

SPHS FACULTY HANDBOOK  
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## LEADERSHIP STRUCTURE

BOARD OF EDUCATION

SUPERINTENDENT

EXECUTIVE DIRECTOR OF BUSINESS/ADMINISTRATIVE SERVICES, DIRECTOR OF  
EDUCATIONAL SERVICES, DIRECTOR OF MAINTENANCE & OPERATIONS

PRINCIPAL

ASSISTANT PRINCIPAL(s)

AREA CHAIRPERSON, ATHLETIC DIRECTOR, ACTIVITIES DIRECTOR

CERTIFICATED AND CLASSIFIED STAFF

### BOARD OF TRUSTEES

Christina Urias	Trustee
Terence P. Nelson III	Vice President
Douglass Jackson	President
Chris Wilson	Trustee
Diana Ponce-Gomez	Trustee

### DISTRICT ADMINISTRATION

Dr. David Gomez	Superintendent
Francine Torrigiani	Executive Director of Business/Administrative Service
Michael Bramlette	Director of Maintenance & Operations
J. Antonio Gaitan	Director of Educational Services
Lorenzo Moraza	Principal, Alternative Education

## SANTA PAULA HIGH SCHOOL ADMINISTRATIVE CABINET

Paul M. Marietti	Principal
Robin Gillette	Assistant Principal
Elizabeth Garcia	Assistant Principal
Daniel Guzman	Athletic Director
Gabriel Enriquez	Activities Director

### AREA CHAIRS

<b>AREA</b>	<b>CHAIRPERSON</b>	<b>Term</b>
English / Foreign Language	Katie Campbell	2008-10
Fine Arts / Performing Arts	Ellen Park	2008-10
History / Social Science	Paul Tonello	2008-10
Mathematics	Jody Whaley	2008-10
Physical Education	Daniel Guzman	2008-10
Science	Christine Wilkinson	2008-10
Special Education	Dedra Fisher-Dobson	2008-10
Vocational Education	Dan Sillars	2008-10

### DUTIES

The major duties and responsibilities of the Area Chairperson are:

1. To receive advance approval and to justify the need and proposed use of any Area Chair release time for Department business.
2. To serve on the Area Chair Committee; which will meet monthly or as determined by the principal.
3. To hold regular department/area meetings and forward copies of the minutes and agendas to the principal on a monthly basis.
4. To assist the principal by providing leadership in ongoing curriculum revisions related to student needs, state course frameworks, scope and sequence.
5. To monitor student assessment and student outcomes within the department/area.
6. To provide input for the direction of the school budget. With the yearly department allocation, to build and monitor a budget based on department input and needs.
7. To work with all department/area members when prioritizing and establishing needs for the acquisition of textbooks, equipment, and instructional materials that address the curricular direction of the

- department/area and the district.
8. To promote professional growth and teamwork within the department/area staff by encouraging:
    - Participation at all monthly department/area meetings and staff development activities
    - Participation in curriculum revision
    - Participation in curricular/subject-related conferences
  9. To provide mentorship to new staff members within the department/area.
  10. To promote the District Vision within the department/area when establishing yearly goals and outcomes.
  11. To provide the principal with input in order to implement the established goals of the school and district.
  12. To prepare and submit an “End of the Year Department Report” to the principal.

## STATEMENT OF PHILOSOPHY

The Santa Paula Union High School District is composed of a staff representing a wide diversity in professional education and experience. While a variety of education methods are desirable, especially with our highly mobile population, certain basic purposes are essential to a coordinated school system. Therefore, the Santa Paula Union High School District provides guidelines for its professional staff.

### We dedicate ourselves

To recognize

- ~~ The dignity and value of each student while teaching him/her to respect the dignity and value of others.
- ~~ The student's need to communicate.
- ~~ The importance of the student understanding himself/herself and his/ her role as a responsible citizen of an ever changing world.

To provide

- ~~ Opportunities for student self-expression as an individual.
- ~~ Equal opportunity for all children who are able to profit from public school instruction and whose presence in the classroom does not jeopardize the opportunities, rights or privileges of others.
- ~~ To utilize a variety of methods in order to provide a rich learning experience broad enough to give the student the knowledge, skills, values, and understandings necessary to meet the demands of adult life.

## GOALS

Santa Paula Union High School District Mission Statement:

It is the mission of Santa Paula High School to significantly raise student achievement and ensure all students pass the California High School Exit Exam (CAHSEE), earn a High School Diploma, and complete the requirements to attend college through a rigorous curriculum and safe environment.

### EXPECTED SCHOOL-WIDE LEARNING RESULTS (CARDS)

- ~~ Contribute to the overall welfare of the school
- ~~ Able to solve academic and personal problems
- ~~ Respect for all regardless of race, ethnicity, gender, or religion
- ~~ Dedicated to health and physical fitness
- ~~ Serve a contributing member of the global society

## AFFIRMATIVE ACTION STATEMENT

The Santa Paula Union High School District is an Equal Opportunity Employer and has implemented an

affirmative action program consistent with the provisions of the Civil Rights Act of 1964; the Equal Employment Opportunity Act of 1972; the Fair Employment Practices Act, and the State of California Education Code; Sections 44100 to 44105.

The Santa Paula Union High School District is committed to both equal employment and affirmative action at all levels of responsibility; it will not discriminate against any applicant or employee in any employment practice because of race, color, religion, sex, marital status, age, national origin, ancestry, or physical handicap.

## COMMUNICATION NETWORK

In order to improve the state of our school-wide communication system, and taking into account the various duties we all assume as educators and support personnel, the following system of formal and informal communications is to be placed into effect.

You are encouraged to take part in the decision making process through your active participation in this structure.

### 1. Board of Education Meetings

- A. Agendas are posted in the Library, Staff Lounge and General Office in advance of meetings. Brief paragraphs are included about each item. Your questions and suggestions are welcomed.
- B. Summaries of Board action are distributed to all staff members.
- C. Items for Board consideration on the Agenda are welcome. The deadline for submittal of such requests is Tuesday the week before the scheduled meeting.

### 2. Policy Books

Available in the District Office. You may request copies of any Board policies.

Policy change is a two-meeting process. Suggested change in policy is first presented for the Board's information and input. Action on policy change (if any) will take place at the next regularly scheduled Board meeting.

### 3. Regularly Scheduled Meetings

Board of Education  
District Leadership  
Administrative Cabinet  
Department/Area  
Staff  
School Site Council  
Admission & Placement Committee  
Student Study Team  
Parent, Teacher, Student Association (PTSA)

### 4. Area/Department Meetings

It is the responsibility of the Area Chairperson to schedule and hold regular monthly meetings of the teachers within the department/area. Board members and/or Administration with a special interest in a specific department may also attend with prior notice to the department.

Minutes of the meeting are to be sent to each department/area teacher and the Principal in a timely manner, within five working days of the meeting. The minutes shall include a list of those present.

## 5. Student Communication

It is imperative that students are informed of upcoming activities and District and school policies and procedures.

The School Bulletin is published Tuesdays and Thursdays, Teachers are to submit their bulletin notice to the Career Services Technician by 12:00 noon the day before it is to be published.

The School Bulletin will be distributed to the staff via email and the mailboxes in the General Office. It is the teacher's responsibility to read the School Bulletin to their class. Please read the School Bulletin to your First Period class.

## 6. Staff Meetings

They are held monthly in order to facilitate communication between the staff and administration. Attendance is vital and mandatory so as to disseminate information, exchange ideas and arrive at decisions. Please notify the administration if you are unable to attend. You will be required to attend a make-up meeting.

## STUDENT BEHAVIOR POLICY

The goal of our Behavior Policy is to enable each individual student, as well as all students collectively, to learn at an optimum level. Furthermore, our Behavior Policy is designed to provide all students the opportunity to develop positive self-control, self-direction, self-understanding and self-worth.

Conduct that is counter-productive to an individual's or others' learning or self-development; that is detrimental or unsafe to persons or property; that violates law, policies or commonly accepted standards, will not be accepted or tolerated.

The school environment shall be safe, orderly and positive. Individual rights and responsibilities are known and respected by all members of the school community. Students and staff are proud of the school and feel responsible for its reputation.

## STUDENT RESPONSIBILITIES

Students have the responsibility to maintain regular school attendance, conscientious effort in classroom work and adherence to school rules and regulations. Most of all students share with the administration and staff a responsibility to develop a climate within the school that is conducive to learning. No student has the right to disrupt the education of fellow students.

Students have the responsibility to protect and take care of the school's property and to assist the school staff in operating a safe school for all students enrolled.

Students have the responsibility to respect the rights of fellow students, teachers, administrator and all others who are involved in the educational process.

Students have the responsibility to come to class prepared to work with all required material and to stay on task for the class period.

Students have the responsibility to refrain from any distribution or display of materials which are obscene, libelous or which advocate the commission of unlawful acts. This includes consulting in advance with appropriate school personnel to determine such legal definitions.

## STUDENT RIGHTS

1. Students, within legal constraints, may exercise their constitutionally protected rights of free speech,

- expression and assembly. The student maintains the responsibility of refraining from interfering with the operation of the regular school program and other's rights.
2. Students have the right to fair, consistent and respectful treatment by all staff members and other students.
  3. Students have the right to due process before a penalty is imposed. When a student has been referred for disciplinary action, the student has the opportunity to offer his/her version of the Incident to school authorities.
  4. Students sixteen years or older or under sixteen with parental consent, have the right to see their own personal files, cumulative folders, transcripts and other school records during school hours. Students have the right to insert rebuttals to information and opinions in their files.
  5. Students have the right to present complaints or grievances to school authorities. They also have the right to receive authoritative replies within a reasonable time regarding the disposition of complaints or grievances.

## EXPECTATIONS FOR STUDENT CONDUCT

The Santa Paula Union High School student has rightfully earned a reputation of respect and admiration from visitors to our campus.

The pride we feel as members of the Cardinal campus is reflected in the general behavior of our student body. Consequently, we also feel that a written list of expected consequences for unacceptable behavior is needed.

1. Students who defy directives and/or refuse to cooperate with members of the school staff are subject to disciplinary action and parent conference. This applies to both the regular school day and extracurricular activities after regular school session.
2. The use of profanity and/or obscenities in the classroom, on campus or at any school related activity will not be tolerated.
3. Fighting on the school campus will result in suspension from school and parent conference for both parties involved unless there are extenuating circumstances.
4. In cases where a student's misbehavior repeatedly causes class disturbances, thereby disrupting the educational process, the teacher may suspend the student from the class for the day of the offense and the day following. Parents will be contacted by the teacher or other school personnel to request a parent/teacher conference.
5. Theft or damage to school/individual property is considered a serious offense. This type of offense could result in suspension and/or arrest by the police. (Restitution required)
6. Students found repeatedly wandering the campus during class time without a hall pass will be brought to the assistant principal's office and a parent contact will be initiated.
7. Cheating on examinations, quizzes or assignments is viewed as a serious offense by our teachers and can result in failure/removal from class.
8. Inappropriate displays of intimacy are discouraged at school. It is hoped that all Santa Paula Union High School students will have the good taste to adhere to this standard.

## CAFETERIA RULES

The following behaviors are prohibited in and around the cafeteria:

1. Throwing food.
2. Destroying food
3. Stealing from the cafeteria or others
4. Pushing/shoving/cutting in lines
5. Exchange or sale of free or reduced price meals.

In addition, the following rules apply:

1. Obey the requests of cafeteria workers
2. Trash and excess food are to be placed in trash containers

## STUDENT DRESS

A. The expression of a student's uniqueness and individuality by means of his/her dress is sanctioned by the governing Board as being consistent with the stated purposes of the school. It should be recognized that any apparel, or lack of, which brings undue attention to the wearer, may detract from the educational process and is, therefore, inappropriate. In addition, it is recognized that the school shares with the parents a responsibility for teaching young people appropriateness of dress. It is a mark of maturity when students can freely choose apparel that demonstrates individuality and is still appropriate.

B. Restrictions on freedom of student dress will be imposed whenever the mode of dress in question is:

1. Unsafe either for the student or those around him/her.
2. Disruptive of school operations and the educational process.
3. Contrary to law.
4. Related to a particular group (gang) dress including hats, shoes, etc.

