing something right.”
  - i. List of trained personnel in first aid and CPR.
  - j. SDS 3E Poster

#### Reference

National Safety Council Data Sheet, No. 616.

## 8.2 SAFETY NEWS ARTICLES

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

## 8.3 GOLETA UNION SCHOOL DISTRICT WEBISTE SAFETY FOLDER

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

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

It is the responsibility of the employee to know where the plans are located.

Safety Plans available to all employees:

AEROSOL TRANSMISSIBLE DISEASE PREVENTION PLAN
AMERICANS WITH DISABILITY
ANONOMOUS REPORTING FORM
ASBESTOS SAFETY AWARENESS AND AHERA PLANS
BACK AND LIFTING
BLOODBORNE PATHOGENS
BULLYING/CYBERBULLYING AWARENESS
CHEMICAL HYGIENE
CHEMICAL INVENTORY
CONFINED SPACES
ELECTRICAL SAFETY
ERGONOMICS
EXCAVATION/TRENCHING
FIRE PREVENTION
GENERAL FIRST AID
HAND AND PORTABLE TOOLS
HAZARDOUS COMMUNICATION/MSDS
HAZARDOUS WASTE DISPOSAL
HEARING CONSERVATION
HEAT ILLNESS PREVENTION
IIPP – INJURY AND ILLNESS PREVENTION PLAN
INDOOR AIR QUALITY
LADDER

LEAD
LOCK OUT/TAG OUT
MACHINERY AND MACHINE GUARDS
PCB
PEST MANAGEMENT
PLAYGROUND
PPE
RESPIRATORY
ROOFING ACCESS SAFETY
SCAFFOLDING/LADDER (SCISSOR LIFT)
SCHOOL SITE AND DO SAFETY PLAN (Follow SEMS)
SLIPS, TRIPS, FALLS
STORM WATER
WELDING, CUTTING AND BLAZING
WORKPLACE VIOLENCE



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

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### **Best Management Practices**

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

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

#### **STORM DRAIN REGULATION**

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

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

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

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

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



## SECTION 10 INTEGRATED PEST MANAGEMENT

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### INTEGRATED PEST MANAGEMENT

The Integrated Pest Management Program (IPM) is the foundation for determining those procedures and the selection criteria to safeguard the health and well-being of the students and staff and community members, as well as maintain an ecologically sound and safe school environment.

**“Integrated Pest Management”** [as stated in the Healthy Schools Act of 2000] - a pest management strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using non-chemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment, are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds.

Employees must be certified annually through the Department of Pesticide Regulation and Healthy Schools Act to be able to disinfect their workplaces. The training may be offered through the MOT Department, Human Resources or online training. All employees must have a current certificate.

All disinfectant cleaners are considered pesticides. All cleaners, including wipes, must be locked up and out of the reach of children.

Gloves will be worn where it is reasonably anticipated that employees will have hand contact with blood, OPIM, non-intact skin, and mucous membranes. Gloves will be available from the MOT Director.

Disposable gloves will not be washed or decontaminated for reuse and will be replaced when they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Please **DO NOT bring your own cleaning supplies, chemicals, etc. to school/site.** It is required that the District has an SDS for all chemicals on site. If an employee or students ingests or is exposed to the supplies you brought and we do not have an SDS on file, the District can be exposed to a fine up to \$25,000.

## REGULATION ON DISINFECTING WIPES and CLEANERS

We understand the reaction the staff will have when they understand disinfecting wipes are pesticides but, disinfectants and sanitizers are pesticides according to federal law and should be used according to label directions at all times.

Beginning July 1, 2016 anyone who may apply a pesticide at a school or child care center must take a **Department of Pest Regulatory**-approved training course before making a pesticide application. Anyone using a pesticide, including pesticide applicators, at a school or child care center needs to take a **Healthy Schools Act** training course. This includes, but is not limited to disinfecting wipes, sanitizers, and weed killers. Certification is required annually.

Microfiber cloths can be just as effective. Most of the time staff do not use the disinfecting wipes effectively. To disinfect an area it must stay damp with the liquid according to the label. Most of the time it is for at least 5 to 10 minutes. One wipe with a tissue does not disinfect the surface. Microfiber cloths with soapy water will kill up to 99% of the germs and is not dangerous to students or staff.

The IPM coordinator must keep official records and must be up-to-date. The Safety Committee suggests the staff member asks for approval from the supervisor to have the wipes. The staff member must take the training and provide a certificate BEFORE the wipes are used. The certificate is to be posted in the classroom, kitchen, custodial closet, etc. A copy of the certificate must be given to the supervisor. The supervisor will send the copy to the IPM Coordinator, the Director of MOT. The Director must keep annual records for the DPR reporting at the end of each year.



## **SECTION 11                      HAZARDOUS COMMUNICATION / SAFETY DATA SHEETS (SDS)**

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To enhance our employees, students, visitors and contractors' health and safety, Goleta Union School District has developed, implemented, and maintains a hazard communication program as required by the Cal-OSHA Hazard Communication Regulation (T8CCR 5194). The written program is to establish guidelines and policies to ensure all members, students, and visitors of the Goleta Union School District are apprised of the chemical hazards to which they may be exposed and to provide knowledge so employees can make informed decisions about hazardous materials and / or their "Right to Know". The Hazard Communication Supervisor, MOT Director, has full authority and responsibility for implementing and maintaining this program. The Director of Maintenance, Operations and Transportation will ensure information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through a comprehensive hazard communication program that includes the elements listed below.

### **RESPONSIBILITIES**

#### ***Responsibilities for Management***

The District's Director is responsible for maintaining a written and effective Hazard Communication Program. All levels of management contribute to ensure that employees are aware of the safe operation/condition of their job assignment and work area. All Supervisors are responsible for maintaining a minimal-risk work environment in the areas under their control. The degree of effort and focus needed will vary depending on the nature of the work performed. While Supervisors may assign responsibility and delegate authority to others, they are accountable to higher administration for those preventable oversights and errors within their areas that result in injury, illness, or property damage affecting employees, students, visitors from the general public or District property.

The District's 24 hour emergency phone: **805-451-2895**.

#### ***Responsibilities for Employees***

Goleta Union School District School District employees are responsible for ensuring their own Occupational Health and Safety and the safety of others by following District and department policies, procedures, and safe work practices. The employee also is responsible to follow the requirements of the written Hazard Communication Program.

This involves:

- Informing your supervisor of any personal health problems that may be exacerbated by any of the substances used by the department / site;
- Following the procedures covered in either the manufacturer's literature (SDS), warning labels, or in the Hazard Communication training provided;
- Leaving the area immediately if you believe the incident is beyond your immediate action;
- Reporting a spill or incident (including near misses) to your supervisor for appropriate action;
- Ensuring receipt of the proper materials needed to conform to procedures detailed in the Hazard Communication Training.

## **LIST OF HAZARDOUS SUBSTANCES**

The Director of MOT will prepare and keep current an inventory list of all known hazardous substances present in our workplace. Specific information on each noted hazardous substance can be obtained by reviewing the SDSs. The list will be updated annually or at the time that the inventory changes or new hazardous substances are introduced each Districts' site.

## **SAFETY DATA SHEETS (SDS)**

The Director of Maintenance, Operations and Transportation is responsible for obtaining the SDSs, reviewing them for completeness, and maintaining the data sheet system for our District sites. Our District maintains SDS records with 3E. An employee may obtain a hardcopy by contacting 3E or by contacting the Director of Maintenance, Operations and Transportation. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on immediately to the affected employees by additional training sessions, posting of memos, and other means of communication. Legible SDS copies for all hazardous substances to which employees of this District may be exposed are available 24/7 with 3E. If we are unable to obtain the SDS from the vendor within 25 calendar days of the request, The Director of MOT will either call our local Cal/OSHA compliance office or write to:

Division of Occupational Safety and Health  
Deputy Chief of Health and Engineering Services  
1515 Clay Street, Room 1901  
Oakland, CA 94612



## HOW TO REQUEST A SDS:

To request a safety data sheet (SDS), an authorized employee simply calls 1-800-451-8346 or mail the request to 3E Company. To ensure your request is quickly processed, it is extremely important to provide as much of the following product information as possible:

- ☐ Product Name
- ☐ Manufacturer name
- ☐ Product number (found on side of container)
- ☐ UPC code (if available)

Please be as specific as possible when requesting SDS for a product. Separate SDS are maintained for products that have even very minor differences from others.

### **Please do not have unmarked bottles containing hazardous chemicals. Do not bring unauthorized chemicals from home.**

If anyone has a specific question or needs additional information on an SDS, please call the Cal/OSHA Consultation Service at 1-800-963-9424 or HESIS of the Occupational Health Branch at 510-622-4317. If we use alternatives other than paper SDSs—computer or microfiche machines with printers or telefax machines—we will make sure that employees have ready access to and know how to operate these devices for retrieval and printing of legible hard copies. Our backup system in the event of failure of the primary SDS retrieval system will require employees to request a hard copy SDSs by telephone. An SDS hard copy will be provided to the requester as soon as possible after the telephone request is made.

## LABELS AND OTHER FORMS OF WARNING

Before hazardous substance containers are released to the work area, it is the policy of our Goleta Union School District that The Director of MOT will verify that all primary and secondary containers are labeled as follows:

- Label Information Primary Container and Secondary Container
- Identity of the hazardous substance(s)
- Applicable hazard warnings
- Name and address of the manufacturer

### **Manufacturer's Label**

The primary label is attached to the chemical container by the manufacturer. Only authorized personnel are permitted to accept deliveries of chemicals. The chemical receiver shall be responsible for checking that all the incoming chemicals are properly labeled with primary labels. Each primary label must be in good condition and marked with the following information:

- Chemical, common, or trade name
- Hazard warning statement (Flammable, Corrosive, etc.)
- Name and address of the chemical manufacturer, importer, or distributor

This applies to all chemicals from outside suppliers, including vendor trial substances.

**Right-to-Know Label (secondary in-house container)**

Each container used in the work area must be labeled. When chemicals are transferred from the manufacturer's original chemical container into a secondary in-house container, the secondary in-house container must also be labeled with the common or trade name of the hazardous material and a hazard warning statement and / or the hazardous properties.

The Hazardous Communication Plan and SDS link to 3E is on the GUSD website in the Safety Folder on the Home Page.



## **SECTION 12                      INDOOR AIR QUALITY**

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The Indoor Air Quality action procedure establishes a standard operating procedure with respect to safety and environmental precautions for Goleta Union School District. We believe that safety and health must be an integral part of every task and must be given the highest priority.

Each identified unsafe or unhealthful condition, procedure or work practice will be addressed in a timely manner. The Director of Maintenance, Operations and Transportation shall determine the appropriate corrective action to abate, eliminate or correct identified condition.

Employees will:

- Report all possible Indoor Air Quality concerns to the Director of MOT or the Assistant Superintendent of Human Resources in a timely manner.

The District will:

- Investigate all complaints to determine the underlying causes of the incident.
- Conduct a thorough inspection of immediate and surrounding areas to verify the underlying causes. Proceed with corrective actions to prevent a recurrence. .
- Assure adequate follow up of all improvement ideas brought to their attention.
- Request technical and medical support from appropriate companies when needed to evaluate the incident in the workplace.
- Communicate health and safety issues to employees through written communications including, but not limited to, the results from inspection and follow up procedure.

Priorities for correction will be based on the severity of the hazard when observed or discovered. Priorities will always be given to safeguarding employees from serious injury or illness. If a hazard is discovered which poses an imminent danger to employees or building occupants and the hazard cannot be immediately abated, mitigated or corrected without endangering personnel and/or property, then all exposed personnel will be evacuated from the area. Employees remaining to correct the identified hazard condition may do so only if they are properly trained and safeguarded and are fully aware of the condition and precautions necessary to protect themselves. If immediate corrective action cannot be implemented to abate, mitigate or correct the danger, then notification about the hazard must be given to all employees having the potential for exposure to the concealed hazard.

The maintenance of a safe and healthy working environment and compliance with applicable regulations and standards are of the utmost importance to the successful operation of Goleta Union School District. The employee's safety compliance and effectiveness is considered during the focal point reprocess as well as being immediately addressed when a substandard practice is identified.

## Reference

OSHA 1910.22 and 1910.141.

### **12.1 ASBESTOS**

The United States Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires all primary and secondary schools to be inspected for asbestos-containing building materials. AHERA further requires that school districts develop and implement a plan to safely manage any asbestos-containing building materials found to be present.

Schools in the Goleta Union School District have been inspected and assessed by an accredited asbestos contractor. The inspection report filed by the contractor identifies the location, amount, condition, accessibility, potential for disturbance, and other pertinent information on any asbestos found. The report also certifies that there is no immediate health hazard from asbestos-containing material in our schools.

The AHERA plans are located on the GUSD website in the Safety folder along with the Asbestos Plan.

Training will be given annually to MOT staff regarding the health hazards and cleanup of asbestos. Notifications will be sent to parents and employees annually.

