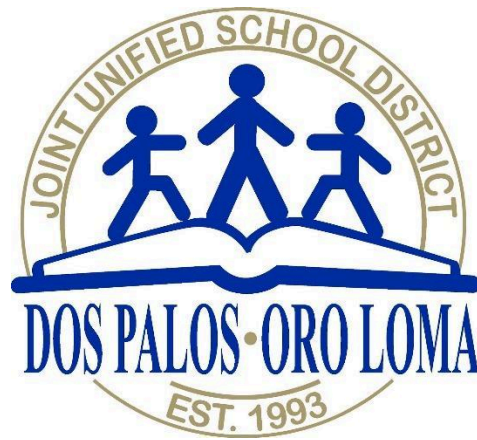




**EMPLOYEE COMPLIANCE
HANDBOOK
2024-25**



Dos Palos Oro Loma Joint Unified School District is committed to providing and maintaining a safe and healthy work environment for its employees.

This booklet covers topics which are of the utmost importance to employees. Much of this information the District is required to provide to you annually. Please review this information carefully as all employees of the District must comply with regulations and laws. If you have any questions regarding the information, please contact, Jason Von Allman, Assistant Superintendent, Human Resources at 209-392-0205, Sherry Romero, Administrative Assistant for Human Resources at 209-392-0216 or Carrie St. Marie, District Receptionist at 209-392-0207.

- Standards of Professional Conduct
- Legal Compliance & Non-Retaliation
- Uniform Complaint Procedure
- Safe & Drug-Free Workplace
- Sexual Harassment is Forbidden by Law
- General Safe Work Practices [Part of the District Injury and Illness Prevention Program (IIPP)]
- Workers' Compensation Facts and Providers
- Employee Use of Technology
- Social Media Guidelines
- For Your Protection – Infectious Disease Control
- COVID-19 Precautions
- Child Abuse Reporting
- Emergency Information and Affidavits*

***The last two pages of this booklet need to be read, completed, and submitted to Human Resources via the personal delivery or electronic submission process.**

Board of Trustees

Jeremy O'Banion • Katina Austin • Gordon Bonds • Maria Davis • Lisa Areias • Frank Lemos • Moy Meraz

Superintendent

Dr. Andrew Schwab

Dos Palos Oro Loma Joint Unified School District • 2041 Almond Street • Dos Palos, CA 93620

209-392-0200

www.dpol.net

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***Must be signed**

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Paycheck.....

***Must be signed**

Standards of Professional Conduct BP 4219.21

Employees are expected to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by federal and state laws, statutes, ordinances, and regulations, and exercise good judgment when interacting with students, parents/guardians, District employees, and other members of the District community. Employee conduct should enhance the integrity of the District, advance the goals of the District’s educational programs, and contribute to a positive school climate.

Employees are encouraged to accept the professional standards and codes of ethics adopted by educational and/or professional associations to which they belong as guiding principles. Employees are also expected to make a commitment to acquire the knowledge and skills necessary to fulfill their responsibilities and focus on their contributions to the learning and achievement of District students.

Harmonious relations among employees and those served by the District are promoted through compliance with uniform rules and regulations established to foster the best interests of students, parents/guardians, employees, and the District and its community. To assure orderly operations and provide the best possible work environment, the District expects employees to follow rules of conduct that will help protect the welfare and safety of students, personnel, and all who come into contact with or engage in activities with the District in any manner whatsoever.

The use of good judgment and ethical principles should provide general guidance with respect to appropriate conduct in District Workplaces, on District property and while carrying out work-related duties, acting within the course and scope of employment, or representing the District. For purposes of this policy, a "District Workplace" is defined as any place where school district work is performed, including a school building or other school premises, any District-owned property, any District/school-owned or District/school-approved vehicle used to transport students to and from school or school activities, any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under District jurisdiction, or during any period of time when an employee is supervising students on behalf of the District or otherwise engaged in District business.

If an employee finds it difficult to determine a proper course of action, the matter should be discussed with the Superintendent or designee.

As set forth in Dos Palos OroLoma JUSD BP 4219.21, inappropriate employee conduct includes, but is not limited to:

1. engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon;

2. engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed;
3. physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child;
4. engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student;
5. possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time;
6. using profane, obscene, or abusive language against students, parents/guardians, staff, or community members;
7. willfully disrupting district or school operations by loud or unreasonable noise or other action;
8. using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, including medical marijuana, while in the workplace, on District property, or at a school-sponsored activity;
9. dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records;
10. divulging confidential information about students, District employees, or District operations to persons or entities not authorized to receive the information;
11. causing damage to or engaging in theft of property belonging to students, staff, or the District;
12. wearing inappropriate attire;
13. using District equipment or other District resources for the employee's own commercial purposes or for political activities; and
14. using District equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity.

Employees are reminded that computer files and all electronic communications, including, but not limited to, email and voicemail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of District technological resources at any time without the employee's consent.

If an employee observes or has evidence of another employee's inappropriate conduct, the employee shall immediately report such conduct to the appropriate school principal, Superintendent, or designee. An employee who has knowledge of inappropriate employee conduct but fails to report such conduct as instructed may be subject to disciplinary action.

All reports of employee misconduct are promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, the employee may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee will notify law enforcement as appropriate.

The District prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. The District will not knowingly allow such retaliation. Any employee who retaliates against any such complainant, reporter, or other participant in the District's complaint process shall be subject to discipline.

An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the District's child abuse reporting procedures as detailed in AR 5141.4 – Child Abuse Prevention and Reporting.

Lawful action may be taken against an employee who files a fraudulent or untruthful complaint known to be untrue by the claimant at the time of filing or an employee who knowingly provides false information during an investigation. Nothing in this policy alters or limits, or is intended to alter or limit, any other District policy relating to employment.

LEGAL COMPLIANCE & NON-RETALIATION

The District's success is built upon principles of fair dealing and the ethical conduct of its employees. A reputation for integrity and excellence requires careful observance of all applicable laws, statutes, ordinances, and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the District is dependent upon the trust of its employees and all who are served by the District and the District is dedicated to preserving that trust. To this end, the District complies with all applicable laws, statutes, ordinances, and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all such laws, statutes, ordinances, and regulations. The District also expects employees to refrain from illegal, dishonest, and unethical conduct. Compliance with this policy is the responsibility of every employee. By accepting employment with the District, employees agree to adhere to the District's policies and standards and all such laws, statutes, ordinances and regulations. No District policy is intended or should be construed or interpreted to in any way limit or prevent an employee from exercising rights under any applicable contract, law, statute, ordinance or regulation.

If an employee has information regarding a violation, or possible violation, of a law, statute, ordinance, and/or regulation, or a breach or possible breach of fiduciary responsibility by the District, the employee should, without fear of retaliation, immediately report such information to the Superintendent or designee. The District maintains a strict policy prohibiting retaliation against any employee who notifies the Superintendent or designee and/or an appropriate government or law enforcement agency that the employee has reason to believe the District is violating or has violated any law, statute, ordinance, or regulation, is breaching or has breached a fiduciary duty or preventing or limiting, or attempting to prevent or limit, an employee from exercising rights to which the employee is entitled. The District may, however, take lawful action against an employee who files a fraudulent or untruthful report or complaint known to be untrue at the time of filing or an employee who knowingly provides false information during an investigation.