C. To avoid foot injuries, footwear is required to be worn on the school grounds at all times.

## DRESS CODE: STUDENT STANDARDS FOR PERSONAL APPEARANCE

To implement Board Policy #5130.1 the following regulations shall apply:

1. Shoes must be worn at all times. For safety purposes sandals should be held in place with a heel strap.
2. Commercial lettering and/or printing will be allowed on Hats, shirts and sweatshirts as long as it is appropriate school attire. Crude or vulgar printing, pictures, painting depicting drugs, alcoholic beverages, tagging, or those that are sexually suggestive are inappropriate school attire. Such as the following: T-shirt logos with Eight-ball, Marijuana leaves/symbols, Player, Pimp, lewd or obscene depictions of males or females, Mickey's, Olde English, Budweiser, Corona, Marlboro or other alcohol or tobacco companies logos are prohibited
3. No caps and/or headgear including bandannas and hairnets will be permitted to be worn indoors on school grounds. Students are allowed to wear caps and/or hats outdoors, at sporting events, or other non-sporting events.
4. No graffiti style or gang related writing is allowed on notebooks, books, shoes, clothing, paper(s) or backpacks. Any and all objects bearing this kind of writing can be subject to a search and/or confiscation
5. Dark glasses are not to be worn in the classrooms, at assemblies or at night activities.
6. All clothing shall be within the bounds of decency and good taste, as appropriate for school. Garments shall be sufficient to conceal/cover undergarments at all times. Unacceptable items are as follows:
  - a. Bare midriff, low-cut or revealing tops, "off the shoulder" blouses, such as spaghetti straps, tube tops, halter-top, spandex type shirts or tops which may ride up with movement revealing an excessive amount of the abdomen area, bra tops,
  - b. "See through" or "fish-net" type blouse or shirt unless it is used to cover a solid top.
  - c. Sleeveless undershirts such as muscle shirts or tank top, including Basketball jerseys.
  - d. Knee socks with cut-off pants or short pants. A minimum of 6 inches of skin must be showing between the bottom of the pants and the top of the sock.
  - e. Overalls with suspenders, unless fastened over the shoulder. The shirt underneath must have at least a 1-inch strop. No tube top, halter-top or spaghetti strap may be work underneath.
  - f. Shorts will be thumb tips in length, skirts/dresses of fingertip length when standing. Skirts or dresses with slits shall be of fingertip from top/highest point of the slit.
  - g. Extra long tee shirts, below the buttocks, are not allowed unless tucked into the pants.
7. Wallet chains over four (4) inches in length will be confiscated by Administration.
8. Pants must fit appropriately around the waist without alterations. Pants or shorts that "sag" down around and below the hips or that allow undergarments to show are prohibited. Example: When the belt is removed, the garment falls off; the crotch is lower than mid thigh or the width of the leg is determined to be excessively wide.
9. Points of Clarification:
  - a. T-shirt logos such as Eight ball, Marijuana leaves/symbols, Mickey's, Olde English, Budweiser, Corona, Marlboro, or other alcohol or tobacco company logos are prohibited.

- b. All tops for male and female must have at least a 1-inch wide strap.
- c. Pants must fit around the waist without folding or stitching into self made pleats. Also when the belt is removed, the pants cannot fall off, the crotch cannot be lower than mid-thigh, or width of the leg be determined to be excessively wide.

Students violating this dress code will be requested to change into appropriate clothing and disciplined according to the school's discipline policy, which is First Offense – change of clothes or one day Out-Of School Suspension and parent contact. Second Offense – change of clothes or one to two days of Out-Of School Suspension and parent contact. Third and Subsequent Offenses – three to five days Out-Of School Suspension and parent contact. Hats and/or headgear for First Offense – student issued warning, apparel is confiscated and returned at the end of the day. Second Offense – student issued warning, apparel is confiscated and returned to the parent. Third and subsequent Offenses – apparel is confiscated for the remainder of the semester. Parental contact may be through the mail or by telephone.

## ELECTRONIC DEVICES

Possession of electronic devices (i.e. IPOD, PSP Players, MP3 Players, video cameras, cameras, etc.) are not allowed on campus. The discipline for violations of this policy will be as follows:

A student found in possession of any type of electronic device (i.e. IPOD, PSP Players, MP3 players, video cameras, cameras, etc.) any time during the regular school day or at school sponsored events shall have the device taken from him or her and kept by the school Principal or designee until the parent is notified and the device is personally picked up at the school by the parent. The parent may pick up the device on the following Monday after the device is taken from the student (the school will notify the parent regarding the specific time and location for pick up). If the device is not picked up during the designated time on Monday, it cannot be picked up until the designated time on the following Monday.

On the second offense that a student is found in possession of any type of electronic device (i.e. IPOD, PSP players, MP3 players, video cameras, cameras, etc.) any time during the regular school day or at school sponsored events the student shall have the device taken from him or her and kept by the school Principal or designee until the parent is notified and the device is personally picked up at the school by the parent. The parent may pick up the device on the following Monday after the end of the quarter in which the device was taken. The school will notify the parent regarding the specific time and location for pick up.

## CELL PHONES

Students shall have electronic signaling devices (cell phones, pagers, etc.) turned off and out of sight during instructional time. Students may use cell phones before school, during passing periods, at break, lunch, and after school. During class periods, phones may not be used *for any reason*, including talking, listening, ringing, text messaging, checking the time, taking pictures, etc. The phones must be *powered off* during class time. Phones may *not* be on, ring, vibrate, or be visible during the class period.

According to SB 1253, school districts can regulate the possession and use of electronic signaling devices (cell phones, pagers, etc.). The discipline for violations of this policy will be as follows:

A student found using an electronic signaling device *for any reason*, including talking, listening, ringing, text messaging, checking the time, taking pictures, etc. or having the phone *powered on* during class time

shall have the device taken from him or her and kept by the school Principal or designee until the parent is notified and the device is personally picked up at the school by the parent. The parent may pick up the device on the following Monday after the device is taken from the student. Pick up will occur Mondays at 4:00 p.m. in the administrative offices. If the device is not picked up during the designated time on Monday, it cannot be picked up until the designated time on the following Monday.

## STANDARD DISCIPLINARY PROCEDURES

In order to help students understand what is expected of them and what consequences follow from violation of the rules, the school has developed a code of behavior. Students are required to respond positively to staff requests to follow the school's code of behavior. The behavior code has been established to guarantee the right of all students to an education in a safe and orderly environment. A positive climate derives from an understanding among the total school community that statements and actions, which degrade others, will not be tolerated (California Ed. Code 32051).

To acquaint the school community with the expectations of the Board of Trustees regarding discipline, and to help students understand what is expected of them and what typical consequences follow from violation of school rules, the Board of Trustees has developed the following disciplinary rules and procedures [California Education Code Section 35291]. These rules and procedures have been established to guarantee the right of all students and staff to a safe and secure educational environment. [California Constitution, Article I, Section 28.] Students are required to respond positively to the directives of school staff. A positive school climate derives from understanding among the school community that statements and actions, which subject others to danger, harm or degradation, will not be tolerated. [California Education Code Section 32051.]

The district in compliance with applicable law shall administer the following rules and procedures. State and Federal statutes, and decisions of courts of competent jurisdiction, which revise or modify these procedures, shall be deemed to supersede these provisions in the event of conflict. Education Code Sections 48900 and 48925, inclusive, are hereby adopted and incorporated by reference.

Disciplinary rules and procedures related to pupils with exceptional needs shall conform to applicable requirements of state and federal law, which are incorporated by reference herein.

Parents or guardians of students who engage in willful misconduct resulting in injury or death, or damage to property, shall be liable for such damages, and the district may withhold a student's grades, diploma and transcripts until payment is made for such damages. (Education Code Section 48904) Implementation of proceedings pursuant to Education Code Section 48904 shall conform to pupil expulsion procedures. [Education Code Section 48904 (b) (3)]

The Board of Education recognizes that each student is an individual and that the control and correction of student misconduct must be handled on an individual basis. It is understood that acts of misconduct vary in degree and that the action taken to curb acts of misconduct is judgmental and based upon the facts at hand. Action taken to curb misconduct may begin at any point along the spectrum of alternative actions available to the responsible professional.

The provisions below are intended to advise the school community of the typical disposition of disciplinary matters. However, these provisions do not restrict the District from employing other or more severe discipline measures, depending upon the circumstances involved, as long as such discipline is in conformance with applicable law.

### I. Conferences

- A. If the act of misconduct is relatively minor in nature, the teacher should use all of the alternatives at hand within the classroom to eliminate or reduce to a manageable level the unacceptable behavior. The teacher and student, working together to solve the problem is usually the first and best alternative. If the teacher feels that the unacceptable behavior may reoccur, **a record should be kept of the circumstances surrounding the misbehavior and action taken.**
- B. If the steps taken by the teacher, in concert with the student, have not eliminated entirely or reduced to a manageable level of acceptable behavior, then the teacher is encouraged to contact the parents and/or seek help outside the classroom from support personnel. The selection of the person or persons to assist the teacher with the problem is dependent upon many factors, and there is no one best combination. Support personnel available for assistance are counselors, psychologists, Outreach Consultant, Assistant Principal and Principal. In almost all cases, it is imperative that once it is determined that the problem cannot be

reasonably handled within the classroom, the parent must be informed of the circumstances and involved in solving the problem. Accurate records need to be kept of all conferences, meetings and action taken once it is determined that support personnel are needed to assist with the problem.

## 2. Detention

Detention is a period of closely supervised silent seat time after 6<sup>th</sup> Period of the school day. The student will quietly work on homework or bring appropriate reading material to the detention. The detention sessions are from 3:20 to 4:20. Detention is scheduled for Tuesday, and Thursday only in the school cafeteria. The student may arrange with an administrator to serve an early morning or late afternoon detention. Detention is a service provided to give the classroom teacher and/or site administrator an alternative disciplinary action. Detention is more severe than a reprimand but less severe than a suspension. Teachers will refer students to the Assistant Principal's office with a recommendation of the student for detention.

## 3. Suspension by Teacher

As a last resort and after other measures have failed to modify student behavior, a teacher may suspend for those acts listed as a cause for suspension under Ed. Code 48900 from his/her classroom from the day of the suspension and the day following. The pupil shall not be returned to the class from which he/she was suspended during the period of suspension without the concurrence of the teacher and an administrator. The teacher shall immediately report the suspension to the administrator in charge of carrying out suspensions and send the pupil to his or her office for appropriate action. As soon as possible the teacher shall ask the parent or guardian to attend a parent-teacher conference regarding the suspension. A school administrator shall attend the conference if the teacher or parent or guardian requests that an administrator be present.

A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day, the student may attend other classes as scheduled.

## 4. Out of School Suspension

Out of School Suspension shall be imposed only when other means of correction fails to bring about proper conduct. However a pupil may be suspended for any of the reasons enumerated under Ed. Code 48900 (a) - (1) and 48915 (a) - (d). "Suspension" is defined as removal of a pupil from ongoing instruction for adjustment purposes. However, suspension does not mean: (1) reassignment to another education program or class at the same school where the pupil will receive continuing instruction for the length of day prescribed by the Governing Board for pupils of the same grade level, (2) referral to a certificated employee designated by the principal to advise pupils, or (3) removal from the class, but without reassignment to another class or program, for the remainder of the class period, provided that such removal from a particular class occurs no more than once every five school days (Ed. Code 48925).

Out of School Suspension is assigned by administration only. An informal conference with the pupil and, whenever practicable, the teacher and/or supervisor or school employee who referred the pupil shall precede the suspension. Suspensions shall not exceed five (5) days for any one incident. The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension.

A student may be formally suspended, or expelled, from the school for violations of Education Code Sections 48900 through 48900.5, or as otherwise allowed by law. All such proceedings shall be conducted in accordance with Education Code Sections 48900 through 48925, and any other applicable statutory or judicially determined requirements, all of which are incorporated by reference in these rules and procedures. In some circumstances as defined by law, the school shall also notify law enforcement authorities of the student's misconduct.

## SUSPENDABLE OFFENSES

### **A. Education Code Section 48900:**

A student may be suspended or expelled for any of the following acts:

- a. 1. Caused, attempted to cause, or threatened to cause physical injury to another person
- or 2. Willfully used force or violence upon the person of another, except in self-

defense.

- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, that is corroborated by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or has been under the influence of any controlled substance listed in Chapter 2 [commencing with Section 11053] of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 [commencing with Section 11053] of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. [However, use or possession by a student of his or her own prescription products is not prohibited.]
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possessed of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section "imitation firearm" means a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding or the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

A student shall not be suspended or expelled for any of the above acts unless the act is related to a school activity or school attendance. A student may be suspended or expelled for acts listed above and are related to a school activity or attendance that occur at any time, including, but not limited to, any of the following:

- 1. While on school grounds.
- 2. While going to or coming from school.
- 3. During the lunch period whether on or off the campus.
- 4. During, or while going to or coming from, a school sponsored activity.

**B. Education Code Section 48900.2:**

A student may be suspended or recommended for expulsion if it is determined that the student has committed sexual harassment as defined by Education Code Section 212.5. In accordance with Education Code Section 212.5, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

The conduct described above must be considered by a reasonable person of the same gender of the victim to be sufficiently severe or pervasive to have a negative impact upon the individuals academic performance or to create an intimidating, hostile, or offensive educational environment.