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

### **12.2 PCB**

Polychlorinated biphenyl (PCB) is a synthetic organic chemical compound of chlorine attached to biphenyl, which is a molecule composed of two benzene rings. The compound was banned in 1979 when EPA became aware PCB caused cancer. PCBs are regulated by the U.S. EPA under the Toxic Substances Control Act.

A few key points:

- Regulations prohibit the use of PCBs equal to or greater than 50 ppm in caulk and other non-liquid products, including continued use of products already in place
- Intact PCB-containing light ballasts are an authorized use -BUT if they leak PCBs then the spill area must be cleaned and proper disposal of the ballast is required
- Proper classification and disposal of renovation and demolition wastes containing PCBs is required under TSCA regulations
- Regulations regarding PCB use, clean-up, and disposal can be complicated - consult the Director of the MOT Department

Training will be given annually to MOT staff regarding the health hazards and cleanup of PCBs.

### **12.3 LEAD**

The Guidelines for Working with Lead-Containing Materials applies to any work where Goleta Union School District staff and/or contractor personnel may be exposed to lead or lead-containing materials. Activities covered by Goleta Union School District's guideline include (but are not limited to) demolition, renovation, encapsulation, maintenance operations, paint-prepping, and firing range clean-up. All employees involved in the disturbance of lead-containing materials and lead based paint as part of regular work activities, must have at least a lead awareness training class. Goleta Union School District will conduct necessary sampling, monitoring and inspections to ensure compliance with regulations as well as to protect employee health and safety. Maintenance, Operations and Transportation's Director will provide guidance to departments regarding lead, lead exposure, and if necessary, lead abatement. MOT will act as a liaison between sites and departments requesting services and lead abatement contractors.

Training will be giving annually to MOT staff regarding the health hazards and cleanup of lead products.



## SECTION 13      EMERGENCY PREPAREDNESS

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### 13.1 EARTHQUAKE SAFETY

#### **Drop, Cover and Hold**

##### **Earthquake procedures in the classroom or office**

At the first indication of ground movement, you should **DROP** to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground.

You should seek protective **COVER** under or near desks, tables, or chairs in a kneeling or sitting position.

You should **HOLD** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the quake. Protect your eyes from flying glass and debris with your arm covering your eyes.

You should remain in the DROP position until ground movement ends. Be prepared to DROP, COVER and HOLD during aftershocks.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

##### **Earthquake procedures in other parts of the building**

At the first indication of ground movement, you should DROP to the ground.

Take COVER under any available desk, table, or bench. If in a hallway, drop next to an inside wall in a kneeling position and cover the back of the neck with your hands.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

##### **Earthquake procedures while outside**

At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. DROP to the ground and COVER the back of the neck with your hands. Be aware of aftershocks. Do not enter buildings until it is determined safe to do so.

If walking to or from school, DO NOT RUN. Stay in the open. If the student is going to school, continue to the school. If going home, the student should continue to home.

**While in a vehicle or school bus**, pull over to the side of the road and stop. If on a bridge, overpass, or under power lines, continue on until the vehicle is away from the overhead dangers. Wait until the ground movement stops and check for injuries. Be aware of aftershocks, downed wires, or roads blocked by debris. The Bus Driver is legally responsible for the welfare of student riders.

The bus driver should drive to the closest Goleta Union School to shelter if it is not safe to continue on the route. During a major earthquake, the bus driver should stop the bus, have the students duck down (put head in lap) and cover their heads with their arms. When the shaking stops, evaluate the bus and surroundings. If it is safe to move, call into dispatch. Inform the dispatcher which school where you will be sheltering. The bus driver shall stay with the students at the site as the immediate supervisor of the students until their parents/designee check them out.

### **Earthquake Drills**

The earthquake emergency procedure system shall, but not be limited to, all of the following:

A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staffs.

A drop procedure. As used in this article, "drop procedure" means an activity whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

Protective measures to be taken before, during, and following an earthquake.

A program to ensure that the students and that both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.

(Code of Regulations, Section 35297)

Whenever an earthquake alarm is sounded, all students, teachers and other employees shall immediately begin Duck, Cover and Hold procedures:

- DUCK, or DROP down on the floor.
- Take COVER under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.
- HOLD onto the furniture and be prepared to move with it.
- Stay in this position for at least one minute or, in a real situation, until shaking stops.

Evacuation: An Evacuation should NEVER be automatic. There may be more danger outside the building than there is inside. If administrative directions are not forthcoming, the teacher will be responsible for assessing the situation and determining if an evacuation is required.

Pre-determined evacuation areas should be in open areas, without overhead hazards and removed from potential danger spots (covered walkways, large gas mains, chain linked fences [electric shock potential]).

Make it clear that a post-earthquake route differs from a fire evacuation route, and that appropriate non-hazardous alternate routes may be needed.

Practice evacuation using alternate routes to the assembly areas.

Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to the incident commander and/first responders.

The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with the Superintendent/designee.

### **Standards for a Successful Earthquake Drill:**

Immediately after the earthquake starts all students, teachers and other employees shall:

- DUCK, or DROP down on the floor.
- Take COVER under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.
- HOLD onto the furniture and be prepared to move with it.

Evacuations shall occur when directed by an administrator/teacher. Leave classroom doors open. When evacuations are included as part of the drill, appropriate non-hazardous alternate routes, avoiding building overhangs, electrical wires, large trees, covered walkways, etc., shall be utilized by staff and students in order to reach the designated evacuation areas.

Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the Incident Commander.

The Incident Command System shall be implemented. The Emergency Operating Center shall be set up at each site. The Communication Officer shall call in to the District EOC to report the condition of the site using the 11 questions provided (see below). The site will be contacted by the District Office EOC until an all clear is given.

The Drill Evaluation Checklist should be filled out after the drill to help the staff know what went well and what could be improved on the next time. The checklist should be turned in to the Safety Committee to help evaluate the District's processes and procedures.

## **13.2 FIRE SAFETY**

All classrooms and offices shall have an Emergency Exit sign and Evacuation Chart posted in a prominent location.

### **Fire Within A School Building:**

In the event that a fire is detected within a school building, use the following procedures:



- A. The Principal or Designee will:
- Order an evacuation if the fire alarm doesn't work
  - Call 9-1-1
  - Notify the superintendent
- B. Teachers will supervise the evacuation of the classrooms to the designated areas according to the Emergency Exit Plan posted in every classroom and office.
- C. Teachers will close doors upon evacuating.
- D. Teachers will take their roll books to the evacuation site and take roll. Teachers will report any missing student(s) to their Team Supervisor/ Administrator.
- E. The Head Custodian or designees shall assist by shutting off gas valves, electricity, etc., or other if necessary for evacuating, putting out the fire, etc.
- F. The Head Custodian or designee shall open necessary gates for fire truck and other emergency vehicle access when appropriate. The Head Custodian or designee will also keep access entrances open for emergency vehicles.
- G. Notify students and staff when it is safe to return to the school site under the direction of the Fire Department and in consultation with the Superintendent or designee.

## **FIRE EXTINGUISHER SAFETY**

### **How to Use a Hand Held Fire Extinguisher**

Fire can spread with lightning speed, consuming everything in its path and threatening lives and properties. Handheld fire extinguishers stop fire in its tracks, preventing small fires from becoming large ones. Knowing how to safely operate a handheld fire extinguisher leaves you better prepared for a fire-related emergency and may greatly reduce damage to your home or property.

#### **Remember PASS**

Stand roughly 8 feet from the fire and hold the extinguisher in one hand. Make sure you have an escape route that you can easily access without heading past the fire.

#### **P**

Pull the pin on the fire extinguisher to release the handle. Toss the pin aside.

#### **A**

Aim the hose of the extinguisher at the base of the fire, not at the smoke or flames.

## S

Squeeze the handle firmly.

## S

Sweep the contents of the extinguisher back and forth across the base of the fire, maintaining even pressure on the handle.

Stop spraying the extinguisher once the fire has gone out and call 911 for help if needed.

### Tips

It takes about one minute to fully empty the average fire extinguisher. Don't continue emptying the extinguisher once the fire is out, however, as you are left with no firefighting material if the flames were to reignite.

- Know your fire extinguisher types.
  - Class A units are designed for paper, cloth and plastic
  - Class B fights oil and grease fire
  - Class C is for electrical fires only
  - Class K is designed for use in the kitchen.

Some models can be used for more than one class, but always read the tags and familiarize yourself with the extinguishers at home and work so you're ready if a fire breaks out. Most fire extinguishers at GUSD are ABC rated.

### Warnings

Never attempt to fight a large fire with a handheld extinguisher. These small devices are designed for putting out small fires centered around a single object. Call the fire department and let firefighters handle larger fires.

Don't attempt to put out a fire if you don't have a safe escape route. Instead, focus on finding a way out of the room as quickly as possible and leave firefighting to the professionals.

Don't use the wrong extinguisher for the job, such as a Class A unit on a grease fire, as this can make the fire worse.

### FIRE DRILLS

*Principals shall hold fire drills at least once a month in all elementary and middle schools and at least twice each school year at all high schools.*

*(Code of Regulations, Title 5, Section 550)*

1. Whenever the fire alarm is given, all students, teachers and other employees shall quickly leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building. Classroom doors shall be closed during a fire drill.

2. Designated evacuation routes shall be posted in each room. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated evacuation route is blocked.
3. Evacuation areas will be established away from fire lanes.
4. Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to administrators and/or fire marshals/designees.
5. The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with the Superintendent/designee.

#### **Standards for a Successful Fire Drill:**

1. The Fire Alarm can be heard by all staff and students.
2. Orderly evacuation begins immediately and is completed within **5** minutes of the initial alarm, with minimal congestion at exit gates.
3. Teachers and students are staged in an orderly fashion away from fire lanes.
4. Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the Principal/designee.
5. Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.

### **13.3 LOCK OUT**

Lock Out may be directed should there be a danger in the community that could present a danger to the school community or a situation at the school that could harm students or staff if they are outdoors. Incidents could include gas leaks, chemical spills, mountain lions or a predator in the neighborhood.

When instructed or when an alerting system triggers a Lock Out:

**SHELTER.** Go inside the nearest building or classroom and remain there. Lock the door. You are looking for enclosed protection from the outside. Teachers should quickly check halls and get students into classrooms. Teachers will keep all students in the classroom until the emergency is resolved or directed to evacuate by the Principal and/or Public Safety Responders.

**SHUT.** Close all doors and windows. The tighter and more complete the seal the better. Close as many windows and doors between the outside and your shelter-in-place room as possible.

**LISTEN.** Remain quiet to hear critical instructions from school officials.

If there is no direction, continue instructional/work activities until the situation resolves or you directed to do otherwise.

### **ADDITIONAL STEPS FOR TEACHERS AND STAFF IF APPROPRIATE:**

- ☐ **Advise students to cover mouth and nose with a damp cloth or handkerchief to protect from any airborne hazards.**
- ☐ **A school official (or student if no official present) should close all vents and turn off ventilation systems.** *The goal is to keep inside air in and outside air out. Air conditioners and heating systems bring outside air in.*
- ☐ **Turn off all motors and fans.** *Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.*
- ☐ Advise students to remain sheltered until the “all-clear” signal is given by a school or local official.

### **13.4 ACTIVE SHOOTER/LOCKDOWN DRILLS**

An Active shooter/Lockdown Alert is sounded if there is a sniper, armed intruder or active shooter on campus. Staff members have a very limited amount of time in which to commit to a course of action. Immediately assess both the situation and the surrounding environment and responds to the situation based upon the Active Shooter training and drills. This is also true for your students who may need to become resources for substitutes or who are alone when an event occurs.

Remember, the Active shooter response is a partnership with local law enforcement.

#### **Immediate actions should include:**

- ☐ Students and staff go into classrooms/buildings or run to off-site evacuation areas.
- ☐ LOCKDOWN includes locking exterior doors, building door barricades, internal barricades, covering windows, keeping the students quiet and turning off/dimming lights.
- ☐ Notify administration
- ☐ Call 9-1-1 if you know the location of the shooter, the description or identity of the shooter or if you need medical direction for a victim.
- ☐ Administration notifies the Superintendent

#### **Intermediate activities:**

- ☐ Take roll
- ☐ Conduct anxiety-reducing activities

#### **Evacuation:**

- ☐ Prepare students and yourself for a quick evacuation
- ☐ Follow directions of law enforcement when they arrive

#### **Lockdown Drill**

For sites that have had Active shooter Training, conducting an Active shooter Lockdown Drill initially involves more pre-planning and organization than conducting other drills. Middle and elementary schools shall conduct an annual drill, which should take no longer than 40 minutes and impact class time by 20 minutes. Drills need to be scheduled annually.

There are a number of steps in the Active shooter Training in order to successfully conduct your drill. They involve:

Conduct a staff meeting. Plan on a 30 minute timeframe to review expectations and standards in terms of:

- Locking doors
- Covering windows
- Turning off lights
- Building interior barricades
- Everyone quiet
- Reviewing classroom and all clear procedures (Do not open the door to anyone after you are in a lockdown)
- Reviewing off site evacuation locations.

