



# EMPLOYEE HANDBOOK

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**2008-09**

**Cotati-Rohnert Park Unified School District**

**Human Resources Office**

**5860 Labath Avenue**

**Rohnert Park, CA 94928**

**(707) 792-4720 • FAX (707) 792-4585**

**[www.crpUSD.org](http://www.crpUSD.org)**

## ***Board of Trustees***

Leffler Brown  
Ed Gilardi  
Eric Kirchmann  
Karyn Pulley  
George Steffensen

## ***District Office Administration***

Barbara Vrankovich, Superintendent  
Wade Roach, Chief Financial Officer  
Gail Eagan, Assistant Superintendent, Instructional Services  
Ron Whitman, Director of Special Education  
Ken Spencer, Director of Maintenance & Operations

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# *Message from the Superintendent*

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*August 2008*

*Dear Staff Member,*

*This handbook provides information to support your success as an employee of the Cotati-Rohnert Park Unified School District.*

*We are very fortunate to have a staff committed to the students of our school community. The contributions you make to the students with whom you work will have a long-lasting effect on them, both in terms of academic achievement and social development.*

*We begin the 2008-2009 school year with a renewed focus on serving the needs of our students. The closure of two elementary schools during the 2007-2008 school year challenged us to make difficult decisions to ensure the District's long term success. The bar for student achievement continues to rise, placing even greater demands on all staff regardless of their position in the District. Yet all of us willingly face those challenges and demands knowing that the contributions we make will change the lives of students forever. That is our legacy as educators.*

*Have a successful school year.*

*Sincerely,*



*Barbara Vrankovich, EdD  
Superintendent*

## *Elementary Schools*

---

- ★ **John Reed School (K-5)**  
390 Arlen Drive, Rohnert Park  
792-4845  
Amy Goodwin, Principal  
Linda Ortega, Office Manager
  
- ★ **Evergreen School (K-5)**  
1125 Emily Avenue, Rohnert Park  
588-5715  
Gaylene Rosaschi, Principal  
Doris Hammond, Office Manager
  
- ★ **Marguerite Hahn School (K-5)**  
825 Hudis Street, Rohnert Park  
588-5675  
Bonnie Barron, Principal  
Nancy Adams Office Manager
  
- ★ **Monte Vista School (K-5)**  
1400 Magnolia Avenue, Rohnert Park  
792-4531  
Jane Wheeler, Principal  
Jean Maybury, Office Manager
  
- ★ **Waldo Rohnert School (K-5)**  
550 Bonnie Avenue, Rohnert Park  
792-4830  
Barbara Bickford, Principal  
Gerri Good, Office Manager
  
- ★ **Thomas Page School (K-5)**  
1075 Madrone, Cotati  
792-4860  
Mary Campbell, Principal  
Trudy Persall, Office Manager

## *Middle Schools*

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- ★ **Creekside Middle School (6-8)**  
5154 Snyder Lane, Rohnert Park  
588-5600  
Sandy Kuzma, Principal  
Drew Kempniak, Assistant Principal  
Mary Schaffer, Office Manager
  
- ★ **Mountain Shadows Middle School (6-8)**  
7165 Burton Avenue, Rohnert Park  
792-4800  
Laurie Mason, Principal  
Matthew Morgan, Assistant Principal  
Linda Senften, Office Manager

## *High Schools*

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- ★ **Rancho Cotate High School (9-12)**  
5450 Snyder Lane, Rohnert Park  
792-4750  
Bob Steffen, Principal  
Erin Lane, Assistant Principal  
Claudia Unruh, Assistant Principal  
Josh Wilson, Assistant Principal  
Karen Schubert, Office Manager
  
- ★ **Technology High School (9-12)**  
1801 East Cotati Avenue, Rohnert Park  
Ruben Salazar Building, 1st Floor  
792-4825  
Adam Littlefield, Principal  
Marsha Barbato, Specialized School Secretary

## *Alternative Education Center*

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- ★ **El Camino Continuation High School (9-12)**  
1290 Southwest Boulevard, Rohnert Park  
588-5700  
Beth Smith, Principal  
Evelyn Reilly, Office Manager
  
- ★ **Phoenix High School (9-12)**  
1296 Southwest Boulevard, Rohnert Park  
284-3494  
Beth Smith, Principal  
Dorothy Kiehne, Specialized School Secretary
  
- ★ **Community Day School (7-9)**  
1298 Southwest Boulevard, Rohnert Park  
588-5708  
Beth Smith, Principal  
Janet Gingher, Secretary
  
- ★ **Independent Study Program (K-12)**  
1290 Southwest Boulevard, Rohnert Park  
588-5708  
Beth Smith, Principal  
Janet Gingher, Secretary

## *District Offices*

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- 5860 Labath Avenue  
Rohnert Park, CA 94928
  