**C. Education Code Section 48900.3 & Board Policy 5145.9:**

A student may be suspended, or recommended for expulsion, if it is determined that the student has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in Education Code Section 33032.5(e). "Hate violence," means any act punishable under Sections 422.6, 422.7 or 422.75 of the California Penal Code. [Education Code Section 33032. 5(e)]

**D. Education Code Section 48900.4:**

A student may be suspended, or recommended for expulsion, if it is determined that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.

**E. Education Code Section 48900.r / 23661**

A student may be suspended, or recommended for expulsion, if it is determined that the pupil has engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act...directed specifically toward a pupil or school personnel. An "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

**F. Education Code Section 48900.7**

A student may be suspended or recommended for expulsion, if it is determined that the pupil has made terroristic threats, against school officials or school property, or both.

**EXPULSION OFFENSES**

**Education Codes Sections 48915:**

Certain acts are so serious that their commission will result in a mandatory recommendation for expulsion of a student for any of the following acts committed at school or at a school activity off school grounds, unless an expulsion is found to be inappropriate due to the particular circumstances involved. Violation of any act listed in Ed. Code 48915 could result in a one-year expulsion. Possession of a firearm could result in an expulsion of over one-year from the SPUHSD.

These acts include:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
6. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written

permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.

7. Brandishing a knife at another person.
8. Unlawfully sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
9. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

### Level 1 – Education Code Grounds for Expulsion

<i>Offense</i>	<i>Consequence</i>
<b>Possession of a Fire Arm</b> or imitation fire Arm. (Education Code 48900 & 48915)	Immediate 1-5 Day suspension, police and parent notification, and <b>expulsion</b> recommendation.
<b>Possession, sale, furnishing of brandishing of a knife, explosive</b> or other dangerous object of no reasonable use. (Education Code 48915)	Immediate 1-5 Day suspension, police and parent notification, and <b>expulsion</b> recommendation.
Unlawful <b>sale or possession of a controlled Substance.</b> Education Code 48900 & 48915	Immediate 1-5 Day suspension, police and parent notification, and <b>expulsion</b> recommendation.
<b>Robbery or Extortion</b> (Education Code 48915)	Immediate 1-5 Day suspension, police and parent notification, and <b>expulsion</b> recommendation.
<b>Assault, or Battery, or terrorist threats</b> upon another person or any school employee, school property, or both. (Penal Code 240 & 242) (Education Code 48900.7 & 48915)	Immediate 1-5 Day suspension, police and parent notification, and <b>expulsion</b> recommendation.

### Level 2 – Education Code Grounds for Suspension

<i>Offense</i>	<i>First Consequence</i>	<i>Second Consequence</i>
<b>Sexual harassment</b> , assault, or battery (Policy 5145.7) (Education Code 48900, 48900.2, & 48915)	1-5 Day discretionary <b>suspension</b> , police and parent notification.	3-5 Day suspension, police and parent notification, and <b>expulsion</b> recommendation.
Caused, attempted to cause, or threatened to <b>cause physical injury to another person</b> (Education Code 48900)	1-5 Day <b>suspension</b> , parent conference, police notification, and/or transfer to alternative education.	5 Day suspension, parent conference, police notification, and <b>expulsion</b> recommendation.
<b>Under the influence</b> of any controlled substance or in <b>possession of drug paraphernalia.</b> (Education Code 48900)	Immediate 5 Day <b>suspension</b> , police and parent notification.	Immediate 5 Day suspension, police and parent notification, and <b>expulsion</b> recommendation.
<b>Hate Violence</b> (Education Code 48900.3)	5 Day <b>suspension</b> , police and parent notification.	5 Day suspension, police and parent notification, and <b>expulsion</b> recommendation.
<b>Harassment, Threats, or intimidation</b> (Education Code 48900.4)	5 Day <b>suspension</b> , police and parent notification.	5 Day suspension, police and parent notification, and <b>expulsion</b> recommendation.
<b>Cyber Bullying</b> (California Ed Code 48900.r) (California Ed. Code #32661)	5 Day <b>suspension</b> , police and parent notification.	5 Day suspension, police and parent notification, and <b>expulsion</b> recommendation.

Level 3 – Education Code Grounds for Correction

<i>Offense</i>	<i>First Consequence</i>	<i>Second Consequence</i>	<i>Third Consequence</i>
<b>Disrupting School activities</b> or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties (Education Code 32210)	1-5 Day suspension or alternative means of correction, <b>parent notification.</b>	3-5 Day <b>suspension</b> , parent conference.	5 Day suspension, parent conference, referral to alternative education or <b>expulsion</b> recommendation.
<b>Falsification and/or altering of school correspondence, passes, readmits, or parent notes.</b>	Discretionary means of corrections, <b>parent notification.</b>	1-2 Day <b>suspension</b> , parent notification, or conference.	1-3 day <b>suspension</b> , parent conference.
<u>Cheating</u>	Student receives “ <b>F</b> ” <b>grade on test/assignment</b> , parent notification or conference.	Student receives “ <b>F</b> ” <b>grade for current grading period</b> , parent notification or conference.	Student receives <b>W/F for class and no credit.</b>
<u>Gambling</u>	Discretionary means of corrections.	1-2 Day <b>suspension</b> , parent notification, or conference.	1-3 day <b>suspension</b> , parent conference.
<u>Obscene, Vulgar acts, Slurs <b>racial, ethnic, religious, etc.</b></u> (Education Code 48900)	Discretionary suspension, student conference, parent contact.	1-5 Day <b>suspension</b> , parent notification.	5 Day suspension, parent conference, alternative education or <b>expulsion</b> recommendation.
<b><u>Caused or attempted to cause damage to school property or private property –Vandalism</u></b> (Education Code 48900)	3 Day <b>suspension</b> , police notification, parent notification, restitution.	5 Day <b>suspension</b> , police notification, parent notification, restitution.	5 Day suspension, police notification, <b>expulsion</b> recommendation.
<b><u>Theft, attempted theft, or knowing receipt of stolen school or personal property</u></b> (Education Code 48900)	5 Day <b>suspension</b> , police notification, parent notification, restitution.	5 Day <b>suspension</b> , parent conference, restitution, referral to alternative education.	5 Day suspension, <b>expulsion</b> recommendation, and restitution.
<b><u>Smoking on campus, possession of tobacco, matches, lighters</u></b> (Education Code 48901)	<b>Confiscate</b> , parent notification, one day or remainder of day in ISS.	<b>Confiscate</b> , parent notification, 1-3 Day <b>suspension.</b>	<b>Confiscate</b> , parent notification or conference, 2-5 Day <b>suspension.</b>
<u>Possession of electronic and/or transportation devices <b>on campus</b></u> (Education Code 48900.5)	Student warning, <b>confiscate</b> , return with parent contact.	<b>Confiscate</b> , return to parent only.	Discretionary suspension, <b>confiscate</b> , return at end of school year.
<u>Violation of Dress Code</u> (Policy 5130.1) (Education Code 35183 & 35294.2)	1 Day in ISS, or Change of Clothes, Parent notification.	1-2 Days in ISS, or Change of Clothes, Parent notification.	1-3 Day <b>suspension</b> , Parent notification.
<b><u>Hats other than school approved</u></b> (Policy 5130.1) (Education Code 35183 & 35294.2)	<b>Confiscate</b> , student warning, return at end of day.	<b>Confiscate</b> , student warning, <b>return with parent contact.</b>	<b>Confiscate for remainder of the semester.</b>
<u>Internet Agreement Violation</u>	1-5 Day suspension, parent notification or conference, <b>revocation of internet agreement</b>		

For additional clarification contact the Assistant Principal’s office extension 2014 / 2015

## Saturday School

Saturday School may be assigned to a student who has an unexcused absence or who accumulates more than three (3) period absences in any given class.

Saturday School is from 8 a.m. to 12 noon in the school cafeteria or instructor's classroom. If a student is tardy, he or she will not be allowed to enter and/or attend the session. Students will be suspended if they fail to serve their assigned Saturday School.

## Corporal Punishment

Corporal punishment, for the purpose of this policy, shall refer to the willful infliction of, or willfully causing the infliction of physical pain on a pupil. **An employee of the District shall not administer corporal punishment to any student at any time. Corporal punishment is not allowed in any school in the SPUHSD.**

It is understood that an amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to persons or damage to property, for the purposes of self-defense or to obtain possession of weapons or other dangerous objects within the control of a pupil shall not be construed as corporal punishment.

## Homework

Homework is that work assigned to the student by the teacher to be completed in other than class time; the student or parent can also request homework. Inasmuch as maximum student achievement is being emphasized, teachers are urged to provide reasonable amounts of homework.

### Purposes and Goals

1. To contribute to student's self-realization through self-discipline, skills, creativity and satisfaction in learning.
2. To extend and reinforce classroom learning.
3. To develop sound work-study habits.
4. To help to acquaint parents with their child's curriculum.

### General Guidelines for Teacher's - Assignment of Homework

1. Learning outcomes should be meaningful to the student.
2. Homework should be related closely to class work.
3. Homework should be based on individual needs and be within his or her ability and achievement range. It should be positive and reinforce a student's individual skills or interests.
4. Homework should be multifaceted. It should encompass practice and drill, but also enrichment and creative activities, interest-broadening experiences, make-up work, work to help student's progress faster and completion of class work.
5. Teachers should specify when parents should or should not help in homework.
6. Homework should be based on publications and materials, which are or can be available in student's homes, or in the school, or public libraries. It should usually involve material on which the child can work independently.
7. Homework should be clear and appropriately limited. Students should not be burdened with confusing or extremely difficult homework that indirectly encourages them either to copy work illegally or to ask an adult to do the bulk of the assignment.
8. Teachers of various grade levels should gear homework to reasonable amounts of time in relationship to the age of students, the requirements of the class and the purpose of the assignment. Long term assignments should have intermediate checks by the teacher.
9. New concepts should not ordinarily be introduced in homework assignments.
10. Homework should be reviewed and acknowledged.
11. Homework is not expected to teach a student who is not learning properly in class, but rather to give him or

- her practice on items tied into classroom teaching.
12. Educators are encouraged to develop time allotments for grades and/or subjects for homework.
  13. Homework should not be assigned for punishment.

## **PERSONNEL INFORMATION**

### **Teacher Absence**

Except for personal illness, consent of the Principal must be secured prior to each absence. Absences fall under two categories, personal illness or personal necessity.

#### **Absence for Personal Illness, Ed. Code 44978**

All ten (10) month certificated personnel are allowed ten (10) school days of absence without salary deductions per year for personal illness. Unused personal illness absence shall be accumulated for an indefinite period. Personal illness includes absence for medical treatment, examination or any other personal health needs, as well as quarantine imposed by health authorities.

Certificated employees absent for illness, injury or quarantine beyond the number of current year's personal illness days shall have deducted the amount paid to substitute teachers for those days beyond the accumulated sick leave allowance up to five (5) months.

Personal illness absence credit need not be accrued prior to taking such leave by the employee, but begins on the first day of employment.

#### **Absence for Personal Necessity, Ed. Code 44981**

Personal necessity is defined as an unforeseen circumstance that calls for immediate action. Certificated employees shall be allowed seven (7) days per school year for personal necessity leave. Such days will be deducted from sick leave previously earned by the employee. The days allowed may not exceed the number of full paydays of illness or injury leave to which the employee is entitled. In compliance with Ed. Code, personal necessity shall be granted under the following conditions without pre-approval.

- Death or serious illness of a member of the employee's immediate family.
- Accident involving the employee's person or property, or the person or property of a member of the employee's immediate family.

All other requests for personal necessity leave shall be pre-approved by the Principal at least three (3) days in advance of the absence using the yellow absence request form. Reasons for the request for personal necessity leave must be stated on the request by the employee, and the Principal reserves the right to verify such request by appropriate means.

It shall be the responsibility of the teacher to notify or arrange to have the Career Technician notified of the absence. Permission for such personal necessity leave shall be made only upon the employee's written statement, requesting that the absence be charged against the employee's sick leave and that the absence was due to personal necessity.

Notwithstanding any of the above purposes, accumulated sick leave shall not be used to compensate any employee whose absence results from his participation in a strike, work stoppage, work slowdown or any other labor disturbance.

#### **Absence for Death in the Family, Ed. Code 44985**

If a death occurs to a member of the immediate family of the employee, the employee is entitled to a leave of absence of no more than three (3) days or five (5) days if out-of-state travel or beyond 250 miles is required.

"Immediate Family" is defined as mother, father, grandmother, grandfather or grandchild of the employee or the spouse of the employee, and the spouse, son, son-in-law, daughter-in-law, brother or sister of the employee or

any relative living in the immediate household of the employee.