No District policy is intended or should be construed to interfere with or discourage a good faith disclosure of a suspected violation of law, statute, ordinance, or regulation to a governmental entity. Employees are notified that, pursuant to the Defend Trade Secrets Act of 2016, individuals shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret made in confidence to a federal, state, or local government official or to an attorney solely for the purpose of reporting or investigating a suspected violation of law. An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made in a complaint or other document filed in a lawsuit or other proceeding if such filing is made under seal. An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding if the individual files any document containing the trade secret under seal, and does not disclose the trade secret except pursuant to court order.

Retaliation against an employee who refuses to participate in an activity that would result in a violation of or noncompliance with a federal, state, or local law, statute, ordinance, or regulation is prohibited by the District. The District will not knowingly allow any such retaliation.

If any District policy is invalidated by a court of competent jurisdiction or determined to be invalid or unenforceable to any extent, such policy will be enforced to the extent permitted by law or as otherwise instructed. Employees should expect all other policies to continue in full force and effect unless otherwise directed.

What is a UCP complaint?

A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement by an individual, public agency, or organization alleging a violation of federal or state laws governing certain educational programs.

Dos Palos Oro Loma JUSD is subject to the UCP.

What educational programs and services are covered by the UCP?

- Adult Education
- After School Education and Safety
- American Indian Education Centers and Early Childhood Education Program Assessments
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education; Career Technical; Technical Training (State)
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district, and Pupils from Military Families
- Every Student Succeeds Act / No Child Left Behind (Titles I-VII)
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education: Instructional Minutes
- Pupil Fees
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

How do I file a UCP complaint and how is it processed?

The Local Education Agency's UCP complaint policies and procedures provide the information needed to file a local complaint. Each Local Education Agency (LEA) must annually notify its students, employees, parents or guardians, school and district advisory committees, appropriate private school officials and other interested parties of the LEA's UCP complaint policies and procedures, and the opportunity to appeal the LEA's Decision to the CDE. LEAs must provide their complaint policies and procedures free of charge.

What are the responsibilities of the complainant?

- Receives and reviews the UCP complaint policies and procedures from the LEA.
- Files a written complaint by following the steps described in the LEA's UCP complaint procedures.
- Cooperates in the investigation and provides the LEA investigator with information and other evidence related to the allegations in the complaint.
- May file a written appeal to the CDE within 15 calendar days of receiving the LEA's decision if he or she believes the LEA's decision is incorrect.
- Must specify the basis for the appeal and whether the LEA's facts are incorrect and/or the law is misapplied. The appeal packet must contain a copy of the original complaint to the LEA and a copy of the LEA's decision.

- Where applicable, within 35 calendar days of receiving the CDE’s decision or report, may submit a request for reconsideration by the Superintendent of Public Instruction at the CDE. The CDE’s decision or report will notify the complainant if there is a right to request reconsideration. The request for reconsideration must designate the finding(s), conclusion(s), or corrective action(s) in the CDE’s decision or report for which reconsideration is requested, and the specific basis for requesting reconsideration. The request must also state whether the findings of fact are incorrect and/or the law is misapplied.

What are the responsibilities of the LEA?

- Ensures compliance with applicable federal and state laws and regulations.
- Adopts UCP complaint policies and procedures consistent with the *California Code of Regulations*, Title 5 Sections 4600–4687.
- Designates a staff member to be responsible for receiving, investigating and resolving complaints and makes sure the staff member is knowledgeable about the laws/programs he or she is assigned.
- Must give the filing party an opportunity to present information and/or evidence relevant to the complaint.
- Protects complainants from retaliation.
- Resolves the complaint and completes a written report within 60 calendar days of receipt of the complaint unless extended by written agreement of the complainant.
- Must advise the complainant of the right to appeal the LEA’s decision to the CDE within 15 calendar days of receiving the decision.

What are the responsibilities of the CDE?

The UCP authorizes the CDE to process appeals of the LEA’s decision on UCP complaints; or, in certain specified situations, to intervene directly and investigate the allegations in the complaint. The CDE:

- Reviews, monitors and provides technical assistance to all LEAs regarding the adoption of UCP complaint policies and procedures by the LEA's governing board.
- Refers a complaint to the LEA for resolution when appropriate.
- Considers a variety of alternatives to resolve a complaint or appeal when:
 1. The complainant alleges and the CDE verifies that, through no fault of the complainant, the LEA fails to act within 60 calendar days of receiving the complaint.
 2. The complainant appeals an LEA decision if he or she believes the decision is factually and/or legally incorrect.
 3. When requested by the complainant, the CDE determines when direct intervention is applicable.
- Requires corrective action by the LEA if noncompliance issues are identified during the investigation.
- Provides monitoring and technical assistance to LEAs to ensure resolution of findings of noncompliance.
- Where applicable, notifies the parties of the right to request reconsideration of the CDE’s decision/report by the Superintendent of Public Instruction at the CDE within 35 calendar days of the receipt of the decision/report.
- For those programs governed by part 76 of Title 34 of the *Code of Federal Regulations*, notifies the parties of the right to appeal to the United States Secretary of Education.

Williams Complaints

A Williams complaint concerns instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment, and may be filed anonymously. LEAs must have a complaint form available for these types of complaints, but will not reject a complaint if the form is not used as long as the complaint is submitted in writing. Under applicable regulations, a notice must be posted in each classroom in each school notifying parents and guardians of the matters subject to a Williams complaint and where to obtain a form to file a complaint.

A Williams complaint must be resolved by the school principal or by the district superintendent or his or her designee. A complainant who is not satisfied with the resolution has the right to describe the complaint to the governing board of the school district at a regularly scheduled meeting of the board. Except for complaints involving a condition of a facility that poses an emergency or urgent threat, there is no right of appeal to the CDE.

In the case of complaints concerning a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution has the right to file an appeal to the Superintendent of Public Instruction at the CDE within 15 calendar days of receiving the LEA's decision.

For further information on Williams Complaints, please go to the CDE Web site and search for Williams Facilities Complaints and Appeals.

Additional Information

For additional information, contact the appropriate office listed, or visit the UCP Web page at <http://www.cde.ca.gov/re/cp/uc>

SAFE & DRUG-FREE WORKPLACE –

The Drug-Free Workplace Act and Government Code 8350-8357 require districts to notify their employees of their policy on this topic and certify that they have adopted a policy which includes required provisions. Contracts and grants are subject to suspension and termination and the contractors or grantees subject to suspension and debarment if false certification is made or if the certification is violated by the failure to carry out the requirements of these laws.

The District maintains a strong commitment to providing safe, efficient, and productive workplaces. To this end, it is the policy of the District that District workplaces are and remain drug-free and alcohol-free.