Send a follow-up reminder memo

Organize your assessment team. This also provides an excellent opportunity for your Critical Response Team to work together with police participants in the drill.

Conduct the assessment.

Complete follow-up tasks.

### **13.5 AUTHORITIES AND REFERENCES**

State of California

California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

California Government Code, Section 3100, Title 1, Division 4, Chapter 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

### **WHAT DOES IT MEAN TO BE A STATE EMERGENCY WORKER**

Employees working for a school district must be prepared in advance for a disaster. If and when a disaster occurs, all school employees must respond in accordance with legal requirements. Schools are responsible for the safety and welfare of the students and staff during and after a disaster and they are expected to provide shelter to members of the community should the need arise.

If the Superintendent declares a District emergency during the school day, the District has a clear statement of policy governing its actions.

The policy is as follows:

- In case of a declared emergency by the Superintendent or designee during school hours, all students will be required to remain at school or an alternate, safe site under the supervision of district personnel:
- Until regular dismissal time and then released only if it is considered safe, or
- Until released to an adult authorized by the parent or legal guardian whose name appears on the District records.
- To provide this supervision and care, Goleta Union School District personnel will be utilized under Title 1, Division 4, Chapter 8 Government Code and legal statutes included in the Disaster Emergency Guide (refer to the following page). **The statutes state that all public employees are designated disaster service workers when an emergency is declared. The District Superintendent, or designee, has the legal authority to declare an emergency in this District.** The authority also extends to the Santa Barbara County to declare an emergency and press public employees into service as disaster service workers.
- Employees should be prepared to be on site after a declared disaster for up to **72 hours**. Please inform family and friends what your responsibility is during an emergency so they do not worry about you. We recommend that you have a plan at home so your loved ones know who to contact in case of emergency.
- Employees should have a conversation with their families to let them know during an emergency they may not be coming home for 72 hours. A home plan should be in place so families are taken care of during the 72 hour period.

### 13.6 BEFORE AND AFTER SCHOOL CARE

Goleta Union School District will ensure after-school programs are educated on key parts of emergency management planning, including keeping emergency contact cards up to date and having the most accurate information from parents on who youths are permitted to leave with.

After-school programs are contained within a school's overall emergency management plan. However, there are important emergency planning considerations specific to after-school programs that may not be addressed in the school's overall emergency management plan, such as:

- How the Incident Command Structure is to operate after school when most staff have left for the day;
- Training of after-school program staff;
- Emergency procedures, especially when some buildings may be closed; and
- Coordination with local emergency responders.

Similar to emergency management planning for schools, after-school programs should also develop plans based upon site-specific issues. Collaborative exercises, site assessments, needs assessments, inventories, meetings, and emergency exercises, including drills and tabletops, would also assist in validating and encouraging adoption of the plan by administrators while promoting sustainability over time.

The District recommends that after-school programs:

- Parallel the schools' plans and procedures, or incorporate their plans into the schools' plans;
  - Consult others (rather than plan in a vacuum);
  - Include important contact numbers in their plans;
  - Include reunification plans;
  - Identify personnel for key roles;
  - Orient all staff to the plan; and
  - Have the plan available at all times.
- - 
  - All Goleta Union School District sites have an Emergency Response Plan for emergencies that could happen during the school day. A copy of the Emergency Response Plans can be found on the GUSD website in the Safety Folder on the Home Page.



## **SECTION 14                      PLAYGROUND SAFETY PROGRAM**

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It is known that many accidents on playground equipment can be prevented with a good preventative maintenance program in place. A good program establishes a frequency of inspections that are to commensurate with the use and environmental factors unique to each play area. Some playgrounds will require weekly inspections while others may require only monthly inspections. The deterioration and/or wear of various playground equipment occur due to frequency of use and environmental conditions. On the other hand, vandalism has a major influence on the frequency of inspections but is not as predictable.

Because use and environmental factors as well as materials vary, every playground is different. It is imperative that maintenance, operations, grounds and school site personnel understand the maintenance requirements necessary to keep it safe, attractive and to extend its useful life.

It is Goleta Union School District's responsibility to establish a frequency schedule for each playground. That includes playground equipment as well as protective surfacing. Protective surfacing throughout the fall zone must be maintained at a thickness or depth sufficient to meet ASTM F1292 standards (Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment) at maximum fall heights for equipment installed above the surfacing. The protective surfacing must also meet ADA (Americans with Disabilities Act) standards.

It is important that we recognize the severity of the potential hazard that may be found upon inspection. The playground will be closed until repairs are completed if the hazard is life threatening. These hazards will most likely be the result of vandalism. Minor repairs and maintenance are processed through the usual work order procedure.

All employees should be inspecting the playground structure when supervising children. It is our responsibility to report any part of the structure that could cause harm to a child.

Goleta Union School District's guidelines for playground maintenance program are:

- Playground inspections and training are conducted for custodians on an ongoing basis 12 months of the year. Annual log sheets are maintained at MOT. A monthly log is sent in to the MOT office by the day custodian. The logs are collected and stored in the Director of MOT's office for three years.
- Work orders will be submitted by the site when a repair is needed.





## **SECTION 15                      INJURY AND ILLNESS REPORTING**

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The Goleta Union School District is committed to providing a safe and healthful workplace for all of its employees. To fulfill its obligation, the District will incorporate an Injury and Illness Prevention Program. The District's board members and management pledges to support this program to ensure that it remains a viable method of protecting all employees.

The District policy promotes an active and aggressive IIPP with the reduction and/or control of safety and health risks. Effective implementation of the IIPP is a priority in all District plans and budgets.

The District hereby assigns responsibility for implementing and maintaining its Injury and Illness Prevention Program to:

### **Coordinator**

**David Simmons**  
**Assistant Superintendent Human Resources**

**Amanda Martinez**  
**Assistant Superintendent of Pupil Services**

**Shawn Dahlen**  
**Director of M.O.T.**

### **Clerical Support**

**Executive Assistant**

**Executive Assistant**

**Administrative Assistant**

The Program Coordinators are responsible for ensuring that the District provides all employees with a safe and healthful workplace and that the District is in compliance with California Code of Regulations, Title 8, Section 3203, Injury and Illness Prevention Plan [See: <http://www.dir.ca.gov/title8/3203.html>] and other applicable Federal, State, and local safety and health standards.

In order that the Program Coordinators may fulfill their responsibilities, the District grants appropriate authority to the Coordinators so that all District and program obligations are met.

The District offers its full support to the Program Coordinators and pledges to provide them with the time and resources necessary to fulfill their responsibility.

The District is aware that occupational safety and health regulations and workplace practices are designed to reduce or eliminate employee occupational injuries and illnesses. However, the regulations and work practices are only effective if all employees faithfully abide by them. Therefore, the District, through the Program Coordinators will implement a system or systems to ensure that all employees comply with workplace safety and health practices.

In the case of a workplace injury or illness, the employee shall report injury or illness to supervisor as soon as possible and complete the Injury Report Form. Employees should obtain medical treatment at:

Sansum Santa Barbara Medical Foundation Clinic Occupational Medicine Center  
101 S. Patterson, Santa Barbara, 898.3311

The system or combinations of systems will include any one or a combination of the following:

- Training
- Newsletters
- Intranet
- Board policies and procedures
- Disciplinary letters for non-compliant employees

### **Training and Retraining Programs.**

COVID-19 School-Based Guidelines, Sexual Harassment Prevention Training 1-Hour Non-Supervisory Personnel SB 1343, HSA Basic Pest Management in the School and Child Care Settings, Mandated Child Abuse Reporting for Educators and Bloodborne pathogens trainings are an annual requirement for GUSD employees. IIPP information will be distributed to all employees through the handbook. The IIPP is also available on the GUSD website.

### **Disciplinary Action.**

The District prefers positive rewards as a better way to support employee compliance with workplace practices. However, there may be instances where employees are found to blatantly disregard known safety rules, regulations or workplace practices.

Employees found violating workplace safety practices or jeopardizing the safety of themselves or any other employee, student or visitor will be subject to disciplinary action in accordance with existing District and union policies. Any action taken will not violate employee rights under CAL/OSHA regulations and will be enforced in a nondiscriminatory fashion.

Disciplinary action will follow normal Goleta Union School District Human Resources department action.

## **COMMUNICATION**

Communication to employees and between employees and the District on matters relating to occupational safety and health is an important aspect of assuring the success of the District's Injury and Illness Prevention Program. Therefore, through the Program Coordinators, the District will implement a system or combination of systems intended to accomplish the following:

- Provide a means for the District to readily communicate to employees, in an understandable form, on matters relating to occupational safety and health; and,
- Provide encouragement for employees to inform the District of workplace hazards without fear of reprisal.

Communication will consist of any one or combination of the following:

- Newsletters
- Employee Handbook
- District Board Policies and Procedures
- GUSD website
- Annual and monthly trainings

### **Safety Meetings**

Meetings will be a part of the District's safety functions. The meetings are intended to be brief sessions to discuss one or more safety items and encourage open discussions between employees and management. The District monthly safety committee meetings cover a main topic each month. Materials are provided for management to use at site staff meetings. The safety committee is responsible for ensuring that the District provides all students and staff with a safe and healthful workplace. The safety committee is intended to standardize various safety programs and procedures into an effective, uniform program and to ensure compliance with State and Federal Safety regulations.

### **Documentation Will Be Kept Of Each District Safety Meeting**

Documentation will include at minimum, the following:

- meeting topic(s)
- recommendations which may improve workplace safety
- list of attendees
- date of meeting
- time and length of meeting
- action items and completion dates
- review of any work accidents/injuries that have occurred since the last meeting and recommendations for prevention of such injuries in the future
- inspections and recommendations for correction of any hazards identified

### **Anonymous Notifications**

To further encourage employees to report unsafe conditions, the District has a system which promotes anonymous reporting. Anonymous Reporting forms are on the District website.

### **New Employees**

Materials are provided to new employees at New Employee Orientation and/or the Employee Handbook informing them of the OSHA safety regulations, reporting procedures, and responsibilities. Employees are also given access to the GUSD website.

### **Miscellaneous**

When appropriate, the District may use written communications such as inter-district memos, newsletters, and workplace postings to supplement the previously described systems and further communicate to employees on matters relating to workplace safety and health. It is the responsibility of the employee to use the tools provided to stay informed of policies, procedures and changes.

## **IDENTIFICATION & EVALUATION OF WORKPLACE HAZARDS**

A major component in the effectiveness of the Injury and Illness Prevention Program depends on the ability to properly identify and evaluate workplace hazards.

Employee communication with the District is the most important way to identify and evaluate workplace hazards and exposures. In addition, a formal system to identify and evaluate workplace hazards is planned. Periodic scheduled inspections will be completed. The purpose of these inspections will be to identify unsafe conditions and work practices.

Workplace inspections will be scheduled to meet the following minimum requirements:

- An initial inspection was conducted when the program was established.
- An inspection of affected areas whenever new substances, processes, procedures or equipment are introduced to the workplace or that represent a new occupational safety and/or health hazard; and
- An inspection of affected areas whenever the District is made aware of a new or previously unrecognized hazard.

To meet the minimum workplace inspection requirements, periodic inspections will be scheduled as follows:

### **Monthly**

Periodic workplace inspections are an important part of the overall inspection program. District personnel may have time and expertise limitations in regard to quarterly inspections; however, the District site personnel bring a unique perspective to their workplace hazards. Therefore, monthly inspections of the workplace will be conducted by District site personnel, if time permits.

### **Annually**

The District will conduct annual walk-around inspections of the buildings and grounds.

### **Workplace Evaluation.**

Job Safety Analysis or ergonomic studies may be used to supplement the scheduled periodic workplace inspections. The Director of MO&T shall be responsible for reviewing and analyzing accident reports and “loss runs” to identify trends, high frequency and high severity exposures. The analysis, with supporting data from safety/risk management experts, shall be used to determine when job safety analysis or studies would be appropriate to aid in identifying and evaluating workplace hazards.

Inspection forms are located in the MO&T Department.

### **Correction of Unsafe or Unhealthful Conditions**

The District’s Injury and Illness Prevention Program, through the use of systems of communication and workplace inspections, is designed to identify unsafe or unhealthful conditions, procedures and work practices. Each identified unsafe or unhealthful condition, procedure or work practice will be addressed in a timely manner.

The Program Coordinators along with experts including site supervisors, district office management, employee contractor and an outside safety expert shall determine the appropriate corrective action to abate, eliminate or correct the identified condition.

Priorities for correction will be based on the severity of the hazard when observed or discovered. Priorities will always be given to safeguarding employees from serious injury or illness. If a hazard is discovered

which poses an imminent danger to employees or building occupants and the hazard cannot be immediately abated, mitigated or corrected without endangering personnel and/or property, then all exposed personnel will be evacuated from the area. Employees remaining to correct the identified hazardous conditions may do so only if they are properly trained and safeguarded and are fully aware of the condition and precautions necessary to protect themselves.