#### In Lieu of Using Illness Leave, Board Policy #4025

In lieu of using illness leave, salary deductions may be taken at the teacher's option.

#### Notification of Absence

All employees are required to call the day of an absence. Teachers are required to call before 7:00 a.m., 6:30 a.m. being preferable in order to allow for the arrangement of substitutes. All other employees are required to call before 7:30 a.m.

Signed blue absence verification slips must be submitted to Linda Mayer within 24 hours of your return to duty. Payroll will not be processed for the day of an absence if Linda Mayer does not receive a completed and signed verification slip by payroll cutoff date. (Appendix 4)

To report an absence during school hours (between 7:30 a.m. and 3:12p.m).

Teachers: Call 525-4406 Ext. 2030 and leave a message

Counselors: Call 525-4406 Ext. 2030 and leave a message

Administrators: Call 525-0988 Ext. 2001 and leave a message

To report an absence after school hours (between 3:12 p.m. and 7:30 am).

Teachers: Call the Alert Communications Sub Line 656-9393

Counselors: Call the Alert Communications Sub Line 656-9393

Administrators: Call 525-0988 Ext. 2001 and leave a message

The message should include (if applicable) the following:

- ~ Start Time 7:40 for all Substitutes (even for teachers with Period 1 Prep)
- ~ Name and subject
- ~ Reason for absence
- ~ Day and date of your expected return
- ~ Location of your roll sheets, lesson plans, etc.
- ~ Substitute preference

#### Verification of Absence

1. Employees must verify any absence and must complete a Blue absence report form.
2. Falsification of such reports shall result in appropriate disciplinary action and adjustment of pay.
3. Absence due to illness exceeding a period of five (3) teaching days may require a statement of proof from a physician.

#### Substitute Lesson Plans

All absences listed in this policy section require daily lesson plans for the use of substitute personnel. In addition, every certificated employee must have on file, with the Career center technician, lesson plans for one day.

#### Emergency Lesson Plans

When an emergency prevents an employee from submitting lesson plans for a day of absence, you shall have on file a lesson plan for each of the courses you teach. This set of plans will be used in event of an emergency and

will be kept on file in the Career Center. These plans need to be reviewed and modified as the school year progresses. At the beginning of the school year you need to review and/or update your emergency lesson plans. The first set of emergency lessons plans are due in the General Office by the end of the second week of school

#### Off Campus Sign-Out

Personal business is to be handled after school hours. In case it is necessary to be off campus during your prep, you must notify the Principal or an Assistant Principal before leaving.

#### Jury Duty

When you receive a summons to appear, you are entitled to leave without loss of pay to perform jury duty services. Upon receipt of notice of jury duty you shall immediately complete and submit a written *Request For An Approved Leave of Absence Form*. This form must be submitted to the Career Center Technician. The District will approve jury duty requests on a first come first serve basis with only one teacher approved for jury duty per week.

While at jury duty, obtain a *Confirmation of Appearance for Jury Duty* form. Submit this form along with the district's Absence Verification slip together to the District Office payroll technician. Endorse the payment voucher or submit an amount equivalent for jury duty to the District, excluding any compensation for mileage. You are required to return to work during any day or portion thereof in which jury duty services are not required.

#### Certification

It shall be the personal responsibility of the certificated employee to have a proper credential and to keep the credential in force by completing appropriate professional growth as required and by renewing the credential as required. Failure to meet these requirements will result in non-issuance of salary warrants and loss of position.

The District Office shall notify personnel regarding the need to renew credentials on an annual basis.

Credentials and life diplomas may be revoked or suspended by the State Board of Education when the holder is found guilty of:

1. Failure to fulfill a valid contract of employment or leaving school before the expiration of the term of employment without consent of the governing board,
2. Immoral or unprofessional conduct,
3. Persistent defiance of, or refusal to obey, the laws regulating the duties of employees and/or,
4. Evident unfitness for teaching.

#### Resignation

The Superintendent or his/her designee shall officially accept the written resignation of any employee. Acceptance of the resignation shall be effective at the time of receipt by the Superintendent or his/her designee.

All personnel resigning for reasons of health must have an exit interview with the appropriate District Office personnel to assure that potential benefits have been discussed.

An employee desiring to resign shall make his/her request in writing to the Superintendent via his/her immediate supervisor. NOTE: Normally, resignations will not be accepted after July 1 unless a suitable replacement is available.

Typically, a resignation terminates relations between an employee and the district. That is, one loses his/her probationary or permanent status. Persons teaching two years, but who resigns before teaching the first day of the following year, resign as probationary rather than permanent teachers.

Teachers re-employed after resigning fall in one of three categories:

1. Probationary teachers at the time of their resignation may be re-employed on the same Step and

- Column to which their training and experience qualifies them at the time of re-employment based on salary schedule in effect at the time of re-employment.
2. Permanent teachers at the time of their resignation may be re-employed within a thirty-nine-- (39) month period after the effective date of the resignation with no loss of benefits. That is, they will retain their position on the salary schedule and retain their accumulated sick leave and tenure: Ed. Code 44931. Re-employment of a permanent teacher is at the option of the district. A certificated employee who resigns from the school district and is subsequently hired again may lose his/her original order of employment. Seniority in this case shall begin on the day on which the employee first rendered paid service after her/his re-employment: Ed. Code 44931.
  3. Permanent teachers at the time of their re-employment after thirty-nine (39) months are subject to the same employment provisions as any new teacher.

Upon receiving the proper request, the district services the teacher, in the following ways:

- a) Letters for placement files sometimes referred to as letters of recommendation
- b) Verification of employment for placement on salary schedules in other districts
- c) Transfer of sick leave to other California school districts and
- d) Verification of employment for retirement purposes

#### Cause for Dismissal

The Superintendent shall have supervision and control of all certificated employees of the District, and shall report to the Board any serious misconduct, lack of ability, negligence, or inattention on the part of any of them. When the Superintendent deems it to be in the best interests of the school district, he/she shall recommend to the Board of Trustees for final action the demotion or dismissal of any certificated employee. All procedures shall be in accordance with the California Education Code.

Permanent certificated employees and probationary certificated employees, hired during or before the 1982-83 school years, may be dismissed for cause as defined in the Education Code:

1. Immoral and/or unprofessional conduct.
2. Commission or aiding or advocating the commission of acts criminal syndicalism.
3. Dishonesty, unsatisfactory performance, evident unfitness for service, physical or mental conditions unfitting him/her to instruct or associate with children.
4. Persistent violation or refusal to obey the school laws of California, or reasonable relations by the State Board of Education or the Governing Board of the Santa Paula Union High School District.
5. Conviction of a felony or any crime involving moral turpitude.
6. Membership in, or advocacy of, an organization advocating overthrow of Federal or State Governments by force, violence, or other unlawful means.
7. Refusal to answer under oath to proper authorities concerning membership in, or advocacy of, an organization advocating forceful or violent overthrow of the Government of the United States.

Probationary certificated employees, hired during or after the 1983-84 school years, may be dismissed during the school year for unsatisfactory performance as defined in the Ed. Code Section 44948.3. Permanent or probationary certificated employees have the right to appeal as provided in the Education Code.

#### State Teachers' Retirement System (STRS)

A regular full-time teacher will contribute to the State Teachers' Retirement Fund. Contribution is based on yearly salary and deducted in equal monthly payments to the number of months worked by the employee. For the current percent rate deducted contact the District Office at 525-0988.

#### Pay Period

Regular employees shall be paid on the last working day following the month of service. Warrants can be picked up at the employee's work site from the Principal's secretary at the end of the workday. If they are not picked up by 4:00 p.m. they will be mailed home. Warrants for July and August can be picked up at the District Office after 2:00 p.m. You also have the option of electronic deposit.

### Tenure

Employees with a probationary classification beginning with the 1983-84 school years, who serve the district for two consecutive years in a position or positions requiring certification and who are re-elected for the next succeeding school year to a certificated position or positions, become permanent employees of the Santa Paula Union High School District.

An employee who serves in a temporary position for 75% or more of the days in a school year in a single assignment for one or more full years shall, if assigned to a regular position, be designated as a second-year probationary employee toward tenure classification.

### Tuberculosis Examination

1. It is the employee's responsibility to file proof of examination within the past 60 days to determine that he/she is free of active tuberculosis prior to employment. This examination shall consist of an approved intradermal tuberculin test. If tested positive, an X-ray of the lungs shall follow this.
2. All continuing employees shall comply with the above requirements every four years after initial employment. The District shall cover the cost of the skin test and one follow-up X-ray, if needed, or all employees only if the District designated health provider is utilized.

### Responsibilities and Duties

Teachers shall become familiar with the rules and regulations adopted by the Board of Trustees, especially those related to their own duties, instruction and discipline of the school. Board Policies and Administrative Regulations are available to staff members.

### Professional Growth

Professional employees shall strive to develop competence beyond that which they may attain through the performance of their assigned duties. This may be accomplished by attending classes at an accredited college or university. It may also be accomplished by attending in-service education classes or workshops with prior approval of the Principal. In some instances these may count as hurdle credit on the salary schedule.

### Responsibility for School Equipment

Employees shall be held responsible for the care of all furniture, textbooks, reference books, courses of study, manuals, rules, bulletins, apparatus, etc. sent to their respective rooms. They shall keep systemic and complete record of the books and permanent supplies furnished to each pupil and give proper credit when the same is returned. Employees shall frequently make a careful inspection of textbooks and permanent supplies in use by the pupils. Any damage to books, equipment, building or school property caused by a pupil shall be reported promptly to the Administration, together with the circumstances under which the damage occurred. Employees shall not loan building keys to pupils.

### Smoking

Effective January 1, 1989, smoking and the use of tobacco products is prohibited within any District building or facility. In addition, smoking or the use of tobacco products by district employees is prohibited on school grounds or district vehicles when pupils, other than adults are in the general vicinity. Any questions or interpretations arising to the intent of this regulation regarding specific facilities or locations will be resolved by site administration.

### Safety and Health

The District's goal is the participation by all school persons, employees and students, in accident prevention and their acceptance of personal responsibility for safety. All employees should alert to dangerous conditions and unsafe practices. Corrections should be made within the scope of their authority. Reports on dangerous conditions and/or unsafe practices are to be immediately reported in writing to administration. All certificated

personnel shall notify the school health clerk of any child suspected of having a communicable disease or illness.

#### Pupil Supervision

Employees shall exercise vigilant and watchful care over the conduct and habits of pupils while under their supervision. Teachers shall hold pupils to a strict account for their conduct in the classroom.

#### Accident Reporting: Student and District Employee

In case of an accident to a pupil, parents should be notified and an accident report completed. Forms can be obtained from the school nurse. Turn in the completed form to the school health clerk, school secretary or administrator. A student accident report form should be completed on **ALL** pupil accidents, regardless of the seriousness of the accident. It is important that the form be completely filled out and turned in as soon as possible following the student accident. Copies will be distributed to the appropriate departments. Any accident to a student during school-sanctioned activities should be reported, **WHETHER AFTER SCHOOL HOURS, WEEKENDS OR DURING REGULAR SCHOOL HOURS.** (This includes sports activities and practices, cheerleading practice, field trips, etc.)

Any school district employee (or volunteer) is required to report an accident to his/her supervisor within 24 hours in the event of any injury on the job. Follow the same procedures as above in reporting.

#### Keeping Records

Teachers shall keep accurate attendance, scholarship and other records as are prescribed including a teacher copy of attendance in addition to online reporting. Remember these are official legal documents.

#### Speech and Actions

Unethical conduct or speech reflects not only upon the person committing the breach, but also upon his/her colleagues, the District and the entire teaching profession. Any discussion of problems relating to students demands the exercise of caution. Confidential information must under no circumstances be published or discussed with unauthorized persons. Names, addresses and telephone numbers of children and employees shall not be given unless, in the judgment of the administrator concerned, the request is within the line of responsibility and for the welfare of the student or employee.

#### Ideals of Instruction

Teachers and administrators must exercise caution to insure that all pupil instruction is in complete harmony with American ideals and the democratic foundation of this country. Resource persons, guest speakers, books, films and other instructional aids must conform to this basic ideal.

#### Research and Experimentation

Continued improvement of the educational program is basic commitment of this District and is a responsibility shared by all administrative and teaching staff members. It is encouraged that current practices are evaluated and to engage in educational studies which will identify problems and point to possible solutions. Teachers should consult with the administration for initiating and designing experimental undertakings in such areas as guidance, testing techniques, course content, etc. All are urged to be alert to the many new possibilities for improvement, which are opening up because of new technological developments and application in business, industry and governmental services.