No employee or volunteer acting in a supervisory or chaperone capacity shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations before, during, or after school hours at school or any District Workplace. For purposes of this policy, a "District workplace" is defined as any place where school district work is performed, including a school building or other school premises, any District-owned property, any District/school-owned or District/school-approved vehicle used to transport students to and from school or school activities, any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under District jurisdiction, or during any period of time when an employee is supervising students on behalf of the District or otherwise engaged in District business.

The Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011.

Each employee shall, as a condition of employment, abide by the terms of this policy and notify the District, within five (5) days, of any criminal drug or alcohol statute conviction the employee receives for a violation occurring in the workplace. For the purpose of this policy, "conviction" shall mean a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug or alcohol statutes. The Board may take appropriate

disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, local health agency or other appropriate agency and/or law enforcement. If a conviction as defined by this policy is reversed and the individual is acquitted in a new trial or the charges upon which such conviction was based are dismissed, such individual's employment will no longer be prohibited.

The District encourages employees with any drug or alcohol dependency to seek treatment and/or rehabilitation and will provide reasonable accommodation to the extent required by law and any applicable contract provisions. Information about available drug and alcohol counseling, rehabilitation, and employee assistance programs is available from the Assistant Superintendent, Human Resources. Employees who seek accommodation or information about drug or alcohol counseling, rehabilitation, or employee assistance programs should contact Assistant Superintendent, Human Resources.

Various federal, state, and local laws protect the rights of individuals with disabilities and others with regard to confidentiality of medical information, medical treatment, and the use of prescription drugs taken under medical supervision. Nothing contained in this policy is intended to violate or interfere with individual rights under these laws. The legal use of prescribed drugs is permitted on the job if it does not impair an employee's ability to perform required work duties and perform work in a safe manner that does not endanger individuals in the workplace.

The District reserves the right to take necessary action, within legal and contractual obligations and restrictions, to maintain a safe work environment that is free of drugs and alcohol. Such action may include, but is not limited to, the right to inspect or search District workplaces and property and the personal property of individuals brought into District workplaces and/or onto District property. Employees may be required to submit to drug/alcohol testing as permitted by and in accordance with local, state, and federal laws.

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

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

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

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

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

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

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

The Facts about Sexual Harassment

The Fair Employment and Housing Act (FEHA) defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser. The following is a partial list of types of sexual harassment.

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances.
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
- Making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical touching or assault, as well as impeding or blocking movements.

The mission of the Department of Fair Employment and Housing is to protect the people of California from unlawful discrimination in employment, housing and public accommodations, and from the perpetration of acts of hate violence.

Employers' Obligations

All employers must take the following actions to prevent sexual harassment:

- ❖ Take all reasonable steps to prevent discrimination and harassment from occurring. If harassment does occur, take effective action to stop any further harassment and to correct any effects of the harassment.
- ❖ Develop and implement a sexual harassment prevention policy with a procedure for employees to make complaints and for the employer to investigate complaints. Policies should include provisions to:
 - ▢ Fully inform the complainant of his/her rights and any obligations to secure those rights.
 - ▢ Fully and effectively investigate. The investigation must be thorough, objective, and complete. Anyone with information regarding the matter should be interviewed. A determination must be made and the results communicated to the complainant, to the alleged harasser and, as appropriate, to all others

directly concerned.

- ☐ Take prompt and effective corrective action if the harassment allegations are proven. The employer must take appropriate action to stop the harassment and ensure it will not continue. The employer must also communicate to the complainant that action has been taken to stop the harassment from recurring. Finally, appropriate steps must be taken to remedy the complainant's damages, if any.
- ☐ Post the Department of Fair Employment and Housing (DFEH) employment poster (DFEH – 162) in the workplace (available through the DFEH publications line (916)478-7201 or Web site).
- ☐ Distribute an information sheet on sexual harassment to all employees. An employer may either distribute this pamphlet (DFEH 185) or develop an equivalent document that meets the requirements of Government Code section 12950(b). This pamphlet may be duplicated in any quantity. **However, this pamphlet is not to be used in place of a sexual harassment prevention policy, which all employers are required to have.**

- ❖ All employees should be made aware of the seriousness of violations of the sexual harassment policy and must be cautioned against using peer pressure to discourage harassment victims from complaining.
- ❖ Employers who do business in California and employ 50 or more part-time or full-time employees must provide at least two hours of sexual harassment training every two years to each supervisory employee and to all new supervisory employees within six months of their assumption of a supervisory position.
- ❖ A program to eliminate sexual harassment from the workplace is not only required by law, but is the most practical way for an employer to avoid or limit liability if harassment should occur despite preventive efforts.

Employer Liability

All employers, regardless of the number of employees, are covered by the harassment section of the FEHA. Employers are generally liable for harassment by their supervisors or agents. Harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassing an employee or coworker or for aiding and abetting harassment.

Additionally, the law requires employers to take "all reasonable steps to prevent harassment from

occurring." If an employer has failed to take such preventive measures, that employer can be held liable for the harassment. A victim may be entitled to damages, even though no employment opportunity has been denied and there is no actual loss of pay or benefits.

In addition, if an employer knows or should have known that a non-employee (e.g. client or customer) has sexually harassed an employee, applicant, or person providing services for the employer and fails to take immediate and appropriate corrective action, the employer may be held liable for the actions of the non-employee.

An employer might avoid liability if:

- ❖ The harasser is not in a position of authority, such as a lead, supervisor, manager or agent;
- ❖ The employer had no knowledge of the harassment;
- ❖ There was a program to prevent harassment; and
- ❖ Once aware of any harassment, the employer took immediate and appropriate corrective action to stop the harassment.

Filing a Complaint

Employees or job applicants who believe that they have been sexually harassed may file a complaint of discrimination with DFEH (Department of Fair Employment and Housing) within one year of the harassment.

DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a formal accusation. The accusation will lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed by DFEH on behalf of the complaining party.

If the Commission finds that discrimination has occurred, it can order remedies including:

- ❖ Fines or damages for emotional distress from each employer or person found to have violated the law
- ❖ Hiring or reinstatement
- ❖ Back pay or promotion
- ❖ Changes in the policies or practices of the involved employer.

Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.

For more information, see publication DFEH-159 “Guide for Complainants and Respondents.”

For more information, contact DFEH toll-free at
(800) 884-1684

Sacramento area & out-of-state at **(916) 478-7200**

TTY number at **(800) 700-2320**

Or visit our Web site at www.dfeh.ca.gov

In accordance with the California Government Code and ADA requirements, this publication can be made available in Braille, large print, computer disk, or tape cassette as a disability-related reasonable accommodation for an individual with a disability. To discuss how to receive a copy of this publication in an alternative format, please contact DFEH at the numbers above.

State of California

Department of Fair Employment & Housing

DFEH-185 (11/07)

GENERAL SAFE WORK PRACTICES

When a person is injured on the job, everyone suffers. The injured person may feel pain, embarrassment, and fear, and generally has his/her whole routine disturbed. Co-workers must fill in to try to make up for the absence, and the district loses the talent of a person who probably knows how to do that particular job better than anyone else.