Management and employees must notify the Program Coordinators as soon as possible after the discovery of a concealed danger. If immediate corrective action cannot be implemented to abate, mitigate or correct the concealed danger, then notification about the hazard must be given to all employees having the potential for exposure to the concealed hazard.

All work orders generated to correct unsafe or unhealthful conditions shall be given the highest priority.

Investigation of occupational injury, illness or exposure to hazardous substances may be necessary to:

- provide an effective technique for the prevention of recurring or future accidents
- meet requirements of the Workers' Compensation Program
- meet legal obligations to the State or comply with California Occupational Safety and Health regulations

Procedures for investigations of occupational injury, illness or exposure to hazardous substances will cover the following:

- what should be reported
- who does the initial investigation
- who does the follow-up investigation
- who receives copies of the report(s)
- when legally required reports must be completed and where to send

The procedures will be applied as necessary depending on the nature of the accident situation.

### **What Should Be Reported?**

Employees are required to report to their immediate supervisor any accident or incident as soon as possible. Reporting should be done on a Work Injury, Exposure, or Illness Report Form, available at the School Office or Department Staff regardless of the extent of injuries or even in the absence of injuries. "Near-accidents" should also be reported as they are an indication that something is wrong.

### **Initial Investigations**

The immediate or department supervisor or department head will be responsible for conducting the initial accident or incident investigation. The initial investigation must include written documentation that includes, at a minimum, the following information:

- Name of the injured or involved employee(s)
- Employee occupation
- Length of time at occupation
- Date and time of incident or accident
- Location of the incident or accident
- Description of the accident
- Acts or conditions contributing to the accident or incident
- Nature and description of any personal injuries
- Recommended corrective action

- Additional remarks, sketches or photos as appropriate

### **Follow-Up Investigation**

The Program Coordinator(s) shall review all initial investigation reports. The Program Coordinators will assign the responsibility of follow-up investigations when the review suggests that one is appropriate. At the very least, follow-up investigations will be required for accidents which require reporting to CAL/OSHA.

There are a number of accident situations which may require investigative action. Each situation may call for varying degrees of investigation procedures.

### **Copies Of Investigative Reports**

The supervisor completing the report shall keep a copy in his or her department files. The supervisor completing the report shall also provide copies of the report to the following:

- Appropriate department supervisor or chairperson
- Program coordinators

### **Legally Required Reports**

A serious injury or illness is one that occurs in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours, or in which an employee suffers a loss of any member of the body or suffers a serious degree of permanent disfigurement. For any occupational injury or illness which results in lost work time of at least a full day or shift beyond the date of occurrence, or which requires medical treatment beyond first aid, the supervisor will complete "Employer's Report of Occupational Injury or Illness" Form 5020.

### **Incident Reporting**

Although there are no injuries and no report is required to CAL/OSHA, if an accident with the potential for injuries has occurred an accident investigation report should be completed and submitted to the IIPP Coordinators.

The accident results in injuries which require medical attention beyond first aid or result in the employee(s) missing at least a full day of work beyond the date of occurrence. This is considered a recordable injury and the following action is required:

- The incident is reported to the supervisor
- Completion of "Employer's Report of Occupational Injury or Illness" form 5020, and submission of the completed report to the Division of Labor Statistics and Research within 5 days of the occurrence.
- The supervisor shall conduct an initial investigation and distribute reports according to procedure.
- The injured employee shall be provided with a copy of "Employee's Claim for Workers' Compensation Benefits" within 24 hours of notification.

### **Where to seek medical attention**

Employees should seek medical attention at the following clinic if you do not have a designated physician on file:

Sansum Santa Barbara Medical Foundation Clinic Occupational Medicine Center  
101 S. Patterson, Santa Barbara, 898.3311

### **Serious Injury or Death**

The following action is required:

- The incident is reported to the supervisor.
- CAL/OSHA must be notified immediately or within 8 hours by telephone. Serious injuries or fatalities must be reported to the local Cal-OSHA area office.  
<http://www.dir.ca.gov/title8/342.html>
- Completion of “Employer’s Report of Occupational Injury or Illness” form 5020 within 24 hours.
- The supervisor shall conduct an initial investigation as soon as possible and distribute reports according to procedure.

### **Employee Training**

The District will implement and maintain an Occupational Safety and Health Training Program for all employees. The training program is intended to train and instruct employees in general safety and health work practices and to provide instruction with regards to hazards specific or unique to each employee’s job.

The Program Coordinators shall ensure that all supervisors are knowledgeable of the safety and health hazards to which employees under their immediate direction and control may be exposed.

To ensure that all employees receive effective safety training, the training program will include the following elements:

- All employees will receive training and instruction as required by local, state and federal laws.
- All employees given new job assignments will receive training applicable to new exposures for which training had not been previously provided.
- All employees exposed to new hazards due to the introduction of new substances, processes, procedures or equipment to the workplace will receive training and instruction applicable to the new hazards.
- Employees will receive refresher training whenever the District Program Coordinators, or a District manager or supervisor is made aware of new or previously unrecognized hazards and/or when the District feels it is appropriate.

Training and instruction will be provided in any format or media which is readily understandable to all employees. Training formats and/or media may include but are not limited to:

- Seminars
- Workshops
- Manuals
- Booklets

- Video, film or other visual media
- Meetings
- Newsletters and inter-district memos

District management will ensure that all training and instruction provided under the Injury and Illness Program are documented. Employees attending or receiving training mandated by this program may be requested to sign an attendance sheet.

To ensure that employees receive complete training and instruction, general safety and health training will include but not necessarily be limited to the following:

- General safe work practices
- Respiratory Protection
- Emergency Action Plan
- Fire Prevention Plan
- Portable fire extinguishers
- Employee/Building Occupant alarm system

Examples of information and training which may cover hazards unique or specific to individual jobs may include but not be limited to the following:

- Standard operating procedures for specific equipment or jobs
- Personal safety devices and safeguards
- Noise-when noise levels are at or exceed 85dBA over an 8 hr. TWA
- Airborne contaminants
- Occupational exposure to hazardous chemicals
- Hazard Communication
- Asbestos
- PCB
- Lead exposures
- Lockout/Tagout procedures
- Emergency Planning - Hazardous Waste Operations & Emergency Response
- Bloodborne Pathogens
- First Aid and Emergency response





## **SECTION 16 GOLETA UNION SCHOOL DISTRICT INFORMATION**

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### **16.1 BOARD OF TRUSTEES**

The Board of Trustees generally meets on the first and third Wednesday of each month in the District Board Room at 7:30 p.m. The agenda is posted at each school. Employees are welcome to attend.

President	Dr. Richard Mayer 401 N. Fairview Ave. Goleta, CA 93117	Email: <a href="mailto:mayer@gusd.us">mayer@gusd.us</a>
Vice President	Dr. Vicki Ben-Yaacov 401 N. Fairview Ave. Goleta, CA 93117	Email: <a href="mailto:vbenyaacov@gusd.us">vbenyaacov@gusd.us</a>
Clerk	Sholeh Jahangir 401 N. Fairview Ave. Goleta, CA 93117	Email: <a href="mailto:sholeh.jahangir@gusd.us">sholeh.jahangir@gusd.us</a>
Member	Ethan Bertrand 401 N. Fairview Ave. Goleta, CA 93117	Email: <a href="mailto:ebertrand@gusd.us">ebertrand@gusd.us</a>
Member	Emily Zacarias 401 N. Fairview Ave. Goleta, CA 93117	Email: <a href="mailto:ezacarias@gusd.us">ezacarias@gusd.us</a>

### **16.2 COMPLAINTS CONCERNING DISTRICT EMPLOYEES**

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process. [Exhibit A]

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

### **Complaints Concerning Instructional Materials   Informal Complaint**

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, he/she shall informally discuss the material in question with the principal.

#### **Step 2: Formal Complaint**

If the complainant is not satisfied with the principal's initial response, he/she shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying information so that the district is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledge its receipt and answer any questions regarding procedure. The principal then shall notify the Superintendent or designee and the teacher(s) involved of the complaint.

See Exhibit A for Universal Complaint Procedures

## **16.3   STUDENT WELLNESS**

The Goleta Union School District Governing Board recognizes the link between student health and learning and is committed to provide a comprehensive program that promotes and protects children's health, well- being, and ability to learn by supporting healthy eating and physical activity.

The Superintendent or designee shall coordinate and align district efforts to support student wellness through nutrition and health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment and to foster lifelong   habits of healthy eating and physical activity, and will establish connections between health education and school meal programs. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle. [Exhibit H]

### **School Wellness Committee and Evaluation**

The Superintendent or designee shall encourage parents/guardians, students, food service employees,   physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b; 7 CFR 210.30)

To fulfill this requirement, the Superintendent or designee shall appoint a school wellness committee and a wellness committee coordinator. The committee may include representatives of the groups listed above, as well as teachers, curriculum directors, psychologists/counselors, before- and after-school program staff, health practitioners, students and/or others interested in school health issues.

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

The wellness committee shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

#### **16.4 EMERGENCIES**

In the event of an official school closure, the following employees **shall not** report to work and shall be available to make up the day at a later time if necessary:

- Bus Drivers
- Community Liaisons-Bilingual Crossing Guards
- Food Service Cashiers Food Service Workers
- Instructional Assistants
- Instructional Assistants-Special Education
- Instructional Assistants-Special Education-Severely Handicapped Library Media Specialists
- Playground Supervisors

The following employees **shall** report to work unless conditions render it impossible, in which case they shall record the absence as personal necessity, vacation, or unpaid leave:

- District Office Personnel School Office Managers School Office Assistants Maintenance Personnel Grounds Personnel
- Custodians and Truck Driver/Custodians Transportation Operations Specialist Warehouse Personnel
- Supervisors Department Heads

School closure would be announced on local radio and television stations, and occasionally by means of a phone call from your supervisor.

To report after-hour emergencies such as running water, vandalism, open doors, or tripped alarms, please call the Director of M.O.T. at 805-636-3020.

To report life-threatening emergencies or criminal activities, call 911.

#### **16.5 ENERGY CONSERVATION**

The District appreciates efforts by all staff to turn out lights when rooms are not in use, to keep doors and windows closed while the heater is on, and any other measures to conserve energy and funds.

The District does not permit the use of private refrigerators at school.

## **16.6 RECYCLING**

The District strongly encourages the recycling of paper, cans, cardboard, certain plastics, and glass at school. The benefits for students, the environment, and the District are well known.

The District appreciates the excellent recycling efforts by all of our staff.

## **16.7 SAFETY CONCERNS**

Please report safety concerns to your building's or department's safety representative, Dr. Cherylin Lew, Assistant Superintendent, Pupil Personnel 220, or by means of Form 1160 available in school offices and on the Goleta web site. For more information regarding safety concerns, please refer to **Article 15: Safety and Training** of the [Collective Bargaining Agreement](#).

Report immediate concerns to your principal or department head.

## **16.8 TELEPHONE USE**

Classroom telephones (white) may be used to communicate within and outside the school. You also have voice mail.

To reach a party within the school, just dial the three-digit extension.

To reach a party in another school or other District site, press 8 and the school's three-digit number.

To reach a party outside the school District, press 9 and the 11-digit number. A phone directory of District employees will be available early in the year.

A list of commonly used District and school numbers is on the back outside cover of this book.

Your school office manager can provide you with a list of phone features and instructions on accessing your voice mail.

### **Use of Cellular Phone or Mobile Communications Device**

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

## **16.9 TRANSFER REQUESTS - VOLUNTARY**

You may request a voluntary transfer to a different location at any time whether a vacancy exists or not. Fill out Form 6805. This form is available in Human Resources or it can be downloaded from the Goleta web site. The request will be valid for one year, and you will be considered should a desired vacancy become available.

For more information regarding transfers, please refer to **Article 12: Transfers** of the [Collective Bargaining Agreement](#).

## **16.10 TUBERCULOSIS TESTING**

California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These laws reflect recommendations for targeted TB testing from the federal Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), the California Conference of Local Health Officers and the California Tuberculosis Controllers Association (CTCA).

The law requires a quadrennial TB risk assessment, and TB testing based on the results of the TB risk assessment, for the following groups:

- Persons employed by a school district, or employed under contract, in a certificated or classified position (California Education Code, Section 49406)
- Persons employed, or employed under contract, by a private or parochial elementary or secondary school or any nursery school (California Health and Safety Code, Sections 121525 and 121555)
- Persons providing for the transportation of pupils under authorized contract (California Health and Safety Code, Section 121525)

The law also requires a TB risk assessment, and TB testing based on the results of the TB risk assessment for school district volunteers with “frequent or prolonged contact with pupils” in elementary or secondary schools, or nursery schools (California Health and Safety Code, Section 121545 and California Education Code, Section 49406).

Human Resources will send you a renewal notice when your clearance expires and Pupil Services will provide you will an assessment. Otherwise, you will be expected to make an appointment with Occupation Medicine to complete a new risk assessment. If you choose to use another facility at another time, you are responsible for the cost.