#### Controversial Issues

The Board of Trustees believes that every reasonable effort should be made to accomplish the educational goals set forth in Board Policy.

Particular learning materials shall not be avoided on the basis that they may be considered to be controversial. Teachers in the Santa Paula Union High School District shall have "Academic Freedom" to discuss objectively diverse views on issues still unsettled, as these issues present themselves in the normal course of education.

Objectivity as used here shall not be confused with "neutralism." Objectivity does not require the absence of a point of view but, rather, to see the matter from more than one point of view and by emancipation from a narrow outlook in favor of a wider perspective. Academic freedom as used here does not give the teachers, as individuals, any right to air purely personal views in the classroom. All instruction shall foster the study of vital present-day problems in the classroom. This objective is in keeping with our point of view toward meeting all pupils' needs for effective citizenship in our American democracy.

The role of the teacher should not be used to advocate partisan opinions. Teachers should not violate the provisions of Chapter 5, "Prohibited Instruction," Ed. Code Section 51500 to 51550.

#### Internet and/or Technology Use Agreement

It is recognized that technology provides ways to access the most current and extensive sources of information. Technology also enables an individual to enhance his/her overall knowledge and skills. Every effort shall be made to provide equal access to technology throughout the District. All users of District technology shall have no expectation of privacy and the District has the right to monitor or examine all system activities to ensure proper use of the system. All employees must have on file with the District a Technological Resources and Internet Acceptable Use Agreement. Violation of this agreement will result in disciplinary action.

### **STRENGTHENING COMMUNITY RELATIONS**

It is important to establish close relationships between the school, the home and the community. Community participation in the operation of the school, teacher participation in community activities and a school plant available and used for community activities contribute to a sound school-community relationship.

#### The Teacher and the Community

Since all children divide their 24 hours of daily living among the loyalties, interests and activities of home, school and community, it is important to maintain and cultivate the relationship between these three areas of youthful living. Human relations, personal conduct, work and study habits, attitude appreciation's and ethical values that are socially desirable in one area of living, are equally important in the others.

To guide children in community living, it is essential that the teacher recognize, understand, and appreciate the following:

- ~ Natural resources of the area and their part in community living
- ~ Historical and cultural background of the community
- ~ Status of community population and housing
- ~ Civic, educational, cultural, religious, recreational and other opportunities
- ~ People who contribute to community life and the ways in which they can share with school children

The teachers of the Santa Paula Union High School District can help to establish close and desirable relationships among the school, the home and community by:

Staff members are encouraged to actively participate in community activities. This will help to make the school an educational, cultural, social, civic and recreational center of the community.

Knowing, understanding, and using accepted procedures and methods in teaching and taking every opportunity to impart this knowledge to the home and the community can be established through the following:

- ~ Back to School presentations
- ~ Open House
- ~ Culmination programs
- ~ Parent conferences
- ~ teacher-parent panel discussions
- ~ classroom demonstrations
- ~ community organizations
- ~ challenging, inspiring and stimulating pupils to give their best in each learning and work experience

## **TEACHER RESPONSIBILITIES**

The following is not intended as a comprehensive list of responsibilities of faculty members. It is a guide to proper strategies for maintaining a positive learning environment.

1. Be available to students in your work location, both before and after school. This will allow students in need of extra help receive proper assistance.
2. Exercise care in seeing that students assigned to your classroom are always properly supervised and that they remain under your supervision until the passing bell sounds. Provide Hall Passes for any student leaving your class for any reason stating their name, date, time, destination and your signature.
3. Follow up on requests for homework, parent contacts and information needed by support staff. It is advisable that you record these actions for future use.
4. Participate openly in discussions regarding Santa Paula High School rules and regulations and the administration thereof.
5. Actively support student efforts in both class and in co-curricular and extra-curricular activities. Your visibility at school related activities is a positive signal to students regarding your attitude toward your chosen profession and their overall growth as individuals.
6. File reports regarding accidents or incidents on campus so that the best possible treatment of students will result.
7. Expect the best possible performance from each individual student, and recognize his/her efforts in achieving those goals. Authenticity in praise is as valuable a teaching tool as fairness in reprimand.
8. Begin each class session promptly with a meaningful activity.
9. Attendance must be taken for period every day. It is your responsibility to ensure any absence is uploaded via on-line attendance in a timely manner so the Attendance Office may schedule appropriate parent notification.
10. Approach each period each day in a positive manner.
11. Teachers are expected to be role models; not perfect. Your language, dress, observance and enforcement of school rules should be consistent and follow established protocol.
12. Accompany students to assemblies and pep rallies. They are still under your direct supervision.
13. Only accept student aids if you will have work for them or are willing to supervise them in your room in the absence of work. Student aides sent on errands are to be in possession of a hall pass. Do not let your student aide(s) wander around campus.

### Grading Policy

Grading Policies are individualistic. But it is to be fair and consistent in its application to the student. It is advised that a Grading Policy be communicated clearly to the student both orally and/or in writing.

Teachers are required to notify parents of students who are earning a grade of D, F or Incomplete. Notification must be three weeks prior to the end of each grading period. D, F and Incomplete notices are issued through the Guidance Office for the teacher to complete and return to the Guidance Office for processing. It is the teacher's responsibility to inform the parent, not the Guidance Office or counselor.

If a student's grade falls to a D, F or Incomplete after the teacher has notified the parent through the Guidance Office; the teacher must do the following:

- ~ Complete a handwritten progress report form and mail it home Return Receipt Requested to the parent. Keep a copy and date it.
- ~ Make every effort to contact the parent in person. If contact is made, document the contact by including the date, time, name and relationship to the student.

You cannot issue an "F" grade to a student if the parent/guardian has not been notified. Ed. Code 49067 requires "a conference with, or a written report to, the parent of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course."

### Attendance Procedures

State of California requires teachers to take attendance every period on a daily basis (ed. Code). We currently use an online system (Zangle) in which attendance needs to be recorded and submitted to save this information. Teachers are also required to keep a hard copy of their attendance (may be a roster with teacher notes) in the event of an emergency. Our On-Line Attendance Program has the ability to print rosters at your own convenience. At the end of every week (Friday) a Weekly Attendance Report must be printed, signed, dated, and submitted to the Attendance Office. These records serve as teacher verification of average daily attendance from which funding for the District is determined by the State of California. Teachers are responsible for the recording of their own attendance and are not to rely on student assistance. **Students are not allowed to record attendance.** Attendance records must be original documents certified by the teacher of record and must be maintained for audit. The teacher's attendance record is the official and legal document for a student's attendance history.

### Initial and New Student Enrollment

Student enrolling or dropping from your class must bring in an add/drop slip from their counselor. If a student does not appear on your class attendance screen he/she needs to be sent to the counseling office with a note to either have the student scheduled in your class or placed in another appropriate class. With the Zangle system once a student is scheduled into your class they will appear on your attendance screen.

### Enrollment Totals

For all periods for the first week or two of school a Current Enrollment Seat Count form needs to be completed. Fill in for each day the total number of students who were physically present and officially enrolled in the class. The Current Enrollment Seat Count form will be distributed on a daily basis. This form helps in the leveling of classes.

### Absences

The attendance policy intends to reflect the importance of student participation in daily classroom activities. A vital part of the educational process is the student's personal interaction with the teacher and his/her peers. Excessive absences also put an extra burden on the student and the teacher in attempting to make up work that is missed. Excessive tardiness is a disruption to the teacher and other students when class is in session. It is also the purpose of this policy to emphasize the importance of being on time in preparation for a student's entrance into society.

State law severely restricts parent/guardian rights to excuse a student from school (Ed. Code 48200). Parents/guardians are advised that they may not legitimately excuse students from school except for reasons of illness or injury, a medical appointment, quarantine, jury duty or death in the immediate family. Absences for any other reason are classified by law as Unexcused. A student may not be able to make up work missed because of an unexcused absence. If a student is going to be absent for any reason, the parent must notify the Attendance Office by note or telephone call.

If a student is to be absent for three (3) or more days, the school must be notified so that arrangements for an independent contract with the teachers can be made so the student can receive daily class work.

It shall be the policy of this District to encourage a teacher to include participation in daily classroom activities

as one of the criteria used in assigning a grade for the course and to permit a lower grade to be given because of excessive absences.

If a failing grade is assigned due to excessive excused and/or unexcused absences, the written grade report of the pupil shall so indicate. A teacher cannot fail a student solely based on excessive verified absences. This policy only allows a teacher to fail a student based on excessive unverified/unexcused absences.

It is the policy of this District to permit a teacher to assign a failing grade to any pupil whose unexcused absences from a class equals or exceeds Ten (10) days per semester. Failure by the teacher to follow the set protocols will end the process. In order to implement this Policy the teacher must periodically inform the parent of the intent to do so. Below is a progressive unexcused absence procedure that is to be followed.

- 1 Unex. Abs.      Automatic/recorded message sent, student/teacher classroom conference
- 2 Unex. Abs.      Automatic/recorded message sent, letter sent and/or telephone call to parent from teacher
- 3 Unex. Abs.      A computer-generated letter (first letter) sent from the Attendance Office stating that the student may fail the class due to his/her attendance with a notice to attend a parent conference; copy is sent to counselor and teacher.
- 4 Unex. Abs.      Computer generated letter (second letter) is sent from the Attendance Office stating that on the next unverified absence the student may fail the class due to his/her attendance; copy is sent to counselor, teacher, and Outreach Coordinator to arrange a home visit. Teacher must notify the counselor in writing his/her intent to do so.
- 5 Unex. Abs.      Computer generated letter (third letter) is sent from the Attendance Office notifying the parent their son/daughter has failed the class due to his/her attendance. Copies will be forwarded to the Guidance Office. Individual counselors generate a letter to inform the parent that the process to drop the students from the class has started and the parent's right to appeal.

Students will be dropped from the class, unscheduled from the class or administratively placed in alternative education under contract if the attendance problem persists.

A parent may petition for a hearing relative to their child's absences within five (5) days of notification. A committee for this purpose will be created through the Guidance Office under the aegis of the student's counselor. This committee will convene to hear a parent's petition within five (5) days of notification and shall be composed of a teacher, a staff member, a counselor, and an administrator. The committee will decide whether to grant re-enrollment of the student into the class. Any agreement to "make-up" the time and missed assignments must be contracted between the student, counselor and the referring teacher. The student shall remain in the class until the committee renders a decision.

Students will also be referred to SARB for processing into the juvenile court system, as school attendance is mandatory by law. Habitually truant students may be placed on probation, be detained and their parents may be required to pay a fine. A "truant" is defined as any pupil who is absent from school without a valid excuse more than three days or tardy in excess of thirty minutes on each of more than three days in one school year, Ed. Code 48260.

If a student is absent, indicate with a symbol, i.e. A, /, etc., under the appropriate day of the week on the Zangle Class Roster Attendance window. This indicates an unresolved absence. If you make an error, you have 24 hours to make the on-line correction yourself. Any further corrections will be done by the Attendance office when they receive the correct information. Tardies override a filled in "A" for absence, so all that is needed is to type-in the "T" for Tardy. If possible, make corrections on the Zangle Attendance window as soon as possible. After the daily attendance has been processed, any corrections must be inputted by hand in the Attendance Office. The computer cannot read corrections when they are processed the over 24 hours. If attendance has been submitted on-line and it was entered incorrectly, fill out and submit an Absence Correction Slip, in person, to the Attendance Office. Correct the error on the weekly attendance print-out. Absence Correction Slips may be picked up in the Attendance Office. Students are not to leave class to resolve absences. Point to Ponder; be aware of Monday holidays!

## Tardies

Students are considered tardy if they are not at their workstations when the tardy bell rings. The teacher defines the workstation, but the minimum requirement is that students are in the classroom when the bell rings. If a student is more than 30 minutes late to a class, he/she is no longer tardy. After 30 minutes a student is considered truant and it is an unexcused absence if no valid reason is forthcoming. Students who are late to class with a Hall Pass are not to be considered tardy. If the student is tardy to class, indicate with a symbol i.e. T, /, etc, under the appropriate day of the week in Zangle Attendance window. If you discover an error, follow the same procedure as outlined under Absences. A teacher may recommend that a student receive a failing grade if she/he accumulates 10 or more tardies in their class as per District policy. In order to implement this Policy the teacher must periodically inform the parent of the intent to do so. Below is a progressive Tardy Procedure that is to be followed:

1 <sup>st</sup> Tardy	Student Teacher Conference
2 <sup>nd</sup> Tardy	Student Teacher Conference
3 <sup>rd</sup> Tardy	Teacher notifies parent of student tardiness by Phone or mail. Teacher informs parent that the 10 <sup>th</sup> tardy will result in removing the student from class and a grade of "F" being assigned for the semester. *After School Detention is assigned.
4 <sup>th</sup> Tardy	Student is assigned Saturday school or after School detention with teacher
5 <sup>th</sup> Tardy	Student is referred to their counselor for Parent Conference*
6 <sup>th</sup> Tardy	Student is assigned Saturday School
7 <sup>th</sup> Tardy	Administration is notified and a formal letter is sent to the students parent or guardian via registered mail informing them that on the 10 <sup>th</sup> tardy the student will be removed from class and a grade of "F" will be assigned for the semester.
8 <sup>th</sup> Tardy	Student is referred to the Assistant Principal for a Parent Conference*
9 <sup>th</sup> Tardy	Student is assigned Saturday School
10 <sup>th</sup> Tardy	Referral of the student to an administrator for removal from class.