Throughout the district, we have many mechanical guards, safety rails, items of personal protective equipment, etc., but the fact remains that **most accidents are caused by unsafe acts - not faulty equipment.** To help you avoid being hurt, it is important that you follow these rules:

1. Even if you are not a supervisor, **you have a duty to stop any unsafe act.** Another person’s carelessness may injure you. Tell him/her what s/he is doing wrong.
2. **Take a special interest in new staff and students.** Warn them of hazards.
3. **Keep floors clean** by picking up liquids or objects immediately after spills. Some very serious injuries occur as a result of slips and falls.
4. **Never put yourself in a position where you must use all your body strength.** When you push or pull too hard on anything, you are likely to slip or injure yourself in some other way.
5. **Report every injury immediately,** even if you don’t feel that you need to see a doctor. Let your supervisor know.
6. **Don’t burn down your place of employment! If you walk into a room and smell gas,** open a door or window and **do not** turn on lights, appliances, cell phones, etc. **Do not place combustible items near flames or in unventilated areas. Do not stack items within 18” of a ceiling – sprinklers don’t do any good if they are covered up!**
7. **Know where your fire extinguisher is located and find out how to use it. Do not block fire extinguishers with furniture or cover them with paper.** Check the extinguisher once a month to make sure it is charged (look at the gauge) and in its place. **Report missing or broken extinguishers** to your site maintenance coordinator or administrative staff immediately.
8. **DO NOT TOUCH** downed utility lines even if you think they are harmless.
9. Don’t run **electrical cords** across aisles, walkways, or wet floors. Have cords repaired when they become frayed, and **DON’T OVERLOAD WALL SOCKETS.**
10. **Don’t pull out more than one file cabinet drawer at a time. Close drawers of desks and file cabinets before you walk away.** You or someone else could walk into them or trip over them. Put heavy items in bottom drawers.
11. **Don’t try to catch heavy or sharp falling objects.** Step back and let them hit the ground. Your well-being is much more important than any object.
12. **Don’t place yourself off balance** in order to reach something. Ask for assistance, get a ladder or step stool, or put down what you are already holding in order to maintain proper balance.
13. **Climb on proper ladders or stepstools only,** not on chairs or shelves. **Stacked materials must be stable.** Keep in mind the constant possibility of earthquakes. **Keep heavy items on lower shelves.**
14. **When you must lift,** get close to the load, spread your feet slightly, get a firm grip on the load (hold at opposite corners), keep your back straight and lift with bent knees. When possible, use a cart, dolly, or helper to move heavy items.
15. **When working with a helper,** tell him/her how the operation is supposed to go before you start to do it, so you both have the same idea in mind. If you are the helper, don’t be afraid to ask questions before beginning the task. **If anyone else in the area is going to be affected by your work,** tell him or her what you are going to do so that adjustments can be made if necessary.
16. **Don’t lock or block building exits.** The law requires that exits are easily accessible in the event of an emergency.
17. Respect and **keep your distance** from compressed gas cylinders and air tanks. They can cause serious injury if damaged or used improperly.
18. **Unplug power equipment** before making adjustments or when not in use. It only takes a little more time and guarantees safety.
19. **When operating power equipment on school grounds,** make sure people are kept away from the area of

operation. If necessary, have a co-worker walk outside the vehicle to ensure others stay clear. If the equipment has a locking device, use it and always remove the key if it is necessary to leave the equipment unattended.

20. **Don't get caught between a piece of moving equipment and a stationary object.** Be especially careful in parking lots and when crossing driveways.
21. **Wear appropriate safety equipment/clothing when necessary.** This is important for science and art teachers and students as well as for grounds, maintenance, and custodial staff.

This General Safe Work Practices information Complies with CalOsha Title 8, Section 3203, Injury and Illness Prevention Program General Safety Training requirements.

WORKERS' COMPENSATION FACTS

Q: WHAT IS AN ON-THE-JOB INJURY?

A: An injury or illness which occurs as a result of your employment with the Dos Palos Oro Loma Joint Unified School District .

Q: WHAT IS WORKERS' COMPENSATION?

A: The California Workers' Compensation law is a no-fault insurance plan paid for by DPOLJUSD and supervised by the State. If you're unable to work because of a job-related injury or illness, Workers' Compensation takes care of your medical expenses and pays you for lost wages.

The DPOLJUSD Worker's Compensation Program is currently administered by Keenan & Associates. Their job is to help you with any matter associated with your claim.

Q: WHAT ARE YOUR BENEFITS?

A: Your benefits are: medical care to cure or relieve the effects of the injury, cash payment toward lost wages when disabled and additional benefits if your injury prevents you from returning to your usual occupation.

Q: WHAT IS MEDICAL TREATMENT?

A: Included are physician services, medicines, hospital costs, fees for lab tests, x-rays, crutches, etc., required to give the best in medical care at no cost to you by the physicians in the USD Medical Provider Network (MPN). This includes any treatment that may be necessary even after you have returned to work.

If you are dissatisfied with the medical treatment, you're entitled to change doctors. You may select a physician or facility of your choice; however, it must be within our MPN. If you have notified DPOLJUSD in writing prior to the date of injury that you have a personal physician who has agreed to see you for a work-related injury or illness, you have the right to be treated by this physician from the date of injury. Forms for this purpose are available in the Personnel Department.

You are entitled to be reimbursed for reasonable mileage and parking for trips to the treating facility for your industrial injury.

Q: HOW DO YOU GET BENEFITS?

A: Report your injury immediately to your supervisor or any other person in charge of your work area. Unless you are unable to do so, you will need to complete the workers' compensation forms provided by your supervisor, health clerk, or site administrative assistant.

Q: WHEN DO BENEFITS START?

A: Benefits are automatic, but nothing can be done until the DPOLJUSD knows of your injury and gets the information to the workers' compensation administrator. Report every injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

You may be entitled to temporary disability payments while recovering from your injury. The amount of these payments is set by state law and is based on two-thirds of your average weekly wage up to a maximum also set by state law. These payments are not subject to state or Federal Income tax.

You will receive temporary disability payments if your injury caused you to be disabled from work. If you are hospitalized, the benefits will start immediately. If you are not hospitalized, there is a three-day waiting period after the day of injury, which is paid if your disability exceeds 14 days.

Q: WHEN ARE THE CASH PAYMENTS MADE?

A: Where applicable, your compensation will be coordinated with the salary continuation provisions of the Education Code.

If you are not entitled to your regular paycheck, you should be issued the first compensation check on the 14th day from our date of knowledge of your injury. After that, you will receive a check every two weeks until the doctor says you are able to go back to work.

Q: WHAT IF YOU ARE PERMANENTLY INJURED?

A: If even after medical treatments, your industrial injury caused permanent impairment, you will be entitled to compensation based on the extent of your disability. The amount you receive is determined by a rating specialist of the State Division of Industrial Accidents. If you have a permanent disability as a result of your injury, the Workers' Compensation administrator will assist you in attaining permanent disability benefits.