If you have tested positive on a prior skin test, you will henceforth be required to have a chest X-ray instead of the risk assessment or skin test to protect your health. Please advise the clinic of that fact.

Who may I contact to get further information or to download the TB risk assessment?

California Department of Public Health, Tuberculosis Control Branch: (510) 620-3000  
<https://cdph.ca.gov/tbcb>

California School Nurses Organization: (916) 448-5752 or email [csno@csno.org](mailto:csno@csno.org)  
<http://www.csno.org/>

## **16.11 VANDALISM**

To report after-hour emergencies such as running water, vandalism, open doors, or tripped alarms, please call the Director of M.O.T. at (805) 636-3020.

To report life-threatening emergencies or criminal activities, call 911.

## **16.12 DISTRICT TELEPHONE CONTACTS**

**District Office Extensions: 805-681-1200**

	<b>Ext.#</b>
Aguilar, Keila	2242
Alcantar, Maria	2247
Avila, Kendall	2285
Beavers, Joe	2256
Blaney, Christine	2240
Bruzzese, Kim	2224
Budiardjono, Lina	2209
Carroll, Hannah	2255
Cocklin, Shannan	2243
Freeman, Yvonne	2232
Galvan, Michael	2286
Gardner, Stephanie	2218
Gomez, Irma	2216
Gonzalez, Juanita	2217
Grant, Kim	2233
Greening, John	2262
<b>TBD</b>	2260
Guzman, Sheila	2228
Hardy, Matt	2244
Ito, Rebecca	2282
Johnson, Jeremiah	2251
Kahn, Mary	2203
Karandikar, Shampa	2238
Ling, Maki	2259
Maldonado-Shaquir, Rosi	2205
Martinez, Amanda	2220
Martinez-Ramirez, Simon	2258
Means, Jill	2265
Menegon, Leslie	2206
Meyer, Mallory	2284
Miller, Maija	2215
Mowers, Alison	2241
Nguyen, Dana	2289
Ortiz, Heidi	2203
Pierce, Lindsey	2245
Putih, Zubir	2257
Ray, Maureen	2213
Rockwood, Christy	2201
Roybal, Diana	2201
Sandoval, Vanessa	2208
Sifuentes, Sylvia	2222
Simmons, David	2217
Stassforth, Kathy	2288
Talgo, Bruce	2227
Tedeschi, Conrad	2205
Van Mieghem, Sherese	2220
Vasquez, Abby	2261
Welbourn, Amy	2264
Whitehead, Petra	2221
Williams, Sylvia	2212

<b>MOT: 805-681-1200 / 805-681-1231</b>	
	<b>Ext. #</b>
Berry, Tim	2235
Ben Hazen	2229
Shawn Dahlen	2210
Dattilo, Justina	2230
Diaz, Víctor	2231

<b>Expanded Learning</b>	
Ryan Sparre	2226
Kathy Serrano	2271
Jorge Silva	2269
Rosa Greening	2272
Rocia Melchor	2268
Janeth Banuelos	2267
Nina Hoke	2270
Help Line	2211

<b>IT Dept. Group Ext:</b>	2290
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<b>Other</b>	<b>Phone</b>	<b>FAX</b>
District Office	805-681-1200	805-692-0857
MOT	805-681-1231	805-681-1232
Pupil Services	805-681-1200	805-964-8014
Conference Room	805-967-2140	
Room 8	805-967-8421	
Sheriff	805-683-2724	

<b>Schools</b>	<b>Public Line:</b>	<b>FAX</b>
Brandon	805-571-3770	805-571-3771
El Camino	805-681-1283	805-692-5578
Ellwood	805-571-3774	805-571-3775
Foothill	805-681-1268	805-681-0700
Hollister	805-681-1271	805-681-0331
Isla Vista	805-685-4418	805-968-1338
Kellogg	805-681-1277	805-681-4823
La Patera	805-681-1280	805-964-7402
Mountain View	805-681-1284	805-681-4814
Fairview Preschool	805-681-1200 x2228	805-967-2086
Montessori Center	805-683-9383	
Waldorf El Rancho	805-967-6656	

7.21.2023

Schools may be reached directly by dialing 9xxx from District phones:

Brandon .....	259	Foothill.....	268	Kellogg	277
El Camino .....	574	Hollister.....	271	La Patera	280
Ellwood.....	262	Isla Vista .....	274	Mountain View	284

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From Non-District phones the schools may be reached at the following number:

Brandon .....	571.3770	Foothill.....	681.1268
Kellogg.....	681.1277	Isla Vista .....	685.4418
El Camino .....	692.5574	Hollister.....	681.1271
La Patera.....	681.1280		
Ellwood.....	571.3774		
Mountain View.....	681.1284		

#### **16.14 GOLETA WEBSITE    [HTTP://WWW.GUSD.US](http://www.gusd.us)**

The Goleta Union School District web site at the above address contains information and forms useful to current employees. In particular, the section entitled: “Staff” contains reference materials, the negotiated agreement, medical benefit information, forms, and this handbook.

All safety plans, SDS link, AHERA plans, District Comprehensive Safety Plan and SB187 School Site Emergency Response Plans are available on the website under the Safety tab.

## Goleta Union School District 2023-2024 Calendar

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

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
14 New Certificated Staff Orientation						
16-22 Certificated Staff Pre-Service Days						
23 First Day of School						

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

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
12 Student Minimum Day - 12:00 Dismissal						

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
10 Veteran's Day - Schools and District Office Closed						
13-17 Parent / Teacher Conferences - 12:00 Dismissal						
20-24 Thanksgiving Week - Schools Closed						
23-24 Thanksgiving Holiday - District Office Closed						

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
18-29 Winter Recess - Schools Closed						
22-25 Christmas Holiday - District Office Closed						
29 New Year's Holiday - District Office Closed						

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
1 New Year's Day Observed- School & District Closed						
2-5 Winter Recess- Schools Closed						
25 Student Minimum Day - 12:00 Dismissal						
15 MLK Jr. Day - Schools & District Office Closed						

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
16-19 President's Day Holiday Observed - Schools & District Office Closed						

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
18-21 Parent / Teacher Conferences - Minimum Days						
22-29 Spring Recess - Schools Closed						

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

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

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
13 Last Day of School- Minimum Day						
19 Juneteenth Holiday- District Office Closed						

401 N. Fairview Ave. Goleta 93117

180 Student Days  
185 Certificated Days





# EXHIBIT A

## EXHIBIT A

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### GOLETA UNION SD | [BP 1312.1](#) COMPLAINTS CONCERNING DISTRICT EMPLOYEES

The Board of Trustees accepts responsibility for providing a means by which the public can hold employees

accountable for their actions. The Board of Trustees desires that complaints be resolved expeditiously without

disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against

District employees in an appropriate way. These regulations shall protect the rights of involved parties. The

Board of Trustees may serve as an appeals body if the complaint is not resolved.

(cf. 1312.2 - Complaints Concerning Instructional Materials) (cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3515.2 - Disruptions)

The Board of Trustees prohibits retaliation against complainants. The Superintendent or designee at their discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the

complaint. The District will not investigate anonymous complaints unless it so desires.

Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints 35146 Closed sessions 44031

Personnel file

contents and inspection 44811 Disruption of public-school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow) 48987

Child abuse guidelines

GOVERNMENT CODE

54957 Closed session; complaints re employees 54957.6 Closed session; salaries or fringe benefits

PENAL

CODE

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act WELFARE AND INSTITUTIONS CODE 300

Minors

subject to jurisdiction of juvenile court Management Resources:

CDE LEGAL ADVISORIES

0910.93 Guidelines for parents to report suspected child abuse by school District employees or other persons

against a pupil at school site (LO:4-93)

Policy GOLETA UNION SCHOOL DISTRICT

adopted: July 18, 2007 Goleta, California

GOLETA UNION SD | AR 1312.2

COMMUNITY RELATIONS COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

Step 1: Informal Complaint

If a staff member, District resident, or parent/guardian of a student enrolled in a District school has a complaint

regarding the content or use of any specific instructional material, they shall informally discuss the material in

question with the principal.

#### Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, they shall present a written complaint to

the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify

the objection by page and item numbers. In the case of non-printed material, written information specifying the

precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying

information so that the District is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledge its receipt and answer any questions regarding

procedure. The principal then shall notify the Superintendent or designee and the teacher(s) involved of the

complaint.

During the investigation of the complaint, the challenged material may remain in use until a final decision has

been reached. However, upon request of the parent/guardian who has filed the complaint, the child may be

excused from using challenged materials until a resolution has been reached. The teacher shall assign the student

an alternate material of equal merit.

#### Step 3: Superintendent Determination

The Superintendent or designee shall determine whether a review committee should be convened to review the

complaint.

If the Superintendent or designee determines that a review committee is not necessary, they shall issue a decision

regarding the complaint.

#### Step 4: Review Committee

If the Superintendent or designee determines that a review committee is necessary, they shall appoint a committee

composed of administrators and staff members selected from relevant instructional and administrative areas. The

Superintendent or designee may also appoint community members to serve on the committee.

The review committee shall review the criteria specified in Board policy and shall determine the extent to which

the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability

for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The

Superintendent or designee shall notify the complainant of the committee's decision within 15 days of receiving

the committee's report.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, they may appeal the Superintendent's or the review committee's decision

to the Board of Trustees. The Board of Trustees decision shall be final.

(cf. 9322 - Agenda/Meeting Materials)

Regulation GOLETA UNION SCHOOL DISTRICT

approved: July 18, 2007 Goleta, California

The District's UCP policy and administrative regulation shall be posted in all District schools and offices,

including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the District's UCP, including

information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and

requirements related to the educational rights of foster youth, homeless students, and former juvenile court

school students to students, employees, parents/guardians, the District advisory committee, school advisory

committees, appropriate private school officials or representatives, and other interested parties.

(Education Code

262.3, 48853, 48853.5, 49013,

49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 0460 - Local Control and Accountability Plan) (cf. 1220 - Citizen Advisory Committees) (cf. 3260 - Fees

and Charges)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications) (cf. 5145.6 - Parental Notifications) (cf. 6173 - Education

for Homeless Children) (cf. 6173.1 - Education for Foster Youth)

(cf. 6173.3 - Education for Juvenile Court School Students)

The annual notification, complete contact information of the compliance officer(s), and information related to

Title IX as required pursuant to Education Code 221.61 shall be posted on the District website and may be

provided through District-supported social media, if available.

(cf. 1113 - District and School Websites) (cf. 1114 - District-Sponsored Social Media)

Goleta Union SD | [AR 1312.3](#) Community Relations

UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other District policies, these uniform

complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP

1312.3.

(cf. 1312.1 - Complaints Concerning District Employees) (cf. 1312.2 - Complaints Concerning Instructional

Materials) (cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4030 - Nondiscrimination in Employment) Compliance Officer

The District designates the individual(s) identified below as the employee(s) responsible for coordinating the

District's response to complaints and for complying with state and federal civil rights laws. The individual(s)

also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure District compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment) Assistant Superintendent, Pupil

Services

Goleta Union School District

401 N. Fairview Avenue Goleta, CA 93117

(805) 681-1200

The compliance officer who receives a complaint may assign another compliance officer to investigate and

resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which they have a bias or conflict of

interest that would prohibit them from fairly investigating or resolving the complaint. Any complaint against a

compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint

fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints

receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are

assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying),

applicable

standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may

have access to legal counsel as determined by the Superintendent or designee.

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

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures

are necessary during and pending the result of an investigation. If interim measures are determined to be

necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the District issues its final written decision, whichever occurs first.

#### Notifications

#### Mediation

Within three business days after the compliance officer receives the complaint, they may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with their investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the District shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the District shall then continue with subsequent steps specified in this administrative regulation.

#### Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin

an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or their representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or their representative of the opportunity to present the

compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation. In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. They shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation. To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation. A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631) In accordance with law, the District shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the District's policy, regulation, forms, and notices concerning the UCP. If 15 percent or more of students enrolled in a particular District school speak a single primary language other

than English, the District's policy, regulation, forms, and notices concerning the UCP shall be translated into that

language, in accordance with Education Code 234.1 and 48985. In all other instances, the District shall ensure

meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to them under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).

4. Include statements that:

- a) The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
- b) The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
- c) A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
- d) Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put their complaint in writing, for example, due to conditions such as a disability or illiteracy, District staff shall assist them in the filing of the complaint.
- e) If a complaint is not filed in writing but the District receives notice of any allegation that is subject to the UCP, the District shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation,

or bullying) and the investigation confirms that discrimination has occurred, the District will take steps to prevent

recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

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

b. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

c. A foster youth shall receive information about educational rights related to their educational placement, enrollment in and checkout from school, as well as the responsibilities of the District



liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of records, and grades when they transfer between schools or between the District and another District.

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

e. In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if they are dissatisfied with the District's decision.