\*Steps must be documented and presented to Administrator for the removal of a student from class.

## Hall Pass

If a student is sent out of the classroom for any reason they must be issued the Wooden Hall pass. Do not send students out onto the campus without a hall pass. When they are stopped and do not have a hall pass they will be sent back to class. **Do not send multiple students out of class.** The Attendance Office will not write a Hall Pass or any form of excuse for students who are tardy to their First Period class. Waiting in line to clear an absence is not a reason to be tardy to a First Period class.

## Students with Frequent Absences

Please be alert for students who exhibit signs of frequent or habitual absenteeism or tardiness. Notify the Attendance Office of any student you feel is missing too much school. This early intervention will help in rectifying an attendance problem. Notify the Attendance Office if you speak with a parent regarding a student's absence. The Attendance Office requests that the date, time and reason of absence be given to them if obtained from the conversation with the parent.

## End of Week

At the end of every week (Friday) a Weekly Attendance Report must be printed, signed, dated, and submitted to the Attendance Office. These records serve as teacher verification of average daily attendance from which

funding for the District is determined by the State of California. Please review your attendance against your teacher records for accuracy. Teachers are responsible for the recording of their own attendance and are not to rely on student assistance. **Students are not allowed to take attendance!**

## **EMERGENCY PREPAREDNESS RESPONSIBILITIES**

The Government Code of the State of California, in the interest of protecting all citizens of the State, declares all public employees to be emergency preparedness workers subject to such emergency preparedness activities as may be assigned to them by their superiors or by law.

In general, each teacher is responsible to his/her principal. Each school has an Emergency Preparedness and Disaster Relief Plan that gives specific details. The District also has a plan that is on file at each school.

### School Emergency Coordinator

The School Emergency Coordinator (Principal or Principal Designee) should select heads and alternates for school services such as, valve shutoff, health service food service, etc. The extent to which school emergency services are organized will depend on the requirements as developed by a building survey and upon the location of the school in respect to potential major disaster possibilities.

Members of the school staff should be made aware that their primary emergency preparedness and disaster relief responsibility lies with the school and that other community emergency activities for which they may volunteer should not conflict with this primary responsibility.

### Classroom Teacher

The teacher has the responsibility of helping pupils face the possibility of major disasters and yet convincing them that life worth living in spite of the possibility of widespread disaster.

Students may be psychologically conditioned, sensibly and factually, over a period of time. There is no quick course of instruction once an emergency has occurred.

Classroom teachers are the wardens of the school's emergency organization and their primary responsibility is for the safety and welfare of their pupils.

The teacher should:

1. Keep current and be accurately informed about the emergency preparedness plan of the school. **Know WHAT to do – and WHEN and HOW to do it.**
2. In accordance with the school program, provide instruction and practice for the pupils in techniques of survival and in the emergency procedures they must follow in actual operation of the emergency plan.
3. Understand and put into practice the psychology of handling the students so that confidence and moral is maintained before, during and after an emergency.
4. Maintain and have readily accessible at all times, when on duty, a listing of personal data, in your possession, on all pupils in his/her charge with special instructions as to the duties of the individual teacher in emergencies. This information must be available for use by a substitute teacher.
5. Have available a planned program of activities for use during periods of enforced confinement in order to maintain morale, alleviate tension and control hysteria.

As a basic principle, faculty members should serve in no official emergency services capacity outside of their school responsibilities (exception: after school hours, they may serve on an emergency staff as instructors, training coordinators, consultants and administrators in the emergency training services). Their primary responsibility is to the school for the safety and welfare of the students.

### Non-Teaching Staff

The non-teaching staff must work in unity with the principal, the school emergency coordinator and the teachers. As public employees, they are by law disaster service workers when so assigned. They should be

assigned specific duties in the school's emergency preparedness plan in accordance with their particular knowledge, skills and abilities.

The non-teaching staff, as well as teachers, is advised to be trained in first aid and in the use of available fire fighting equipment.

#### Procedures During Emergency Operations

Every effort will be made by all school personnel to protect and preserve the school buildings and property so that we may resume the educational activities as soon as possible after any type of major disaster. In order to do this, each school will prepare and maintain an operative emergency preparedness and disaster relief plan.

The following will be required of each school for any emergency or disaster relief need.

1. All possible steps will be taken to assure the safety of the pupils who attend our schools.
2. For all emergencies, the teacher is the authority in the classroom and must act as reason dictates. If time permits, the teacher will receive and follow the directions of the principal, school emergency coordinator or district coordinator.
3. The teacher must stay with their students at all times. If the teacher has other duties, it is allowable for him/her to turn over the group of students to the authority of another teacher. This change will be made upon direction of the principal or school emergency coordinator or district coordinator.
4. The teacher will not release a student without direction from the school emergency coordinator, principal or his/her designee.
5. The vital records of the schools will be protected from damage and destruction.
6. Standard signals will be used throughout the school district for each type of emergency.
  - a. FIRE DRILLS – automatic, intermittent sounding bell. The students will evacuate the building following established routes to assigned areas.
  - b. EARTHQUAKE AND NUCLEAR ATTACK DRILLS – The word DROP will be announced. Students and teachers will immediately drop, cover and hold a protective position and wait for the “intermittent bell” (evacuation) or further orders. Students, not in the classroom, should drop where they are and take a protective position and wait for the “intermittent bell” (evacuation) or further orders. In case of an actual surprise attack, there will be a flash of brilliant light; everyone will immediately drop and take a protective position.
  - c. FLOOD – Word of an impending flood will be communicated to all of the classrooms. Teachers will prepare their students for an orderly evacuation.
  - d. LOCKDOWN – Drill that takes place in the event with have an “Active Shooter” on or near our campus. The LOCKDOWN bell is a long continuous sounding bell which lasts for approximately 60 seconds. In the event of a lockdown teachers are to instruct students to seek safety in the classroom, cover windows, lock doors and turn off lights. Do not open the door for anyone once you have gone into a LOCKDOWN. Even the friendliest of voices could be that of the shooter! Classroom can only be released by an administrator, security or SPPD Officer.
7. Schools will hold emergency drills periodically for all types of emergencies. Alternate routes should be practiced in case the regular one is blocked. All records of such drills shall be kept with the Disaster Coordinator.
8. All school personnel will participate in definitely assigned responsibilities in the emergency preparedness and disaster relief program.
9. The Santa Paula Union High School District will cooperate with the Red Cross and the local emergency services authorities. After our major responsibilities to the pupils and school district are fulfilled, the physical facilities of the school will be made available for the relief and assistance of the general public.
10. All emergency preparedness materials in the schools may be subject to examination, evaluation and Board Of Trustees approval in the same manner required for all other instructional materials and procedures before use in the individual schools of the district emergency preparedness program.

## **POLICIES AND PROCEDURES**

### Text Book Distribution

Textbooks will be distributed to students through their English classes. Classes will be escorted to the library by

their teacher who will be required to remain and assist in the distribution process. All students should have their books by the end of the first week.

PLEASE NOTE: Do not send any extra students to the library. They will be sent back to class without books. Please plan your first few lessons bearing in mind that you may be without books the first week.

#### Approval of Outside Speakers, Board Policy #6143

Permission may be granted for an outside speaker not employed with the Santa Paula Union High School District with prior approval. Approval by the principal or his/her designee is required and is contingent upon criteria set forth in the Board Policy #6143. A request form, *Outside Speaker Approval Request*, must be submitted for approval at least forty-eight (48) hours in advance.

#### Video Film Usage in the Schools, Board Policy #6161.1

Videos that are shown in the classroom must be rated G, PG or PG-13 and directly support subject matter being taught. Parents and legal guardians may view video materials used in classroom instruction upon making prior arrangements with the site administrator. According to Board Policy, it is expected that teachers follow existing and current copyright laws governing air taping and commercially produced films.

#### Field and Over Night Trip Procedures/Regulations

**On campus school activities should be viewed as field trips, in that they remove students from instructional time and require approval from administration, teachers, and parents.**

A faculty member wishing to remove students from instructional time must receive permission from parents and from all classroom teachers impacted by the removal. In addition to the sponsoring Teacher submitting the **Field Trip or Excursion Authorization Form**, they must submit the **Field Trip / Activity Permission Slip form** with teacher and parent approval for ALL field trips/Activities on or off our campus.

Instructional time is our most precious commodity and it must be protected. Please remember that anytime you remove a student for a trip or activity you are removing them from a colleague's class and from instructional time. Below is an excerpt from the Faculty Handbook outlining the Procedures /Regulations to assist you in planning a field trip or activity.

#### Field Trip and Over Night Trip Procedures/Regulations

Field trips may be approved in connection with courses on instruction or school related social, educational, cultural or athletic activities. **Santa Paula High School Field Trip Applications must be submitted two (2) weeks prior to departure to the Assistant Principal's office.** All overnight trips, beyond 150-mile radius and trips using airplane, train or ship require Board of Trustees approval prior to departure. Trips to foreign countries must be submitted at least six months prior to departure (Appendix 10).

The principal/designee is responsible in the procedure for the following items:

1. The principal/designee will determine the educational nature of the trip and:
  - a. Approve student release from school if related to course of instruction, competition or honor society. An Application for School Activity form must be submitted.
  - b. Approve out-of-school hours, if the field trip / activity is related to a course of instruction, school competition or honor society. An Application for School Activity form must be submitted.
  - c. Approve out-of-school hours, if the field trip activity is for a club, cultural or social activity. An Application for School Activity must be submitted.
  - d. Approve out-of-school hours, if the activity is related to a course of instruction, school competition or honor society that is being financed by a school community support group. An Application for School Activity form must be submitted.
2. Determine whether the trip requires Board of Trustee's approval.
3. Determine whether chaperones and type of transportation to be provided conforms to District Insurance liabilities.

The field trip advisor is responsible for the following items:

1. The advisor must obtain signed parent permission slips for each student (**Field Trip or Excursion Authorization Form**).
2. The advisor must obtain an activity slip from each student that has been signed by each teacher whose class will be missed by the student (**Field Trip/Activity Permission Slip**)
3. The advisor must turn in the permission slips to the Assistant Principal's office by 3:00 p.m. the day prior to the trip in order to make a student master list.
4. The advisor will send a Transportation Request to the District Office at least two weeks prior to the trip. Exceptions must be cleared with the Director of Business/Classified Personnel.
5. The advisor will take attendance from the master list and names of students attending and not attending will be submitted to the Attendance office and to the Assistant Principal's office prior to departure.
6. The advisor will make sure that all students leaving by bus return by bus unless prior permission of the designated administrator has been obtained.
7. The advisor of the class-related field trip will make sure that no student is precluded from participation because of a lack of funds.
8. All chaperones must be approved by the principal with their name and home address on the field trip master list.

#### Responsibilities of Teachers/Sponsors Who Initiate Field Trips

##### 1. SUBMIT ONE MONTH PRIOR TO THE ACTIVITY:

- a. Application for overnight School Activity (Overnight Trip Requests require approval by the Board of Trustees)

##### 2. SUBMIT TWO WEEKS PRIOR TO THE ACTIVITY:

- a. Application for School Activity, **the application must be approved by Administration and placed on school calendar.**
- c. Transportation Request.

##### 3. SUBMIT TWO DAYS PRIOR TO THE ACTIVITY:

- a. Initial Field Trip Roster submitted to the Assistant Principal's office and to the Attendance office including students not attending field trip. It is the responsibility of the sponsoring teacher to make provisions for any student(s) that do not go on the trip. Prior arrangements must be made with teachers to whom students are assigned.
- b. **Field Trip / Activity Permission Slip Form** signed by Parent or Guardian and by all Teachers of the student
- c. **Field Trip or Excursion Authorization Form** signed by Parent or Guardian.

##### 4. SUBMIT BEFORE DEPARTURE ON THE DAY OF THE ACTIVITY

- a. Final Field Trip Roster, including the names of students absent to the Attendance Office.