If you are not likely to be able to return to your usual job duties because of your injury, you may be entitled to other benefits to assist you in returning to work.

Q: WHAT IS THE AMERICAN WITH DISABILITIES ACT (ADA)?

A: The ADA makes it illegal to discriminate in employment against qualified individuals with disabilities. In

addition, employers have an obligation to make reasonable accommodations to the known physical or mental limitations of an individual with a disability unless the accommodation would impose an undue hardship on the employer.

Q: ARE THERE DEATH BENEFITS?

A: If your work-related injury or illness results in your death, benefits will be provided to your qualified surviving dependents.

Q: WHAT IF YOU ARE DISSATISFIED WITH YOUR BENEFITS?

A: Workers' compensation benefits are automatic and the amounts are set by the legislature. However, mistakes and misunderstandings do happen. If you think you haven't received all due to you, please contact Human Resources. If there continues to be a dispute regarding your benefits, you should contact the Information and Assistance Office at the State Division of Workers' Compensation at (408) 277-1292. The dispute may be resolved through the officer's efforts, or if not, you may be advised to engage the services of an attorney. Their fee will be deducted from any benefits you might receive.

WORKERS' COMPENSATION MEDICAL PROVIDERS

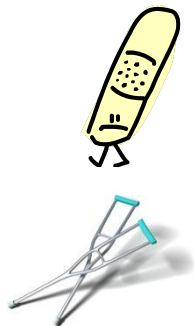
When employees are injured on the job, they are to go to one of the following facilities only, unless they have designated a physician prior to the injury and that designated physician's name is on file in Personnel.

Los Banos

Agile Occupational Medicine Los Banos
285 Mercey Springs Rd
Los Banos, CA 93635
(209) 829-0444

Merced

Patients First Medical Center
394 E Yosemite Ave #200
Merced, CA 95340
(209) 383-3990



OR – In an emergency or if employees need medical after-hours care or on weekends, employees may go to the nearest emergency facility and then go to one of the listed medical clinics for follow-up care. Call Personnel at 209-392-0200 Ext. 0205 if you have questions.

EMPLOYEE USE OF TECHNOLOGY – BP 4040

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 6777; 47 USC 254)

Employees 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.

SOCIAL MEDIA GUIDELINES

The DPOLJUSD Board of Trustees and leadership team understands the importance of teachers, students and parents engaging on the Internet via “social media.” Tools such as Facebook, Twitter, Google Apps, wikis, blogs, and many other online resources allow people to connect and share information. With this in mind, we have developed the following community guidelines for participating in online social media activities.

To the extent that employees, students, parents and members of the school community represent our schools to each other and to the wider community, participation in any form of online publishing or discussion should be done responsibly with a mind toward how both the location where one chooses to participate and the content one posts reflect on that person individually and on the district. Moreover, issues concerning the proper respect for the privacy of our students, staff and parents, confidentiality of sensitive information and respect for copyrights and trademarks are all important to understand before participating in an online social environment.

These social media guidelines strive towards an atmosphere of trust and individual accountability, with the understanding that information produced by the district, its schools, our faculty, staff, students and their parents is a reflection on the entire district community and may be subject to district policies, Acceptable Use Agreements and the district's mission and obligation to protect the children entrusted to us.

If you have any doubts or concerns about how these guidelines apply to you or how they might apply to some new form of social media in the future, please err on the side of caution. Before you make use of such media please direct your questions and concerns to your teacher or school/district administrator (as appropriate).

GENERAL GUIDELINES

Use Good Judgment

Think about the type of image that you want to convey on behalf of the school/district when you are posting to social networks and social media sites. Remember that what you

post will be viewed and archived permanently online once you hit the “publish” button.

Provide Value

Think about what you have to offer the community -- whether it's thoughtful, relevant blog posts; tweets; or homework help -- and focus on providing that consistently. Look for opportunities on social sites to offer recommendations or services to engage and provide value to your community. Don't be an Internet “troll” by posting or passing along mass email forwards and urban legends (funny stories, videos, non-school photos, etc.)

Accept Responsibility

If you're wrong about something, admit it and move on. It's not the end of the world to have made a mistake, and in the long run it's better to be honest about it and apologize than to deny it or cover it up. People on the Internet are still people.

Copyright and Fair Use

- Respect copyright and fair use guidelines.
- Be sure not to plagiarize and to give credit where it is due. If you are re-posting photos, videos, poems, music, text, artwork, or other copyrightable material, take the extra step of identifying the creator of the materials where reasonably possible.
- When hyperlinking to other sites and media, be sure that the content to which you are hyperlinking is appropriate and consistent with these guidelines.
- Be aware that photographs taken by professional photographers cannot be scanned and used on the internet without the photographer's permission – even if they are photos of you and for which you paid. Most photographers will charge a little extra for “digital rights” to photos.

Profiles and Identity

- Be cautious how you setup your profile, bio, avatar, etc. The same guidelines apply to this information as well as the substantive content you post.
- When uploading digital pictures or avatars that represent you, make sure that you select a school appropriate image. Also remember not to utilize protected (i.e. copyrighted) images.

EMPLOYEE GUIDELINES

Transparency in Representation

Honesty is the best policy when posting content online. If an employee misrepresents him or herself online, he or she is doing so in a public forum that does not easily forget and, dependent on the content shared, may not forgive. Always

remember that no matter what identity you choose online, you are still a representative of the Union School District and you are responsible for the content you share personally, professionally or otherwise.

Privacy and Security

It is understood that privacy is not guaranteed in an online environment. No matter what type of security measures a social media platform can offer, there is always a possibility that the private information you post online can somehow be compromised and made public. Union School District employees are strongly encouraged to keep any and all private and sensitive information out of their social media accounts. Setting all personal profiles to the strictest of privacy settings can help prevent, but not completely eliminate, problems that occur from the release of sensitive information. Keeping sensitive information private and security measures optimized online are the sole responsibility of the Union School District employee.

Personal and District-Related Differentiation

When possible, employee's personal profiles should always be set to private. District-related social media accounts profiles are the best outlet for speaking as an employee of the District, for sharing resources or District-related news and interacting with the District's online community. All District-related social media accounts, including school and District-related profiles the employee is affiliated with, should be created using a District email address. The District recommends that all District-related social media accounts profiles be public. To avoid confusion between personal and District-related social media accounts and improper use of District email, employees should not associate District email accounts with personal social media accounts.

Connecting with Students Online

Employees may connect and engage with students online through District-related social media accounts. This includes but is not limited to friending, following, liking, and tweeting current students as well as accepting any requests from current students. Employee's use of District-related social media accounts is treated as an extension of the classroom or school activity. Employee's use of social media is held to the same standard as if they were in the classroom or engaged in an extra-curricular school activity. Content on an employee's District-related social media account must conform to all applicable state and federal laws, as well as District Board policies and administrative regulations.