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

g. Copies of the District's UCP are available free of charge. District Responsibilities

h. All UCP-related complaints shall be investigated and resolved within 60 calendar days of the District's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

i. For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the District shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

j. The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

k. All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

#### Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received,

providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a

complaint in writing due to conditions such as a disability or illiteracy, District staff shall assist them in the filing

of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

A complaint alleging District violation of applicable state or federal law or regulations governing adult education

programs, consolidated categorical aid programs, migrant education, career technical and technical education and

training programs, child care and development programs, child nutrition programs, and special education

programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay

student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

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

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

When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when they are not the complainant, requests confidentiality, the compliance officer shall inform them that the request may limit the District's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the District shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

The District to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

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

Report of Findings

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the

complainant, and respondent if there is one, a written report, as described in the section "Final Written Decision"

below, within 60 calendar days of the District's receipt of the complaint. (5 CCR 4631)

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation,

and bullying), the respondent also shall be sent the District's decision and, in the same manner as the complainant,

may file a complaint with the Board if dissatisfied with the decision.

**Final Written Decision**

The District's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant

and respondent. (5 CCR 4631)

In consultation with District legal counsel, information about the relevant part of a decision may be communicated

to a victim who is not the complainant and to other parties who may be involved in implementing the decision or

are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful

discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the District's decision to

the alleged victim shall include information about any sanction to be imposed upon the respondent that relates

directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends

a school at which 15 percent or more of the students speak a single primary language other than English, then the

decision shall also be translated into that language. In all other instances, the District shall ensure meaningful

access to all relevant information for parents/guardians with limited English proficiency.

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

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following

factors may be taken into account:

a. Statements made by any witnesses

b. The relative credibility of the individuals involved

c. How the complaining individual reacted to the incident

d. Any documentary or other evidence relating to the alleged conduct

e. Past instances of similar conduct by any alleged offenders

f. Past false allegations made by the complainant

2. The conclusion(s) of law

3. Disposition of the complaint

4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or

bullying), the disposition of the complaint shall include a determination for each allegation as to whether

retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a) How the misconduct affected one or more students' education
- b) The type, frequency, and duration of the misconduct
- c) The relationship between the alleged victim(s) and offender(s)
- d) The number of persons engaged in the conduct and at whom the conduct was directed
- e) The size of the school, location of the incidents, and context in which they occurred
- f) Other incidents at the school involving different individuals

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

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the

decision may, as required by law, include:

- a) The corrective actions imposed on the respondent
- b) Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
- c) Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

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

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

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

1. They may pursue available civil law remedies outside of the District's complaint procedures, including

seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)

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

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age

may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

#### Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action

permitted by law. Appropriate corrective actions that focus on the larger school or District environment may

include, but are not limited to, actions to reinforce District policies; training for faculty, staff, and students;

updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation,

or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

Counseling

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

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

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

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the District shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The District may also consider training and other interventions for the larger school community to ensure that

students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination

(such as discriminatory harassment, intimidation, or bullying), that the District does not tolerate it, and how to

report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical

education instructional minutes for students in elementary schools, or any requirement related to the LCAP is

found to have merit, the District shall provide a remedy to all affected students and parents/guardians subject to

procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the District shall attempt in good

faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians

who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013;

5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the District's final written decision may file an appeal in writing with

the CDE within 15 calendar days of receiving the District's decision. (Education Code 222, 48853, 48853.5,

49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment,

intimidation, and bullying) is dissatisfied with the District's final written decision, they, in the same manner as

the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are

incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed

complaint and a copy of the District's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant or respondent has appealed the District's decision, the

Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the District, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the District's uniform complaint procedures
7. Other relevant information requested by the CDE Regulation

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Goleta Union SD | BP 1312.3 Community Relations

Uniform Complaint Procedures

The Governing Board recognizes that the District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints, which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

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

1. Any complaint alleging District violation of applicable state or federal law or regulations governing, after school education and safety programs, migrant education, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other District- implemented program which is listed in Education Code 64000(a) (5 CCR 4610) (cf. 3553 - Free and Reduced Price Meals) (cf. 3555 - Nutrition Program Compliance) (cf. 5141.4 - Child Abuse Prevention and Reporting) (cf. 5148 - Child Care and Development) (cf. 5148.2 - Before/After School Programs) (cf. 6159 - Individualized Education Program) (cf. 6171 - Title I Programs) (cf. 6174 - Education for English Learners) (cf. 6175 - Migrant Education Program) (cf. 6178 - Career Technical Education) (cf. 6178.1 - Work-Based Learning) (cf. 6178.2 - Regional Occupational Center/Program) (cf. 6200 - Adult Education)
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in District programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610) (cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment)
3. Any complaint alleging District noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610) (cf. 3260 - Fees and Charges) (cf. 3320 - Claims and Actions Against the District)
4. Any complaint alleging District noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075) (cf. 0460 - Local Control and Accountability Plan)
5. Any complaint, by or on behalf of any student who is a foster youth, alleging District noncompliance with any legal requirement applicable to the student regarding placement decisions,

the responsibilities of the District's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or District, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

6. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging District noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or District or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.3 - Education for Juvenile Court School Students)

7. Any complaint alleging District noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

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

9. Any other complaint as specified in a District policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations,

offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may

be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not

be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a

party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the

use of ADR is consistent with state and federal laws and regulations.

The District shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the

parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall

keep the identity of the complainant, and/or the subject of the complaint if they are different from the complainant,

confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the District shall refer the non-

UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related

allegation(s) through the District's UCP.

The Superintendent or designee shall provide training to District staff to ensure awareness and knowledge of



current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

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

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those

complaints in accordance with applicable law and District policy.

(cf. 3580 - District Records) Non-UCP Complaints

The following complaints shall not be subject to the District's UCP but shall be referred to the specified agency:

(5 CCR 4611)

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

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

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

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

(cf. 1312.4 - Williams Uniform Complaint Procedures) Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students 8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedures 35186 Williams uniform complaint procedures

48853-48853.5 Foster youth

48985 Notices in language other than English 49010-49013 Student fees

49060-49079 Student records 49069.5 Rights of parents

49490-49590 Child nutrition programs 51210 Courses of study grades

1-6 51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, and former juvenile court school students; course credits;

graduation requirements

51228.1-51228.3 Course periods without educational content 52060-52077 Local control and accountability plan,

especially:

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 Bilingual education programs

52300-52490 Career technical education

52500-52616.24 Adult schools

54400-54425 Compensatory education programs 54440-54445 Migrant education

54460-54529 Compensatory education programs 56000-56867 Special education programs  
 59000-59300 Special schools and centers 64000-64001 Consolidated application process  
 GOVERNMENT CODE  
 11135 Nondiscrimination in programs or activities funded by state 12900-12996 Fair Employment and  
 Housing  
 Act  
 PENAL CODE  
 422.55 Hate crime; definition  
 422.6 Interference with constitutional right or privilege CODE OF REGULATIONS, TITLE 2  
 11023 Harassment and discrimination prevention and correction CODE OF REGULATIONS, TITLE 5  
 3080  
 Application of section  
 4600-4687 Uniform complaint procedures  
 4900-4965 Nondiscrimination in elementary and secondary education programs UNITED STATES  
 CODE,  
 TITLE 20  
 1221 Application of laws  
 1232g Family Educational Rights and Privacy Act  
 1681-1688 Title IX of the Education Amendments of 1972 6301-6577 Title I basic programs  
 6801-7014 Title III language instruction for limited English proficient and immigrant students 7101-  
 7184 Safe  
 and Drug-Free Schools and Communities Act  
 7201-7283g Title V promoting informed parental choice and innovative program 7301-7372 Title V  
 rural and  
 low-income school programs  
 12101-12213 Title II equal opportunity for individuals with disabilities UNITED STATES CODE,  
 TITLE 29  
 794 Section 504 of Rehabilitation Act of 1973 UNITED STATES CODE, TITLE 42  
 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended 2000h-2-2000h-6 Title IX  
 of the  
 Civil Rights Act of 1964  
 6101-6107 Age Discrimination Act of 1975  
 CODE OF FEDERAL REGULATIONS, TITLE 28  
 35.107 Nondiscrimination on basis of disability; complaints CODE OF FEDERAL REGULATIONS,  
 TITLE 34  
 99.1-99.67 Family Educational Rights and Privacy Act  
 100.3 Prohibition of discrimination on basis of race, color or national origin  
 104.7 Designation of responsible employee for Section 504 CODE OF FEDERAL REGULATIONS,  
 TITLE 34  
 106.8 Designation of responsible employee for Title IX  
 106.9 Notification of nondiscrimination on basis of sex  
 110.25 Notification of nondiscrimination on the basis of age Management Resources:  
 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
 Dear Colleague Letter: Title IX Coordinators, April 2015  
 Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013 Dear Colleague Letter: Sexual

Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third

Parties, January 200

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin

Discrimination Affecting Limited English Proficient Persons, 2002

WEBSITES

CSBA: <http://www.csba.org> California Department of Education:

<http://www.cde.ca.gov> Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov> Policy

GOLETA UNION SCHOOL DISTRICT

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Goleta Union SD | AR 1312.4 Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The District shall use the procedures described in this administrative regulation only to investigate and resolve

the following: (Education Code 35186; 5 CCR 4680-4683)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint

alleging that:

a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or District-adopted textbooks or other required instructional materials to use in class.

b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials

to address a shortage of textbooks or instructional materials.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:

a. A semester begins and a teacher vacancy exists.

b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with

more than 20 percent English learners in the class.

(cf. 4112.22 - Staff Teaching English Language Learners)

c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at

the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a

single designated certificated employee has not been assigned at the beginning of the semester for an entire

semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are

established with a single designated certificated employee assigned for the duration of the class, but not later than

20 working days after the first day students attend classes for that semester.

(5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the

employee does not hold a legally recognized certificate or credential or the placement of a certificated employee

in a teaching or services position that the employee is not otherwise authorized by statute to hold.

(Education

Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that:

a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency

or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully

operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

(Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes

and has kept a sufficient number of restrooms open during school hours when students are in classes.

This does

not apply when the temporary closing of the restroom is necessary for student safety or to make repairs.  
(Education Code 35292.5)

(cf. 3514 - Environmental Safety) (cf. 3517 - Facilities Inspection) Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with

the principal or designee at the school in which the complaint arises. The principal or designee shall forward a

complaint about problems beyond their authority to the Superintendent or designee in a timely manner, but not to

exceed 10 working days. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within their authority. They

shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the

complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that they would

like a response to the complaint, the principal or designee shall report the resolution of the complaint to them at

the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint.

At the same time, the principal or designee shall report the same information to the Superintendent or designee.

(Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be

written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, they have the right to describe the complaint

to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety

of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is

not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the

Superintendent of Public Instruction within 15 days of receiving the District's response. The complainant shall

comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686) (cf. 1340 -

Access to District Records)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public

Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all

complaints. The report shall include the number of complaints by general subject area with the number of resolved

and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school.

However,

complainants need not use the District's complaint form in order to file a complaint. (Education Code

35186; 5

CCR 4680)

The Superintendent or designee shall ensure that the District's complaint form contains a space to indicate whether

the complainant desires a response to their complaint and specifies the location for filing a complaint. A

complainant may add as much text to explain the complaint as they wish. (Education Code 35186; 5

CCR 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing

the components specified in Education Code 35186. (Education Code 35186)

Legal Reference:

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying 1240 County superintendent of

schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account 33126 School

accountability

report card

35186 Williams uniform complaint procedures

35292.5 Restrooms, maintenance and cleanliness 48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials CODE OF REGULATIONS, TITLE 5 4600-

4670

Uniform complaint procedures

4680-4687 Williams uniform complaint procedures Management Resources:

WEBSITES

CSBA: <http://www.csba.org>

California County Superintendents Educational Services Association: <http://www.csesa.org> California

Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>

State Allocation Board, Office of Public-School Construction: <http://www.opsc.dgs.ca.gov> Regulation

GOLETA

UNION SCHOOL DISTRICT

approved: July 18, 2007 Goleta, California

revised: March 2, 2011

revised: October 29, 2014

7950

## GOLETA UNION SCHOOL DISTRICT

401 North Fairview Avenue • Goleta, California 93117-1732

Pupil Services • (805) 681-1200, Ext. 2220 • Fax (805) 964-8014

### COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

### FORMULARIO PARA QUEJAS: PROCEDIMIENTO UNIFORME WILLIAMS PARA QUEJAS

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information

below.

Las quejas se pueden mandar anónimamente. Sin embargo, si desea que se le dé una respuesta a su queja, tiene que darnos la información pedida

a continuación.

Response Requested? / ¿Desea una respuesta? Yes / Si. No / No Name of School / Nombre de Escuela

Name / Nombre

Address / Dirección

Phone Number / Número de teléfono

Date Submitted / Fecha en que se entrega la queja

Please describe your complaint in detail, including: the specific nature of the deficiency or deficiencies, the date, location, course or grade, teacher name, and room

number or name of room where the problem occurred. You may attach additional pages if necessary. You may address complaints in the following areas.