##### 5. TAKE WITH YOU:

- a. Your copy of the **Field Trip or Excursion Authorization Form** in the event of a medical emergency (if students are riding in more than one vehicle, be sure that the appropriate permission slips accompany the chaperone supervising the appropriate students).
- b. Your copy of the Field Trip Roster.
- c. All Field Trip and Bus Regulations.
- d. School/Administrators phone number (see note below).

#### **IMPORTANT NOTE:**

If a major problem occurs (e.g. use or possession of a controlled substance/alcohol, fighting, disruptions involving a group of three or more students), the teacher in charge will contact the school and advise an administrator of the problem and seek advice on the next step. If the trip is scheduled to return after the

administrator-in-charge's normal workday, obtain the administrator's home phone number before departing.

## **Pupil Transportation Rules**

The Field Trip sponsor or Athletic coach and supervisors or assistant coaches must be familiar with the following regulations prior to any field trip, activity or athletic event. Questions regarding this information should be directed to the appropriate administrator prior to the day of the trip.

1. Bus & Van Conduct Rules (see below).
2. Review name of students attending the field trip or school activity to identify potential seating problems. Assign seating accordingly.
3. The supervisor in charge of each bus is to inspect the bus prior to the student boarding and note and report to the driver, any damage to the seats or if there is trash on the bus.
4. Whenever possible, assign two supervisors to each bus. One supervisor is to sit in an aisle seat in front of the back seat of the bus. The second supervisor is to sit in one of the first three rows of the bus. When there is only one supervisor, he/she is to sit in an aisle seat in front of the back seat.
5. No backpacks or large handbags are to be brought on the field trip. Small purses are allowed as well as notebooks/paper, if needed. This will prevent excessive baggage problems and reduce the chance of theft or bringing of unauthorized items on the bus.
6. Lunches or snacks brought by students are to have the student's name on them and be stored in a box in the bus storage compartment.
7. Teachers or coaches are to have a copy of each field trip permission and/or medical release form with them.
8. In the event that a problem(s) occur(s), the field trip sponsor or coach is to:
  - a. Fully assess the problem and acquire all necessary information to present to the designated administrator upon their return to school.
  - b. If a major problem occurs (e. g. use or possession of a controlled substance/alcohol, fighting, disruptions involving a group of three or more students), the teacher in charge will contact the school and advise an administrator of the problem and seek advice on the next step. If the trip is scheduled to return after the administrator-in-charge's normal workday, obtain the administrator's home phone numbers prior to leaving on the trip.

### **Bus & Van Conduct Rules Board Policy #3023**

All staff shall support the bus and van drivers in carrying out their mandated responsibilities. Teachers and coaches should take steps to familiarize students of their responsibilities as outlined in this plan at least twenty-four (24) hours prior to the scheduled trip. In the event that this cannot be accomplished, teachers and coaches shall be responsible to review the plan with their students before the start of the trip. In addition, coaches must read aloud the Bus & Van Conduct Rules section below, items 1 to 15 to each team before boarding the bus on the first athletic trip of the season.

1. Arrive at the bus/van stop at least five (5) minutes before the bus/van is scheduled to arrive.
2. Wait in a location clear of traffic and away from where the bus/van stops.
3. Behavior at the bus/van stop must not threaten life, limb or property.
4. Observe the same behavior and conduct as in the classroom.
5. Cooperate with the driver at all times.
6. The driver shall decide if there is behavior that is determined to be unsafe or distracting. The driver is

also authorized to make seat assignments.

7. Be courteous. Do not use profanity, make obscene gestures or make excessive noises.
8. Keep the bus or van clean. Eating, drinking or littering of any kind is not permitted.
9. Do not throw objects in, out of or at the bus or van.
10. Stay seated at all times.
11. Keep hands, heads and feet inside the bus or van.
12. The bus aisle must remain clear by keeping legs, feet and other objects away from and out of the bus aisle.
13. Only use non-routine exits (emergency doors and windows) when directed by the driver to do so. Do not open, close or tamper with any doors, windows or emergency exits without authorization of the bus or van driver.
14. Do not transport live animals, reptiles or insects. Students who display any improper behavior especially hurting other students, destroying or damaging property, tampering with equipment or controls, etc., can be subject to disciplinary action.
15. Possession of matches, lighters, tobacco products and weapons are prohibited and will subject students to disciplinary action.

**Teachers and coaches shall also adhere to the following:**

1. Verify that all students designated to go on a trip are on board when they arrive at and depart from the destination.
2. Leave with the group at the assigned time of departure.
3. Be an example to the students by providing an atmosphere of respect for the driver and for each other, contributing to a safe and pleasant trip.
4. Do not invite unauthorized personnel including parents, siblings, friends of students and unauthorized district personnel to ride the bus or van.
5. Do not ask or pressure the drivers to accommodate requests in violation of Board Policies and/or administrative directions.

**Maintenance & Operations Work Orders**

Any staff member requesting work to be performed in a classroom, office, or on the Santa Paula High School Campus, must pickup a work order Form from the main office. Fill it out completely and return it to the mail box of Mike Bramlette. The work to be performed will be reviewed by the Santa Paula High School Cabinet and the work order returned to the staff member approved with a timetable to be completed or denied with a reason for the denial.

## **Purchasing Procedures**

It is important that all employees are to follow the following established purchasing procedures to ensure those budgetary limits are not exceeded, and that all purchases are made in accordance with Federal Government Code, California Education Code and Board Policy.

An approved and authorized Purchase Order is required before any purchases can be made. If you want to place an order by telephone, you must first submit your site-approved request to the Business Office who will then issue you a Purchase Order number. You must then advise the vendor to refer to this Purchase Order number on their shipping documents and invoices, along with a description and quantity of the goods shipped.

**IMPORTANT** – The Business Office may not process payments for orders placed without a properly approved purchase order request.

To Request a Purchase Order:

1. A Request For Purchase Order must be completed in its entirety. Please provide the quantity, the number of units, the dollar amount per unit and the extended value along with a brief description. Remember to also state the account this order is to be charged to and sign your name. Purchase order requisitions are available at the Principal's Office.
2. Obtain the Department Chairperson's signature.
3. Obtain the Principal's signature.
4. Drop the signed requisition into the mailbag located near the Staff mail boxes in the Principal's Office. (Use an Inter-Department Mail envelope and send to Tina Sanchez.)
5. You will receive a yellow copy of your purchase order within two working days.

Other Purchasing Prerequisites:

A completed and authorized purchase order requisition is required in advance for all orders by telephone and for all cash purchases.

Arrangements for conferences and seminars should be made at least two weeks in advance of registration deadline.

**REMEMBER** – Payments for purchases made without prior authorization are not the responsibility of the District and may not be processed.

## **Child Abuse and Sexual Harassment Policies**

The following information is taken from Penal Code sections 273a, 273d and 11165.6.

Child Abuse Policy

Child abuse is a physical injury, which is inflicted by other than accidental means on a child by another person. It also means the sexual abuse of a child. It also means willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody. It also means unlawful corporal punishment or injury resulting in a traumatic condition.

Child abuse also means neglect of a child or abuse in out-of-home care. (Out-of-home care is defined in Penal Code Section 11165.5 as a situation where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children, or an administrator or employee of a public or private school or other institution or agency).

Child abuse does not mean a mutual affray or fight between minors. It also does not include an injury caused by the actions of a peace officer using reasonable and necessary force:

1. To quell a disturbance threatening physical injury to person or damage to property;
2. To prevent physical injury to person or damage to property;
3. For purposes of self-defense;
4. To obtain possession of weapons or other dangerous objects within the control of a child or;
5. To apprehend an escapee.

In addition, child abuse does not include injury caused by any force that is reasonable and necessary for person for person employed by or engaged in a public school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense; or
3. To obtain possession of weapons or other dangerous objects within control of a pupil ( Ed. Code sections 44807 & 49001).

### Reporting Suspected Child Abuse

Child Care Custodians are required to report any suspension of child abuse or sexual abuse of minors under the age of eighteen (18). The duty of a child care custodian is to report any suspected child abuse or sexual abuse but not to conduct nor attempt to conduct any investigation of such suspicion All Santa Paula Union High School District personnel are designated as “child care custodians”.

State law requires that child care custodians immediately report suspected child abuse or sexual abuse to a child protective agency for investigation. Failure to do so may subject the child care custodian to both civil and criminal prosecution. It is the policy of the Santa Paula Union High School District that child care custodians immediately report suspected child abuse to the Principal and Santa Paula Police Department or the Sheriff’s Department if the minor resides in a county area of jurisdiction. Suspected sexual abuse should be reported to Child Protective Services when a family member is the suspect; all other suspected sexual abuse should be reported directly to the law enforcement agency of jurisdiction (Police/Sheriff’s Department).

### Procedures

#### I. Notification

##### A. Child Abuse

When child abuse is suspected, immediately notify by phone the Santa Paula Police Department at 525-4474 or the Sheriff’s Department at 654-2311 in the minor resides in county jurisdiction. The notification shall include the name and location of the child, nature of suspicion, and relative information as requested.

##### B. Sexual Abuse

When sexual abuse is suspected immediately notify by phone the Child Protective Services Agency at 654-3200, Santa Paula Police Department at 525-4474 or Sheriff’s Department at 654-2311 as delineated above.

If someone other than the child care custodian makes the call to the respective protective agency, the child care custodian who first suspected child abuse or sexual abuse is legally responsible for insuring that the call was actually made.

#### II. Reporting

Complete the suspected child abuse report (Department of Justice Form SS 8572, SUSPECTED CHILD ABUSE REPORT – 11166 PC), and mail within 36 hours to the Santa Paula Police Department, Detective Unit or the Sheriff’s Department if the minor resides in a county area of jurisdiction or Ventura County Child Protective Services. The reporting party is to retain the yellow copy of the Suspected Child Abuse Report (11166 PC SS 8572 form his/her records. A photocopy of the report with identifying information of the reporting party blocked out (an employee is not required to disclose his or her identity to the employer) is to be sent to the Principals Office and Superintendent.

#### III. Follow-up Responsibilities

The reporting party should anticipate a report from the Child Protective Services Agency with whom the report was filed as to the disposition of the report. In the event such feedback does not occur, it would be in order for the reporting party to contact the Child Protective Services agency to inquire about the disposition of the report.

Parent/Guardians are not to be notified by school district personnel of any suspicion, report or investigation of suspected child abuse or sexual abuse.

School personnel are directed not to contact parent/guardian that a suspected child abuse or sexual abuse has been reported and is under investigation. The Police Department and Child Protective Services are required to make the final determination whether or not child abuse or sexual abuse has in fact occurred. The child care custodian is absolutely protected by state law from civil or criminal action based on reporting child abuse or sexual abuse even if it is later found that the suspicions were unfounded. No child care custodian reporting a suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by this article.

A. Medical Attention

If immediate medical attention is required, the Santa Paula Police Department will authorize treatment.

B. Interview

Upon the presentation of proper identification to the principal or designated representative, duly authorized representatives of law enforcement agencies/or protective services agency shall be allowed to interview pupils during school hours. The interrogations will be conducted in a private office area. The child to be interviewed shall be informed of his/her option of being interviewed in private or selecting an adult who is a member of the school, including any certificated or classified employee or volunteer aide, to be present at the interview. A representative of the child protective agency shall inform the child of the right prior to the interview. If a staff member is present at the interview, he/she shall not participate and the discussion is subject to confidentiality requirements.

C. Removal of Student from Campus

If it is necessary to remove the child from the premises of the school in order to facilitate the investigation, or to identify the suspect, the investigating agency is obligated to notifying the parents/guardians. The school shall furnish the person removing the student with the name, address and phone numbers of the student's parent/guardian. The School should have available a written copy of the parent/guardian, rights should it be requested.

IV. Liability

A. Reporting Party

No child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by this article. Any other person reporting a known or suspected instance of child shall not incur civil or criminal liability as a result of any report authorized by this article unless it can be proven that a false report was made and the person knew that the report was false. No person required to make a report pursuant to this article, nor any person taking photographs at his or her direction, shall incur any civil or criminal liability for taking photographs of a suspected victim of child abuse, without parental consent or for disseminating the photographs with the reports required by this article. However, the provisions of this section shall not be construed to grant immunity from such liability with respect to any other use of the photographs.

B. Failure to Report

Any person who fails to report an instance of child abuse which he or she know to exist or reasonably should know to exist, as required by this article, is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months or by a fine of not more than one thousand dollars, (\$1,000) or by both.