Posting Student Photos/Videos Online

- Student photos should be posted in groups, when possible, for student safety and do not include first or last name.
- When reasonable, ask student permission before taking their picture.
- Before posting videos or photographs of students to any online forum, including Twitter, Facebook, Instagram, Flickr, a blog or any other media, be sure to adhere to the following guidelines:

- Candid photographs or videos of groups of students, such as at a school event, may be published without release, provided student identifying information is not included.
- Photographs of individual students together may be published, except when their parent/guardian has notified the district via online registration forms or in writing to not release the student's photograph without prior consent.

When in doubt, obtain parent permission.

FOR YOUR PROTECTION

Some Facts about Infectious Diseases

This information is provided by the Santa Clara County Office of Education, the State Special Schools Health Task Force on Infectious and Communicable Diseases, and Guidelines for Informing Schools about Preventing the Spread of Infectious Diseases, California Department of Education.

Medical Confidentiality

It is important that **confidentiality of all medical information** concerning students and co-workers **be maintained**, especially for those who have AIDS/HIV infection. Sharing information about someone who has AIDS/HIV infection is prohibited by law and punishable by fine in California.

At school and in other public settings it is unlikely that you will know who is infected with the viruses that cause AIDS/HIV, Hepatitis B, or many other diseases. Taking universal precautions can protect you and prevent the spread of diseases. You will not need to know who is infected or which diseases they may be carrying if you always use universal precautions.

The most common infectious diseases found in schools are:

- ☒ Common cold
- ☒ Flu
- ☒ Impetigo and/or MRSA (Methicillin-resistant Staphylococcus aureus)
- ☒ Pink eye
- ☒ Strep throat
- ☒ Chickenpox

You will be less likely to come in contact with:

- ☒ Hepatitis B
- ☒ HIV (the AIDS virus)
- ☒ Sexually Transmitted Diseases

Universal Precautions

Protect yourself and others from infectious diseases by taking these simple precautions!

WASH your hands with liquid soap and running water:

- ☒ Before preparing food, before and after eating
- ☒ After using the restroom

- ☒ Before and after administering first aid
- ☒ After contact with bodily fluids (blood, saliva, vomitus, feces, urine, semen, menstrual flow, wound drainage, nasal discharge, etc.)
- ☒ After removing disposable gloves

WEAR disposable gloves whenever you will be:

- ☒ Touching any bodily fluids, particularly blood
- ☒ Examining the mouth or assisting with dental care
- ☒ Coming in physical contact with anyone who has open cuts, lesions, etc. (Do not reuse gloves; throw them away after each use.)

USE care when disposing of trash:

- ☒ Use trash containers lined with plastic bags when disposing of refuse that contains blood/bodily fluids.
- ☒ Put needles, syringes, or other sharp objects in special puncture proof containers. (Do not bend, break or recap needles.)

USE disinfectants:

- ☒ Clean all areas soiled with blood and body fluids (table tops, toilets, sinks, desks, etc.) with a disinfectant approved by the Environmental Protection Agency and approved by the District.

COVID-19 PRECAUTIONS

Merced County Public Health Department –

The Merced County Public Health Department in conjunction with the California Department of Health has adopted [Protocols](#).

[COVID-19 Student Reference Guidelines](#)

CHILD ABUSE REPORTING

Child abuse and neglect is a violation of children’s human rights and an obstacle to their education and development. Mandated reporters often have the opportunity to observe children over a period of time, in critical situations, or have accessibility to a child who may be in trouble. The information below is designed to inform the mandated reporter about the signs and symptoms of child abuse and neglect, the reporting process and the resulting intervention by the Child Protective Services (CPS).

THE CALIFORNIA CHILD ABUSE & NEGLECT REPORTING LAW

The California Abuse Reporting Law is found in Penal Code Sections 11165-11174.5. The following is only a partial description of the statute. Mandated reporters should become familiar with the detailed requirements as they are set forth in the Penal Code.

1. Why Must You Report?

The primary intent of the reporting law is to **protect the child**. Protecting the identified child may also provide the opportunity to protect other children in the home. It is equally important to **provide help for the parents**. The report of abuse may be a catalyst for bringing about change in the home environment, which in turn, may help to lower the risk of abuse in the home.

2. What is Child Abuse?

The law defines child abuse as:

- ☒ Physical abuse
- ☒ Neglect
- ☒ Sexual abuse
- ☒ Emotional maltreatment

Child abuse can occur in any family or setting, regardless of socio-economic status, religion, education, ethnic background, or other factors.

Children react differently to being abused. There is no one single reaction that can be clearly associated with child abuse; however, there are a number of possible behaviors that have been found to be consistently correlated with abuse. The presence of any of the following indicators does not prove the child is being abused, but should serve as a warning signal to **look further**.

Physical Abuse

Definition: A physical injury that is inflicted by other than accidental means on a child by another person.

Physical Indicators of Physical Abuse:

The child has:

- ☒ Bruises
- ☒ Burns
- ☒ Bite marks
- ☒ Abrasions (scrapes)
- ☒ Lacerations (cuts)
- ☒ Head injuries
- ☒ Internal injuries
- ☒ Fractures

Behavioral Indicators of Physical Abuse: The child:

- ☒ Is frightened of parent/caretaker or, at the other extreme, is overprotective of parent/caretaker.
- ☐ Is excessively passive, overly compliant, apathetic, withdrawn or fearful or, at the other extreme is, excessively aggressive, destructive or physically violent.
- ☐ Attempts to hide injuries; wears excessive layers of clothing, especially in hot weather; often absent; will not change for swimming.
- ☐ Has difficulty sitting or walking.
- ☐ Is frightened of going home.

- Is clingy and forms indiscriminate attachments.
- Is apprehensive when other children cry.
- Is wary of physical contact with adults.
- Exhibits drastic behavioral changes in and out of parental/caregiver presence.
- Is watchful and alert to danger.
- Suffers from seizures or vomiting.
- Exhibits depression, self-mutilation, substance abuse, suicide attempts, or sleeping and eating disorders.

Additional Indicators of Physical Abuse:

- A statement by the child that the injury was caused by abuse (Caution: Chronically abused children may deny abuse.).
- Unexplained injuries (e.g., parent/caregiver is unable to explain injury; there are discrepancies in explanation; blame is placed on a third party; explanations are inconsistent with common sense, etc.)
- A caretaker who does not take the child to a doctor.

Physical Neglect

- The child is lacking adequate medical or dental care.
- The child is often sleepy or hungry.
- The child is often dirty, demonstrates poor personal hygiene or is inadequately dressed for the activity of weather conditions.
- There is evidence of poor or inadequate supervision for the child's age (i.e. parent/caregiver is very late picking the child up or tells you to have the child walk home, etc.)
- The child appears to be malnourished. Parent/caregiver does not send lunch with the child.
- The child is depressed, withdrawn or apathetic; exhibits antisocial or destructive behavior; shows fearfulness; suffers from speech, eating or habit disorders (biting, rocking, whining, etc.).