Favor de describir su queja con detalle incluyendo: la naturaleza específica de las deficiencias, la fecha y lugar donde ocurrió el problema, curso o grado, nombre

del maestro, y número del salón donde existe el problema. Si lo necesita, puede incluir hojas adicionales. Puede entregar quejas en las siguientes áreas:

Instructional Materials: Any student, including English Learners, lacked required instructional materials, standards aligned textbooks, state adopted or district adopted

textbooks or student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional

materials for use in class, at home, or after school. Instructional materials are in poor unusable condition and have missing pages or are unreadable due to damage.

Materiales Educativos: Cualquier estudiante, incluyendo a los que están aprendiendo inglés, no tiene materiales educativos necesarios, libros de texto estándares,

libros de textos adoptados por el estado o el distrito, o al estudiante se le proveído copias de solo una porción del texto o material para corregir una insuficiencia de

textos o materiales para uso en clase, casa o después de clases. Los materiales están de tan malas condiciones que no se pueden usar y les faltan hojas, o no se pueden

leer debido a lo dañados que están.

Teachers: A semester begins and a certificated teacher is not assigned to teach the class. A teacher who lacks credentials or training to teach English

learners is assigned to teach a class with more than 20% English learners in the class. A teacher is assigned to teach a class for which the teacher

lacks subject matter competency.

Maestros: Un semestre comienza y no hay un maestro titulado asignado para dar la clase. Un maestro que no tiene las credenciales para darle clase

a los que están aprendiendo inglés ha sido asignado a una clase donde hay más de 20% de estudiantes aprendiendo inglés. Un maestro está asignado

a enseñar una clase para la cual no tiene la preparación en el tema.

Facility Conditions: A facility condition exists that poses an emergency or urgent threat to the health or safety of students or staff. Describe how the

condition poses a threat to the health and safety of pupils or staff (as defined in EC Section 17592.72 [IC] and other conditions as defined by the

school district).

Condiciones de las instalaciones escolares: Existe una condición en una instalación o plantel que podría traer como consecuencia una emergencia,

una amenaza urgente de salud o de inseguridad para los estudiantes o para el personal. Describa como la condición presenta un riesgo a la salud y

seguridad de los estudiantes y personal (según se define en EC sección 1792.72 [IC] y otras condiciones definidas por el distrito escolar.

Return this form to the School Principal or Principal Designee /Favor de devolver este formulario al director de la escuela, o a la persona designada pro el

director

Or / o a

Amanda Martinez, Assistant Superintendent, 401 North Fairview Avenue, Goleta, CA 93117 • (805) 681-1200, Ext. 2220

### Confidentiality

In the course of your employment, you may have access to privileged information regarding students, parents, or

employees. Privileged information is knowledge that you obtain while the legitimate pursuit of your duties.

It is extremely important that you protect the confidentiality of this information and not share it inappropriately

with anyone who would not ordinarily have access to the information.

Similarly, in the pursuit of your duties, you may have access to District information systems. This access is

restricted to information that you need to perform your duties. It is a serious violation for anyone to use database

information for personal or business reasons.

If you have any questions regarding confidentiality, please contact your principal or supervisor for clarification.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C § 1232g; 34 CFR Part 99) FERPA establishes student privacy rights by restricting with whom and under what circumstances schools may share

students' personally identifiable information. FERPA establishes a limited number of ways in which student

record data can be disclosed by classified employees:

- Disclosure is permitted to school officials, including teachers, who have legitimate educational interests in the data.

- Limited disclosure is permitted to District-authorized third parties, if access to the data is necessary to provide District-authorized services. For example, School Office Managers may input student data into Synergy to maintain the school's database.

- Disclosure in connection with an official health or safety emergency may be permitted in limited circumstances.

Most other disclosures of students' personally identifiable information are not permitted under FERPA. If you

have any questions regarding FERPA, please contact your principal or supervisor for clarification.

California Education Code § 45345

EC45345 states, "...no instructional aide shall give out any personal information concerning any pupil who is not

his own child or ward, except under judicial process, to any person other than a teacher or administrator in the school in which the pupil attends. A violation of this section may be a cause for disciplinary action, including dismissal."

If you are an Instructional Aide and have any questions regarding EC45345, please contact your principal or supervisor for clarification.





# EXHIBIT B

**Policy 4119.11: Sexual Harassment**

**Status:** ADOPTED

**Original Adopted Date:** 09/05/2007 | **Last Revised Date:** 11/04/2020 | **Last Reviewed Date:** 11/04/2020

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Board of Trustees is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

**Sexual Harassment Reports and Complaints**

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through either AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures for complaints meeting the Title IX definition of sexual harassment or AR 4030 - Nondiscrimination in Employment for complaints meeting the state definition, as applicable, and shall offer supportive measures to the complainant.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

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# EXHIBIT C

**Policy 4040: Employee Use Of Technology**

**Status:** ADOPTED

**Original Adopted Date:** 09/05/2007 | **Last Revised Date:** 01/12/2022 | **Last Reviewed Date:** 01/12/2022

The Board of Trustees recognizes that technological resources enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting district and school operations; and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use district technology primarily for purposes related to their employment.

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

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology. Upon employment and whenever significant changes are made to the district's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 7131; 47 USC 254)

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee.

Inappropriate use of district technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

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# EXHIBIT D

**Regulation 4030: Nondiscrimination In Employment**

**Status:** ADOPTED

**Original Adopted Date:** 09/14/2016 | **Last Revised Date:** 11/04/2020 | **Last Reviewed Date:** 11/04/2020

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or other person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to organize and manage the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent  
Human Resources  
401 N. Fairview  
Goleta, CA 93117  
(805) 681-1200

**Measures to Prevent Discrimination**

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date California Department of Fair Employment and Housing (DFEH) posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth (Government Code 12950; 2 CCR 11013, 11023, 11049)
2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)
  - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
  - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
  - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available
3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)
  - a. Printing and providing a copy to all employees, with an acknowledgment form for each employee to sign and return
  - b. Sending a copy via email with an acknowledgment return form
  - c. Posting a copy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
  - d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session
  - e. Any other way that ensures employees receive and understand the policy

4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior
5. Provide training regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

The district may also provide bystander intervention training to employees which includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2 CCR 11023)

### **Complaint Procedure**

Complaints of sexual harassment shall be investigated and resolved in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures if the alleged conduct meets the definition of sexual harassment pursuant to 34 CFR 106.30.

Any other complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint.

The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a written complaint.

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

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

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

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation.

The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person

accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

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

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

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

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

### **Other Remedies**

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

1. For filing a complaint with DFEH alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)
  2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
  3. For filing a complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)
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# EXHIBIT E

**Regulation 4032: Reasonable Accommodation**

**Status:** ADOPTED

**Original Adopted Date:** 09/05/2007 | **Last Revised Date:** 08/03/2016

Except when undue hardship would result to the district, the Superintendent or designee shall provide reasonable accommodation:

1. In the job application process, to any qualified job applicant with a disability
2. To enable any qualified employee with a disability to perform the essential functions of the position he/she holds or desires to hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities

No employee or job applicant who requests an accommodation for his/her physical or mental disability shall be subjected to discrimination or to any punishment or sanction, regardless of whether the request for accommodation was granted. (Government Code 12940)

The district designates the position specified in AR 4030 - Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

**Definitions**

Disability, with respect to an individual, is defined as any of the following: (Government Code 12926; 20 CFR 1630.2)

1. A physical or mental impairment that limits one or more of the major life activities
2. A record of such an impairment
3. Being regarded as having such an impairment

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (Government Code 12926)

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. (Government Code 12926; 29 CFR 1630.2)

Reasonable accommodation means: (Government Code 12926; 29 CFR 1630.2)

1. For a qualified job applicant with a disability, modifications or adjustments to the job application process that enable him/her to be considered for the position he/she desires
2. For a qualified employee with a disability, modifications or adjustments to the work environment, or to the manner or circumstances under which the position the employee holds or desires is customarily performed, that enable him/her to perform the essential functions of that position or to enjoy equal benefits and privileges of employment as are enjoyed by the district's other similarly situated employees without disabilities

Qualified individual with a disability means a job applicant or employee with a disability who: (29 CFR 1630.15, 1630.2)

1. Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position he/she holds or desires
2. Can perform the essential functions of the position with or without reasonable accommodation
3. Would not pose a significant risk of substantial harm, which cannot be eliminated or reduced by reasonable accommodation, to himself/herself or others in the job he/she holds or desires

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that the provision of a specific accommodation would cause significant difficulty or expense to the district. (29 CFR 1630.2)

## **Request for Reasonable Accommodation**

When requesting reasonable accommodation, an employee or his/her representative shall inform the employee's supervisor that he/she needs a change at work for a reason related to a medical condition. The supervisor shall inform the coordinator of the employee's request as soon as practicable.

When requesting reasonable accommodation for the hiring process, a job applicant shall inform the coordinator that he/she will need a reasonable accommodation during the process.

When the disability or the need for accommodation is not obvious, the coordinator may ask the employee to supply reasonable documentation about his/her disability. In requesting this documentation, the coordinator shall specify the types of information that are being sought about the employee's condition, the employee's functional limitations, and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the coordinator to submit a list of specific questions to his/her health care or vocational professional.

If the documentation submitted by the employee does not indicate the existence of a qualifying disability or explain the need for reasonable accommodation, the coordinator shall request additional documentation that specifies the missing information. If the employee does not submit such additional documentation in a timely manner, the coordinator may require him/her to submit to an examination by a health care professional selected and paid for by the district.

The district may make a medical or psychological inquiry of a job applicant or require him/her to submit to a medical or psychological examination after he/she has been given a conditional offer of employment but before the commencement of his/her job duties, provided the inquiry or examination is job-related, consistent with business necessity, and required for all incoming employees in the same job classification. (Government Code 12940)

The coordinator shall not request any job applicant's or employee's genetic information except as authorized by law. (42 USC 2000ff-1, 2000ff-5)

In accordance with law, the coordinator shall take steps to ensure the confidentiality of information related to medical conditions or history. As applicable, he/she shall notify the supervisor or manager of the qualified individual of any reasonable accommodation granted the individual and may notify first aid and safety personnel when the disability of the qualified individual may require emergency treatment. (42 USC 12112)

## **Granting Reasonable Accommodation**

Upon receiving a request for reasonable accommodation from a qualified individual with a disability, the coordinator shall:

1. Determine the essential functions of the job involved
2. Engage in an informal, interactive process with the individual to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential accommodations, and assess their effectiveness
3. Develop a plan for reasonable accommodation which will enable the individual to perform the essential functions of the job or gain equal access to a benefit or privilege of employment without imposing undue hardship on the district

A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

- a. The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding
- b. The overall financial resources of the facility making the accommodation, the number of persons employed at this facility, and the effect on expenses and resources of the facility
- c. The overall financial resources, number of employees, and the number, type, and location of facilities of the district

- d. The type of operation of the district, including the composition, structure, and functions of the workforce and the geographic separateness and administrative or fiscal relationship of the facility making the accommodation to other district facilities
- e. The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business

The coordinator may confer with the site administrator, any medical advisor chosen by the district, and/or other district staff before making a final decision as to the accommodation.

### **Appeal Process**

Any qualified individual with a disability who is not satisfied with the decision of the coordinator may appeal in writing to the Superintendent or designee. This appeal shall be made within 10 working days of receiving the decision and shall include:

1. A clear, concise statement of the reasons for the appeal
2. A statement of the specific remedy sought

The Superintendent or designee shall consult with the coordinator and review the appeal, together with any available supporting documents. The Superintendent or designee shall give the individual his/her decision within 15 working days of receiving the appeal.

Any further appeal for reasonable accommodation shall be considered a complaint concerning discrimination in employment and may be taken to the Governing Board in accordance with the district's procedure for such complaints.

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# EXHIBIT F

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

**Status:** ADOPTED

**Original Adopted Date:** 09/05/2007 | **Last Revised Date:** 04/13/2011

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

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

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular or cocurricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

The Superintendent or designee shall notify employees of these prohibitions against drug and alcohol use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 702)

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

The Superintendent or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

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

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

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

The Superintendent or designee shall establish a drug and alcohol-free awareness program to inform employees about: (Government Code 8355)

1. The dangers of drug and alcohol abuse in the workplace
  2. The district policy of maintaining drug and alcohol- free workplaces
  3. Available drug and alcohol counseling, rehabilitation, and employee assistance programs
  4. The penalties that may be imposed on employees for drug and alcohol abuse violations occurring in the workplace
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# EXHIBIT G

**Policy 4219.42: Exposure Control Plan for Bloodborne Pathogens**

**Status:** ADOPTED

**Original Adopted Date:** 09/05/2007 | **Last Revised Date:** 06/28/2023 | **Last Reviewed Date:** 06/28/2023

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

The exposure control plan shall be consistent with the district's injury and illness prevention program established pursuant to Labor Code 6401.7 and 8 CCR 3203. (8 CCR 5193)

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall receive training and be offered the hepatitis B vaccination. (8 CCR 5193; 29 CFR 1910.1030)

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

In the event that an employee has an exposure incident, the district shall implement follow-up procedures in accordance with the exposure control plan. All such incidents shall be evaluated to determine whether changes need to be made in district practices.