V. Definitions.

A. "Child" Means a person under the age of 18 years.

- B. “Sexual Abuse” conduct in violation of the following section of the Penal Code: Sections 261 (rape), 264.1 (rape in concert), 385 (incest), 286 (sodomy), subdivisions (a) and (b) of Section 288 (lewd or lascivious acts upon a child under 14 years of age), and Sections 288a (oral copulation), and 289 (penetration of a genital or anal opening by a foreign object), and 647a (child molestation).
- C. “Neglect means the negligent treatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatening harm to the child’s health or welfare. The term includes both acts and omissions on the part of the responsible person.
  - 1. “Severe Neglect” means the negligent failure of a person having the care or custody of a child to protect the child from severe malnutrition or medically diagnosed non-organic failure to thrive. “Severe Neglect” also means those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in situations such that his or her person or health is endangered, as proscribed by subdivision (D), including the intentional failure to provide adequate food, clothing, or shelter.
  - 2. “General neglect” means the negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, or supervision where no physical injury to the child has occurred. For the purposes of this chapter, a child receiving treatment by a spiritual means as provided in Section 16508 of the Welfare and Institutions Code or not receiving specified medical treatment for religious reasons, shall not for that reason alone be considered a neglected child.
- D. “Willful cruelty or unjustifiable punishment of a child” means a situation where any person who willfully causes or permits any child to suffer, or inflicts thereon, unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of the child to be placed in a situation such that his or her health is endangered.
- E. “Corporal punishment or injury” means a situation where any person willfully inflicts upon any child any cruel or inhuman corporal punishment or injury resulting in a traumatic condition.
- F. “Abuse in out-of-home care” means situations of physical injury on a child which is inflicted by other than accidental means, or of sexual assault or neglect or the willful cruelty or unjustifiable punishment of a child, as defined in this article, where the person responsible for the child’s welfare is a foster parent or the administrator or an employee of a public or private residential home, school, or other institution or agency.
- G. “Child Abuse” means a physical injury, which is inflicted by other than accidental means on a child by another person. “Child abuse” also means the sexual assault of a child or any act or omission proscribed by Section 273a (willful cruelty or unjustifiable punishment of a child) or 273d (corporal punishment or injury). “Child abuse” also means the neglect of a child or abuse in out-of-home care, as defined in this article.
- H. “Child care custodian” means a teacher, an instructional aide, a teacher’s aide, a teacher’s assistant or any other classified employee who has been trained in the duties imposed by the Penal Code, administrative officer, supervisor of child welfare and attendance, or certificated pupil personnel employee or any public or private school; an administrator of a public or private day camp; a licensed to care for children; Headstart teacher; a licensing worker; employee of a child care institution including, but not limited to foster parents, group home personnel and personnel of residential care facilities; a social worker or probation officer.
- I. “Medical practitioner” means a physician and surgeon psychiatrist, psychologist, dentist, intern, podiatrist, chiropractor, licensed nurse, dental hygienist or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
- J. “Non-medical practitioner” means a state or county public health employee who treats a minor for venereal disease or any other condition; a coroner; a paramedic; a marriage, family, or child counselor, or a religious practitioner who diagnoses, examines, or treats children.
- K. “Child protective agency” means a police or sheriff’s department, a county probation department or a county welfare department.

## VI. Laws

- A. Except as provided in subdivision (B), 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 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 shall report the known or

suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. For the purposes of this article, "reasonable suspicion" means that 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.

- B. Any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or who reasonably suspects that mental suffering has been inflicted on a child or his or her emotional well-being is endangered in any way, may report such known or suspected instance of child abuse to a child protective agency.
- C. Any other person who has knowledge of or observes a child whom he or she know or reasonably suspects has been a victim of child abuse may report the known or suspected instance of child abuse to a child protective agency.
- D. When two or more persons who are required to report are present and jointly have knowledge of a known or suspected instance of child abuse, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by such selected members of the reporting team. Any member, who has knowledge that the member designated to report has failed to do so, shall immediately thereafter make the report.
- E. The reporting duties under this section are individual and no supervisor or administrator may impede or inhibit the reporting duties and no person making such a report shall be subject to any sanction for making the report.
- F. A county probation or welfare department shall immediately or as soon as practically possible report by telephone to the law enforcement agency having jurisdiction over the case, and to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, every known or suspected instance of child abuse as defined in Section 11165, except acts or omissions coming within the provisions of paragraph (2) of Section 11165, which shall only be reported to the county welfare department. A county probation or welfare department shall also send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision. A law enforcement agency shall immediately or as soon as practically possible report by telephone to the county welfare department and the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, every known suspected instance of child abuse reported to it, except acts or omissions coming within the provisions of paragraph (2) of subdivision © of Section 11165, which shall only be reported to the county welfare department. A law enforcement agency shall also send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision.

Ref: Welfare and Institutions Code 16508  
Penal Code 11165, 11165.5, 11166, 11166.5, 11172 and  
Business and Professions Code Division 2, Section 500  
Board Policy #5141.4

## **Sexual Harassment Policy # 4085 All PERSONNEL**

### Who May File a Complaint?

Any individual (including, but limited to students, volunteers, district employees or community groups) who believes there has been an act of harassment, on the basis of sex, against any person or group, in any course, program or activity provided by any school within the Santa Paula Union High School District, may file a complaint. The individual or organization filing the complaint (referred to as the grievant) need not be a victim of the alleged discrimination but may complain on behalf of another individual or group.

### What is Sexual Harassment?

Sexual Harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by any employee, volunteer or student in the school district.

Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, picture or gestures.
5. Display of sexually suggestive objects or pictures in the educational, work or co-curricular environment.
6. Spreading sexual rumors.
7. Touching an individual's body or clothes in a sexual way.
8. Teasing or sexual remarks about the students of the opposite sex enrolled in a predominantly single-sex class.
9. Purposely limiting a student's access to educational tools.
10. Cornering or blocking of normal movements.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Acts of sexual harassment must be considered by a reasonable person, who is of the same gender as the victim, to be sufficiently severe or pervasive to have a negative impact upon the individual's academic or work performance or to create an intimidating, hostile or offensive educational or work environment.

#### When Should a Complaint Be Made?

A complaint should be filed as quickly as possible after the date of the alleged harassment. A limit of 180 days shall be imposed unless the time for filing the complaint is extended for good cause. All complaints must be processed and reviewed within five (5) school days.

#### How Should a Complaint Be Made?

All individuals or groups who file a complaint shall be granted the right of confidentiality and privacy. Retaliation of any kind by the alleged harasser shall be considered a violation of Title IX of the Civil Rights Act and will result in immediate punitive action.

All verbal complaints must be followed up by a written complaint. The grievance may use the written complaint form provided by the school district or may provide their own form of written complaint. Grievants are encouraged to provide their names and addresses to effectively process the complaint and monitor the results but are not required to do so. The name of the grievant will not be disclosed to anyone outside of the investigation without prior written consent from the grievant.

Complaints of sexual harassment may be directed to any or all of the following people/agencies:

#### Teachers:

Individuals may complain directly to teachers about the incidence of sexual harassment. Teachers must insure that a written complaint is prepared and shall ask the grievant if he/she wants to prepare it individually, with an adult representative, or with the teacher. The written complaint will then be forwarded to the school principal or his/her designee, who will then take the appropriate actions to solve the problem and prevent its recurrence in the future.

Principals:

Individuals alleging sexual harassment may complain to the principal or his/her designee at his/her school. Principals or his/her designee must insure that a written complaint is prepared and shall ask the grievant if she/he wants to prepare it individually, with an adult representative, or with principal or his/her designee. The principal or his/her designee will then take the appropriate actions to solve the problem and prevent its recurrence in the future.

Office of Gender Equity – California Department of Education:

Individuals alleging sexual harassment may complain directly to the California Department of Education or may file a complaint after filing a separate complaint with the school district. To contact the CA Department of Education call or write: Office of Gender Equity, CA Department of Education, 721 Capital Mall, Sacramento, CA 95814 (916) 657-2813.

Office of Civil Rights:

Individuals alleging sexual harassment may complain directly to the Office for Civil Rights or may file a complaint after filing a separate complaint with the school district. A grievant is not required by law to use the school district's grievance procedures before filing a complaint with O. C. R.; however, filing a complaint with O. C. R. may preclude any further use of the school district's grievance procedures. If the grievant uses the school district's grievance procedures and also files a complaint with O. C. R., the complaint must be filed with O. C. R. within 60 days after the last act of the school district's grievance process. To contact the Office for Civil Rights, write or call the following: U. S. Department of Education, 50 United Nations Plaza, #239, San Francisco, CA 94102, (650) 556-7000.

**NOTE:** School district employees alleging sexual harassment may complain to their supervisor or department heads. The supervisor or department head must insure that a written complaint is prepared and that appropriate actions are taken to solve the problem and prevent its recurrence in the future.

How to Appeal a Decision made by the School District

Individuals who are dissatisfied with the school district's response to a sexual harassment complaint may appeal to the school district, the Office for Civil Rights, or seek civil law remedies.

School District:

Appeals may be made to the Superintendent. He/she will review the complaint and response and work with all individuals involved in the complaint to resolve the problem. Contact the Superintendent at the Santa Paula Union High School District Office, 500 East Santa Barbara Street, Santa Paula, CA 93060, and (805) 525-0988.

Appeals may be made to the Board of Trustees during one of their regular meetings in a closed session after having scheduled and met with the Superintendent. The Board of Trustees will work with all individuals involved in the complaint to resolve the problem. To verify date and location of meetings call the Superintendent's Office at 525-0988.

Office of Gender Equity – California Department of Education:

Appeals of a school district's decision regarding a sexual harassment complaint may be with the California Department of Education. To contact the CA Department of Education call or write: Office of Gender Equity, DA Department of Education, 721 Capital Mall, Sacramento, CA 95814 (916) 657-2813.

Office for Civil Rights:

Appeals of a school district's decision regarding a sexual harassment complaint may be made with the Office for Civil Rights. To contact the Office for Civil Rights, write or call the following: U/ S. Department of Education, 50 United Nations Plaza, #239, San Francisco, CA 94102, (650) 556-7000.

Civil Law Remedies:

Appeals of a school district's decision may be made in court through civil law remedies. Grievants should consult an attorney for more information.

ALL MATERIALS CONCERNING THE COMPLAINT INCLUDING THE WRITTEN, WRITTEN RESPONSES, NOTES, LETTERS, AND LEGAL PAPERS, SHALL BE MAINTAINED ON FILE BY THE SCHOOL DISTRICT UNTIL ONE YEAR AFTER EACH STUDENT/S INVOLVED GRADUATES AND ACCORDING TO AFT AND CSEA CONTRACTS, STATE EDUCATION CODE, AND PERSONNEL COMMISSION RULES FROM ALL EMPLOYEES INVOLVED.

Ref: Board Policies #4085 & # 5145.7

### **Hate – Motivated Behavior**

The Santa Paula Union High District affirms the right of every student to be protected from hate-motivated behavior. It is the District's intent to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who feels that he/she is a victim of a hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the principal or designee has not remedied the situation, he/she may file a complaint with the Superintendent in accordance with the District complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

The Superintendent or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

At the beginning of each school year, students and staff shall receive a copy of the District's policy on hate-motivated behavior.

Ref: Education Code 200-262, 33025, 48900.3  
Penal Code 186021, 422.6-422.95, 11410-11414, 13023, 13519.6  
U.S. Code Title 18 245  
Board Policy #5145.9

### **EMPLOYEE INJURY AND ILLNESS PREVENTION PROGRAM**

#### Safe and Healthful Working Conditions Board Policy #3005

In conformance with the California Code of Regulations, Title 8, CAL/OSHA it is the policy of the Board of Trustees to provide safe and healthful conditions for all employees.

1. Effective implementation of this policy will result in reduced illness and accidents to employees of the District and decreased workers compensation liabilities.
2. All employees have both rights and responsibilities under this policy. Employees are to report any potential or actual safety or health hazard, preferably in writing, to their immediate supervisor. Each supervisor will resolve the situation or make a written report to the District's Safety Manager. Problems, which cannot be resolved, will be brought to the attention of the Superintendent.
3. It is the responsibility of each employee to follow established safe practices in the exercise of his/her duties.
4. The Business Services Department shall maintain all records and files as required by law and administrative regulations, for a period of five (5) years.
5. All accidents, regardless of whether time is lost from work or expense is incurred, shall be reported to the Business Services by the employee at the earliest possible time. Such reports shall be kept on file for a period of five (5) years.
6. The Superintendent and other administrative and supervisory staff are expected to undertake such drills, make such inspections and investigations, and provide such incentives that will minimize accidents, increase safety and improve working conditions within the work places of the District.

7. The Superintendent shall establish a District Safety Committee, advisory to the Superintendent, to implement and monitor the District Safety Program.
8. The Director of Maintenance and Operations and each site administrator shall be responsible for maintaining safe and sanitary conditions in facilities under their jurisdiction in accordance with the current California Code of Regulations, Title 8, CAL/OSHA.
9. Site administrators should require teachers to instruct students in their classes the general rules of health and safety.