Sexual Abuse (two types)

Two Types: (1) Sexual assault includes rape, incest, sodomy, lewd or lascivious acts, oral copulation, penetration of genital or anal opening by a foreign object and child molestation; (2) Sexual Exploitation includes child pornography and promoting prostitution by minors.

Physical Indicators of Sexual Abuse

The child has:

- Bruising around genital area.
- Swelling or discharge from vagina/penis.
- Tearing around genital area, including rectum.
- Visible lesions around mouth or genitals.
- Complaint of lower abdominal pain.
- Painful urination, defecation.

Behavioral Indicators of Sexual Abuse

The child has:

- Sexualized behavior (has precocious knowledge of explicit sexual behavior and engages self or others in overt or repetitive sexual behavior).
- Hostile or aggressive.
- Fearful or withdrawn.
- Self-destructive (self-mutilates).
- Pseudo-maturity (Seems mature beyond chronological age).
- Eating disorders.
- Substance abuse.
- Running away.
- Promiscuous behavior.

Other Parental/Caregiver Indicators

The parent/caregiver:

- Is unable/unwilling to meet a child's basic needs and provide a safe environment.
- Tells you of homicidal thoughts/ feelings toward children.
- Tells you of the use of objects (belts, whips, clothes hangers, etc.) to discipline the child.
- Is unable to describe positive characteristics of child.
- Has unrealistic expectations of the child.
- Uses "out of control" discipline.
- Is unduly harsh and rigid about child rearing.
- Singles out one child as "bad," "evil" or "beyond control."
- Berates, humiliates or belittles child constantly.
- Turns to child to have his/her own needs met.
- Is impulsive, unable to use internal controls.

- Cannot see child realistically, attributes badness to child, or misinterprets child's normal behavior.
- Is indifferent to child.

3. Who must report?

Legally mandated reporters include, but are not limited to, "child care custodians," "health practitioners, and" employees of a child protective agency."

"Child Care Custodian"

Administrators, teachers, instructional assistants, or classified employees who have been trained in the duties imposed by the Penal Code; supervisors of child welfare and attendance, and certificated pupil personnel employees. Administrators or employees of a child daycare facility licensed to care for children; social workers; counselors. (Penal Code, § 11165.7)

4. When Do You Report?

Child abuse must be reported when one who is a legally mandated reporter... "has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse..." (Penal Code, § 11166[a])

"Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his or her training and experience, to suspect child abuse." (Penal Code, § 11166[a])

Reporting to Child Protective Services (CPS)

You must make a report to CPS immediately (or as soon as practically possible) by phone

Telephone: (209) 385-3104 or (209) 354-2560.

And then mail the [APPROPRIATE FORM](#)

- Child's name, address, birthdate
- Parent's name, address, home and work telephone
- Nature and extent of the suspected abuse
- Information on previous injuries or background data
- Identity of alleged abuser (if known)

Confirm with support service personnel or administrator if the local police should also be notified by the school; this is usually done by the director supervisor unless the child is in immediate danger and needs to go to the Children's Shelter.

Written Report

A written report must also be forwarded within 36 hours of receiving the information regarding the incident (Pen. Code, §11166[a]) using Form SS 8572 (rev 1/93). Keep the yellow copy and forward all other copies to the Child Abuse and Neglect Center (address above.)

5. Responding to a Child's Disclosure of Abuse or Neglect

Making an assessment of possible child abuse may entail a brief inquiry by the mandated reporter to determine what the problem is, who is involved and how to proceed. The mandated reporter should maintain a distinction between assessment for purposes of determining whether there are grounds for reasonable suspicion versus conducting an investigation, as only a child protective agency, police or county designee can conduct the investigation of abuse.

- Do not express panic, shock, or dismay at the disclosure.
- Express your belief that the child is telling you the truth.
- Use the child's vocabulary.
- Reassure the child that it is good to tell what happened.
- Reassure the child that it is not her/his fault.
- Avoid having the child repeat her/his explanation to different staff.
- Be careful not to make a promise that cannot be kept, such as you will not tell anyone else.**
- Respect the child's privacy by not discussing the information with other people.
- Tell the child what to expect. If you don't know, say so, but let the child know she/he can be supported by you.
- Report to the proper authorities.

6. Immunity

Those persons legally required to report suspected child abuse have immunity from criminal or civil liability for reporting as required. (Pen. Code, §11172[a])

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident. (Pen. Code, §11172[a])

"Good faith" means that the report of suspected child abuse was not made with the knowledge that it was false or made with reckless disregard of the truth. Intentionally false reports are not protected.

7. Safeguards for Mandated Reporters

Reporting is an individual responsibility. No supervisor or administrator may interfere with the individual reporting responsibility; nor may a mandated reporter be excused from the responsibility by relying on a supervisor or administrator to meet his or her individual reporting responsibility. However, it is DPOLJUSD policy that the mandated reporter shall inform the site administrator of the incident.

The law protects an individual who reports known or suspected child abuse to a child protective agency so that he or she may do so without fear of any sanction for making the report. The supervisor or administrator can ask that the employee notify them of reports being made to a child protective agency; however, the employee cannot be prohibited or impeded from making a report directly to a child protective agency. Furthermore, an employee making a report cannot be required to disclose his or her identity to the employer. (Pen. Code, §11166[f])

Reports are confidential and may be disclosed only to specified persons and agencies. (Pen. Code, §11167.5)

8. Liabilities for Failure to Make Required Report

A person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine. (Pen. Code, §11172 [e]). He or she may also be found civilly liable for damages, especially if the child-victim or another child is further victimized because of the failure to report.

9. Feedback to Reporter

After the investigation is completed or the matter reaches a final disposition, the child protective agency must inform the mandated reporter of the results of the investigation and any action the agency is taking. (Pen. Code, §11170[b][2])

OVERTIME/COMPENSATORY TIME

For non-exempt employees (classified, non-management), **prior approval is required**, in order to work overtime. This is not dependent on whether the time is to be paid or it is taken as compensatory time. Preapproval must be given by your direct supervisor. Per the CSEA contract, "the designation, authorization and allocation of any overtime shall rest solely with the District management..."

Workplace Violence Prevention

According to the Occupational Safety and Health Administration (OSHA), workplace violence is the second leading cause of fatal occupational injuries in the United States, affecting nearly 2 million American workers annually.

SB 553 addresses workplace violence by requiring employers to implement basic protections to protect employees while at work. California Senate Bill 553 (SB 553), which was signed into law on September 30, 2023. SB 553 amended Labor Code section 6401.7 to require employers to develop and implement a workplace violence prevention plan in accordance with newly codified Labor Code section 6401.9, which sets out the requirements for the plan.

Requirements

1. The District's WVPP is available and easily accessible to employees, authorized employee representatives, and OSHA representatives at all times. The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation. The written plan is maintained as a separate document.

The District Workplace Violence Prevention Plan is located in the main office of each district location near the Injury and Illness Prevention Program (IIPP).