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**Exhibit (PDF) 4219.42-E PDF(1): Exposure Control Plan for Bloodborne Pathogens**

**Status:** ADOPTED

**Original Adopted Date:** 09/05/2007

*See PDF on the next page.*

## Hepatitis B Vaccine Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to myself.

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Signature

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Employee Name (Please print)

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Date

**Policy 4219.43: Universal Precautions**

**Status:** ADOPTED

**Original Adopted Date:** 09/05/2007 | **Last Revised Date:** 10/21/2020 | **Last Reviewed Date:** 10/21/2020

In order to protect all employees from contact with potentially infectious blood or other body fluids, the Board of Trustees requires that universal precautions be observed throughout the district. Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

The Superintendent or designee shall distribute to employees information provided by the California Department of Education (CDE) regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan of the employees. Information shall be distributed annually, or more frequently if there is new information supplied by CDE. (Health and Safety Code 120875, 120880)

Information regarding universal precautions may be included in employee handbooks.

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan for bloodborne pathogens or other safety procedures.

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# EXHIBIT H

**Policy 5030: Student Wellness****Status: ADOPTED**

**Original Adopted Date:** 01/16/2008 | **Last Revised Date:** 06/14/2023 | **Last Reviewed Date:** 06/14/2023

The Goleta Union School District is committed to providing a comprehensive program within the school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish connections between health education and school meal programs.

**Regulations/Procedures**

The Superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his or her school and will report on the school's compliance to the school district Superintendent or designee.

The Superintendent or designee shall recommend for Board of Trustees approval, specific quality indicators that will be used to measure the implementation of the policy district wide and at each district school. These measures shall include, but not be limited to, an analysis of the nutritional content of meals served; student participation rates in school meal programs; any sales of non-nutritious foods and beverages in fundraisers or other venues outside the district's meal programs; and feedback from food service personnel, school administrators, school nurses, District Wellness Committee, parents or guardians, students, teachers of physical education, Board members, and members of the public.

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b)

To review policy compliance, assess progress, and determine areas in need of improvement, the Superintendent or designee shall report to the Board at least every two years on the implementation of this policy, including a comparison of the District's policy with model wellness policies, and any other Board policies related to nutrition and physical activity. The District, and individual schools within the District, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

**Nutrition Education**

Goleta Union School District aims to teach, encourage, and support healthy eating by students. Research shows a definite link between nutrition and physical activity and academic performance.

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

Schools will provide nutrition education and engage in nutrition promotion that:

1. Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their

health;

2. Is integrated at different times and in various subjects such as math, science, language arts, social studies, and elective subjects;
3. Includes enjoyable, developmentally appropriate, culturally relevant participatory activities, such as taste testing, farm visits, and school gardens;
4. Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health enhancing nutrition practices;
5. Emphasizes caloric balance between food intake and energy expenditure (physical activity and exercise);
6. Reinforces messages on healthy eating by coordinating child nutrition programs and school food service with classroom-based nutrition education and with other components of the school health system;
7. Helps students to analyze the influence of culture, media, technology, and other factors on their decisions related to nutrition, physical activity, and lifestyle choices;
8. Provides instructional staff with adequate and ongoing nutrition education training that focuses on teaching strategies that assess health knowledge and skills, and promote healthy behaviors;
9. Offers opportunities to educate parents and staff regarding nutrition education (including food allergy education) through resource lists, newsletters, community meetings, and special events.

To reinforce the guidelines from USDA's Final Rule: Nutrition Standards for All Food Sold in School standards apply to a la carte in the cafeteria, in school stores, snack bars, vending machines, and any other venues where food or candy may be sold on school campuses during the school day, including fundraisers, beginning July 1, 2014. School sites will not have school stores or vending machines. The district's nutrition education program, The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free giveaways, or other means. School sites will use online communication tools to promote any food sales or fundraising events involving food products. (Finding #2)

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

(cf. 5142.2 - Safe Routes to School Program)

### **Goals for Physical Education and Physical Activity**

The Superintendent or designee shall support and encourage staff to serve as positive role models for healthy eating and physical fitness.

1. Physical education is a planned sequential program of curricula and instruction that helps students develop the knowledge, skills, and confidence necessary for an active lifestyle.
2. Physical activity refers to teacher led and student initiated physical activities throughout the

day. Physical activities may include but are not limited to the following: physical education classes, games, sports, walk to school programs, dance, and movement breaks.

At school, students will ideally participate in an average of 30 minutes daily of sustained moderate physical activity. Parents will work in partnership with schools in meeting the national recommendation of 60 minutes of physical activity daily. The district will provide to staff and parents a list of suggested activities and resources to accomplish these goals.

## **Physical Education**

The minimum requirements for physical education are:

1. All Grade 1-6 students (including students with disabilities and/or special health-care needs and those in alternative educational settings) will receive physical education instruction as designated (Education Code 51210, 51222, and 51223):
  - A minimum of 200 minutes for every 10 school days for students in grades 1-6 exclusive of recesses and the lunch period.
2. Temporary exemptions from physical education should be limited to students whose medical conditions do not allow for inclusion in the general, modified, or adapted physical education program. (Education Code 51241)
3. Physical education instruction is delivered by a teacher credentialed to teach physical education. (Education Code 44203)
4. Class size is consistent with the requirements of good instruction and safety. (CCR, Title 5, 10060)
5. The district will administer a physical fitness test annually to all students in grade five during the months of February, March, April, or May. (Education Code 60800)
6. Teachers and other school and community personnel will not use physical activity (e.g., running laps, push-ups) as punishment.

## **Curriculum and Instruction**

Instruction in physical education will be based on the physical education content standards and will include the following:

1. Full inclusion of all students;
2. At least 50 percent of instructional time spent in moderate-to-vigorous physical activity;
3. Maximum participation and ample practice opportunities for class activities;
4. Well-designed, district-wide aligned lessons that facilitate student learning;
5. Appropriate discipline and class management;
6. Instruction in a variety of motor skills designed to enhance the physical and social development of every child;
7. Fitness education and assessment to help students understand, improve, and/or maintain their physical well-being;

8. Development of cognitive concepts about motor skill and fitness.

### **Other Activity**

The school community will participate in other activities that promote student and teacher wellness through:

1. The attendance of teachers, parents, and other staff at the School Wellness Summit.
2. The participation of all certificated staff in annual Wellness professional development that includes such topics as social emotional learning, mindfulness, nutrition, physical activity, and stress-reduction techniques.

### **Assessment of Student Learning**

1. In addition to the required physical fitness test, assessment of student learning and skills and accurate reporting of progress will be an ongoing process in physical education.
2. Each student's fifth grade physical fitness test results will be shared as determined by the California Department of Education (CDE).sent to parents and guardians.

### **Food Service/Child Nutrition Program**

The Board recognizes that students need adequate, nourishing food in order to grow, learn, and maintain good health. The Board desires to provide students with adequate space and time to eat meals. To reinforce the district's nutrition education program:

1. All school nutrition program directors, managers, and staff will meet hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs. (Finding #1)
2. Foods available on school premises shall be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease;
3. Meals served through the National School Lunch and Breakfast Programs and after-school snack programs shall meet nutritional standards specified in law and Administrative Regulation 3550. To accomplish this objective, they will:
  - a. Offer a variety of fresh fruits and vegetables, locally sourced and organic preferred;
  - b. Serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by USDA);
  - c. Ensure that at least eighty percent (80%) of the grains served are whole grain (as defined by USDA); and
  - d. Provide a peanut free menu throughout the District.
4. Be prepared with minimal processing, ideally scratch cooking, in ways that will appeal to students, retain nutritive quality and foster lifelong healthful eating habits;
5. Be served in age-appropriate quantities and at reasonable prices;
6. Be served when possible with eco-friendly serving ware, with composting practices



encouraged at sites.

The Superintendent or designee shall develop strategies designed to encourage the participation of students and parents or guardians in the selection of foods of good nutritional quality for school menus.

Parents and guardians are encouraged to support the district's nutrition efforts by considering nutritional quality when selecting any snacks that they may donate for occasional class parties.

School cafeterias shall comply with the sanitation and safety requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700-114455.

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas.

All Goleta Union schools shall promote their local wellness policy to faculty, staff, parents, and students. A copy shall be posted on each school's website. (Finding #8)

Each school also may post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

### **National School Lunch Program**

1. The Board recognizes that adequate nutrition is essential to child development and learning and that some families may be unable to provide breakfast and lunch for their children. In accordance with law, the district shall provide nutritionally adequate meals through the National School Lunch and Breakfast Programs, and the after school snack programs for students whose families meet federal eligibility criteria.
2. The Superintendent or designee shall recommend for Board approval a plan that ensures that students eligible to receive National School Lunch Program meals are not treated differently from other students or easily identified by their peers.
3. Upon approval of the Board, this plan shall be submitted to the California Department of Education for approval.
4. All applications and records related to eligibility for the National School
  - The lunch Program shall be confidential except as provided by law.
5. In accordance with law, the Board authorizes designated employees to use individual records pertaining to student eligibility for any National School Lunch Program meals for the purpose of:
  - a. Disaggregation of academic achievement data;
  - b. Identification of students eligible for school choice and supplemental educational services in any school identified for program improvement.
6. The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code 49557.2.

### **Nutritional Quality of Foods and Beverages Sold and Served on Campus**

1. Healthy choices are encouraged at all school events. Schools shall take into consideration

students with special dietary needs.

2. All food items served or offered (for sale) to students during the school day (from the midnight prior, to 30 minutes after the end of the official school day) will meet all federal, state, and local standards for all nutrient and competitive food guidelines. (Finding #3)

3. There will be no candy or soda served in classrooms or during school-sponsored events that take place during the school day and up to one hour before or after school.

4. Snacks

a. Snacks served during the school day (including snacks served at special celebrations and events) or in district after-school programs will make a positive healthy contribution to children's diets with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.

b. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

c. The district will disseminate a list of healthful snack suggestions to teachers, staff, after-school program personnel, and parents.

5. The Superintendent or designee shall provide access to free, potable water during meal times in the food service area in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing manner.

6. In the case of 504, IEP or health plans, all aspects of this policy may not apply.

### **Rewards**

1. Staff will not use food or beverages as rewards for academic performance or good behavior.

2. The school district will distribute to teachers a list of suggested ideas and methods for encouraging and motivating students without the use of food.

### **Classroom Celebrations**

1. Celebrations that involve food during the school day are limited to no more than one celebration per class per month. No cake/cupcakes/donuts, candy or highly processed foods will be allowed to be provided, including by parents for classroom celebrations. All food items served or offered (for sale) to students during the school day (from the midnight prior, to 30 minutes after the end of the official school day) will meet all federal, state, and local standards for all nutrient and competitive food guidelines.

2. Food celebrations will not be held within thirty minutes before lunchtime.

3. The district will disseminate a list of suggested healthy party ideas to parents and teachers, including the USDA Smart Snacks in Schools document

### **Fundraising Activities**

1. To support children's health and school nutrition-education efforts, school fundraising activities that do not involve food will be encouraged. If foods are used, they will offer a variety of nutritional choices.

2. Schools will encourage fundraising that promotes physical activity, academic activity, or both.
3. The school district will develop and distribute a list of suggested ideas for fundraising to teachers, parents, principals, and student organizations.

### **Program Implementation and Evaluation**

The Superintendent shall designate one or more district school employees, as appropriate, to ensure that each school site complies with this policy. (42 USC 1758b)

(cf. 0500 - Accountability)

(cf. 3555 - Nutrition Program Compliance)

The evaluation shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

### **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal-opportunity provider.

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#### **Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



# EXHIBIT I

**Policy 3513.3: Tobacco-Free Schools**

**Status: ADOPTED**

**Original Adopted Date:** 10/03/2004 | **Last Revised Date:** 08/24/2016

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

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559)

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

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

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

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

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**EXHIBIT J**

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**EMPLOYEE ACKNOWLEDGEMENT OF GOLETA UNION SCHOOL DISTRICT SAFETY RULES  
FORM**



**EMPLOYEE ACKNOWLEDGEMENT  
GOLETA UNION SCHOOL DISTRICT GENERAL SAFETY  
RULES**

I have received the Certificated Employee Handbook and it is my responsibility to read and understand the information. If I do not understand the information provided, I will contact David Simmons, Human Resources Assistant Superintendent.

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*Employee Signature*

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*Date*

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*Employee name (print)*

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*Work Location*

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This acknowledgement page will be placed in my personnel file to document that I am aware of and understand the importance of following all the rules and regulations and that the District has also complied with Administrative Code Title 8, Section 3203.

Human Resources Department: File signed acknowledgement in employee personnel file.