2. Workplace Violence Prevention Plan Coordinator:

Name: Mr. Jason Von Allman

Title: Assistant Superintendent of Human Resource

Phone number: (209) 392-0200

Role and responsibility: Contact Coordinator

3. The District has procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan, including, but not limited to actively involving employees and authorized employee representatives in developing and implementing this plan and the Comprehensive School Safety Plan (CSSP) by:

- inclusion in safety meetings (e.g. Injury and Illness Prevention Program, Site Safety Team, safety information review with staff, safety drill debriefs)
- making the plan available to staff which includes information about reporting workplace violence and threats
- inclusion in conducting site safety evaluations
- debriefing of incidents (with considerations of confidentiality)
- providing training
- posting plan information at each location
- [other if applicable]

4. The District will use methods to coordinate implementation of the plan to ensure that employees understand their respective roles, as

provided in the plan. These methods shall ensure that all employees are provided the training and that workplace violence incidents involving any employee are reported, investigated, and recorded.

5. Without fear of reprisal, district employees, other employers and their employees are to report violent incidents, threats, or other workplace violence concerns to the district contact below or law enforcement. When applicable, the District will share information with other employers and their employees. Other employers and their employees' respective roles include participation in the Workplace Violence Prevention Plan for reporting, investigation and recording incidents.
6. Employees are to report workplace violence to the Workplace Violence Prevention Plan Coordinator. The Workplace Violence Prevention Plan Coordinator will investigate reports. Retaliation will be prohibited by including that information in the plan, in employee training and retraining programs, in follow-up as part of an investigation and possible disciplinary action.

This also satisfies Senate Bill 906. SB 906 (effective July 1, 2023) requires school officials whose duties involve regular contact with pupils in any of grades 6 to 12, inclusive, as part of a middle school or high school, and who is alerted to or observes any threat or perceived threat to immediately report the threat or perceived threat to law enforcement, as provided.

7. The District has effective procedures to ensure that both supervisory and nonsupervisory employees comply with the plan.
8. The District implements a system for ensuring that employees comply with safe and healthy work practices including: recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.
9. In addition, the District ensures compliance with the plan by:
 - Providing training and information to staff at various times such as, but not limited to, upon hire, annually or in periodic review as needed.
 - Encouraging reporting to the Workplace Violence Prevention Plan Coordinator.

- Making the plan available to staff which includes information about reporting workplace violence and threats.
- Inclusion in conducting site safety evaluations.
- Debriefing of incidents (with considerations of confidentiality).
- Posting plan information at locations throughout the District.
- Incorporating into School Sites Employee Handbooks

Workplace Violence Incident Log

The District records every workplace violence incident in a workplace violence incident log with the StopIT. App. as well as through direct input from a data log.

For any Special Education or County run program operating at the school district, the County Office or employer whose employees experienced the workplace violence incident shall record the information in a workplace violence incident log and shall also provide a copy of that log to the County Office or Employer.

The information recorded in the Workplace Violence Log includes all of the following:

- (1) The date, time, and location of the incident.
- (2) The workplace violence type or types, involved in the incident.
- (3) A detailed description of the incident.
- (4) A classification of who committed the workplace violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- (5) A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- (6) A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- (7) The type of incident, including, but not limited to, whether it involved any of the following:

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- (8) Consequences of the incident, including, but not limited to:
- Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.

Information that is recorded in the log for each incident shall be based on information solicited from the employees who experienced workplace violence, on witness statements, and on investigation findings. The employer shall omit any element of personal identifying information sufficient to allow identification of any person involved in a workplace violence incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

The log shall be reviewed during any periodic review of the plan.

Training

1. The District provides effective training to employees. Training material shall be appropriate in content and vocabulary to the educational level, literacy, and language of employees is used.
2. The district provides employees with initial training when the plan is first established, and annually thereafter, on all of the following:

3. The district's plan is available to employees via website, employee communication platform, email, and directly through the department office and is kept near the Injury and Illness Prevention Plan (IIPP).
4. Training topics may include, but are not limited to:
 - Definitions and requirements.
 - How to report a workplace violence incident or concern to the employer or law enforcement without fear of reprisal.
 - Workplace violence hazards specific to the employees' jobs, the corrective measures the employer has implemented, how to seek assistance to prevent or respond to workplace violence, and strategies to avoid physical harm.
 - The workplace violence incident log and how to obtain copies of records.
 - An opportunity for interactive questions and answers with a person knowledgeable about the District's WVPP.
5. Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Dos Palos Oro Loma Joint Unified School District
2041 Almond Street
Dos Palos, CA 93620
Emergency Information & Compliance Sign-off
2024-25 School Year

Please complete the following information and submit this form via our online format no later than **January 30, 2025**. This information is for Personnel records only. **INCLUDE AREA CODE**

Employee Name: _____
First Last

Address: _____
Street Address Apt. #

City Zip Code Cell Phone #

Personal Email: _____
Additional phone number #

School/Work Location: _____ Job Title: _____

For Teachers Only: Grade-Level/Subject(s): _____

Name of Person(s) to Notify in Case of an Emergency:

1. _____
Name Address Phone Relationship

2. _____
Name Address Phone Relationship

REMINDER: Board Policy 301.2 states, "Each employee shall notify the District Personnel Department, **within ten (10) days**, of any change in name or address." Also, please do so for changes in phone number and/or person to notify in emergencies.

Check here if any of the above information has changed.

My signature below indicates the information above is correct, that I have received and read a copy of the employee compliance handbook, and I know that I am responsible for complying with the information in the handbook.

- Standards of Professional Conduct • Legal Compliance & Non-Retaliation • Uniform Complaint Procedures
- Safe & Drug-Free Workplace • Sexual Harassment is Forbidden by Law • General Safe Work Practices [Part of the District Injury and Illness Prevention Program (IIPP)] • Workers' Compensation Facts and Providers • Employee Use of Technology • Social Media Guidelines • For Your Protection – Infectious Disease Control • Child Abuse Reporting
- Overtime/Compensatory Time • Workplace Violence Prevention

Signature

Date

**Dos Palos Oro Loma Joint Unified School District
2041 Almond Street
Dos Palos, CA 93620**

Name _____
First Last

Please complete the following information and submit this form via our online format no later than **January 30, 2025.**

AFFIDAVIT to DESIGNATE RECEIVER of DOS PALOS ORO LOMA JOINT UNIFIED SCHOOL DISTRICT CORRESPONDENCE

In the event of my death, I hereby designate _____
Name

my _____
Relationship

Address: _____
Street City State Zip Code

Phone _____

to receive general information from the Dos Palos Oro Loma Joint Unified School District concerning types of coordinative assistance available regarding payroll check(s), retirement, and other fringe benefits. This affidavit shall remain in effect until revised or revoked. Such revision and/or revocation shall be submitted in writing by me.

Signature

Date

AFFIDAVIT to DESIGNATE RECEIVER of LAST PAYCHECK

In the event of my death, I hereby designate _____
Name

my _____
Relationship

Address: _____
Street City State Zip Code

Phone _____

to receive all paychecks that would have been payable to me. This affidavit shall remain in effect until revised or revoked. Such revision and/or revocation shall be submitted in writing by me.

Signature

Date