- ★ **Superintendent**  
792-4722
  
- ★ **Business Services**  
792-4705
  
- ★ **Curriculum & Instruction**  
792-4708
  
- ★ **Human Resources**  
792-4720
  
- ★ **Special Education**  
285-2076
  
- ★ **Student Services**  
792-4711
  
- ★ **Food Services**  
5154 Snyder Lane (Creekside)  
588-5621
  
- ★ **Maintenance & Operations**  
600 Martin Avenue, Suite 130  
588-5656



## K-8 2008-2009 School Year

**July 2008**

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

**August 2008**

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

**September 2008**

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

**October 2008**

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

**November 2008**

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

**December 2008**

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

BOT approval 3/11/08

**August**  
28 Teacher Work Day  
29 Teacher Work Day

**September**  
1 Labor Day  
2 Students Return

**November**  
11 Veteran's Day  
26 Local Holiday  
27 Thanksgiving Day  
28 Local Holiday

**December**  
22 Winter Break Begins

**January**  
2 Winter Break Ends  
19 Martin Luther King Day

**February**  
9 Lincoln's Birthday  
16 Presidents' Day

**April**  
10 Spring Break Begins  
17 Spring Break Ends

**May**  
25 Memorial Day

**June**  
12 Last Day of School

**Quarters:**

1st	10/31/2008	44 days
2nd	1/23/2009	45 days
3rd	3/27/2009	43 days
4th	6/12/2009	48 days

**Trimesters:**

1st	11/25/2008	60 days
2nd	3/13/2009	62 days
3rd	6/12/2009	58 days

- Legend:**
- △ First Student Day
  - Holiday
  - Teacher Work Day
  - └ End of Quarter
  - ▽ End of Trimester

**January 2009**

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

**February 2009**

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

**March 2009**

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

**April 2009**

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

**May 2009**

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

**June 2009**

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



## 9-12 2008-2009 School Year

**July 2008**

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

**August 2008**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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31						

**September 2008**

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	1	2	3	4	5	6
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14	15	16	17	18	19	20
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**October 2008**

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			1	2	3	4
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12	13	14	15	16	17	18
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						1
2	3	4	5	6	7	8
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**August**  
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30	31					

**June 2009**

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**Quarters:**

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2nd	1/22/2009	44 days
3rd	3/27/2009	43 days
4th	6/12/2009	49 days

- Legend:**
- △ First Student Day
  - Holiday
  - Teacher Work Day
  - └ End of Quarter

BOT approval 3/11/08

# Who to Call at the District Office

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## ★ Superintendent's Office

Barbara Vrankovich	Superintendent .....	4722
Theresa Allyn	Board Agenda, Minutes & Meetings .....	4536
	Board Policy & Regulation Manuals, Gifts & Donations	
Mindy McKeon	Administrative Secretary .....	4722

## ★ Human Resources Department

Diane Colbrook	Workers Compensation .....	4714
	Staff Directory, School Calendars	
	Employee Handbook, Substitute Teacher Handbook	
	Classified/Certificated Evaluations	
Kristen Gutierrez (10:00 am to 4:30 pm)	New Hires - Certificated/Classified .....	4716
	Terminated - Certificated/Classified	
	Health Benefits Certificated/Classified	
	Credentials, Certificated Professional Growth	
Christine Kapinos (8:00 am to 12:00 pm)	General Information for Human Resources .....	4720
	Recruitment, TB Clinic, Classified Vacation Requests	
	Classified Substitutes/Certificated Substitute Teachers	

## ★ Instructional Services (Instruction/Student Services/Categorical Programs)

Gail Eagan	Assistant Superintendent, Instructional Services .....	4708
Lois Donaghey	Categorical Programs Coordinator .....	4711
Betty Gaddam (12:00pm to 4:30 pm)	Staff Secretary .....	4708
Rochelle Cooper	Assessment, Standardized Testing & Data Analysis, .....	636-2098
	Student Records/Reporting to Parents, Alternative Programs,	
	Textbooks, Courses, Categorical Budgets	

★

## Student Services

John Laughlin	Coordinator of Student Support Services .....	4711
Jeanine Lively	Categorical Programs, Field Trips .....	4711
	Prevention/Intervention Programs, Student Conduct	
	Expulsion Referrals, UMIRS Reports, Truancy,	
	SARB Process	

★

## Special Education

Ron Whitman	Director of Special Education .....	2076
John Laughlin	Coordinator of Student Support Services .....	2076
Jeaneen Brandon	General Special Education Information .....	2076

# Who to Call at the District Office

<b>★ Business Department</b>		
Wade Roach	Chief Financial Officer .....	4705
Sandy Divine	Revolving Cash Checks .....	4705
	Reports of Loss, Use of Facilities Request	
	Inter-District Requests, Student Accident Reports	
Anne Barron	Position Control .....	4745
	District Budget, Account Coding/Balances, Journal Entries	
Kellie Knaffle	Attendance .....	4743
	Accounts Receivable/Invoicing, Student Body Funds	
	Instructional Minutes, Mandated Costs	
	Timesheet/School Business Leave Coding	
Alyson Green	Aeries Student System .....	4730
	Sub Finder System, CBEDs, Technical Support	
Larry Hendrickson	Purchasing: POs & Claims .....	4744
	Telephone Equipment Inquiries	
	Equipment Maintenance Contracts	
	Business Department Forms Requests	
Ken Spencer	Facilities: New Construction .....	4737
	Warranties, Bond Projects, Grants	
Lee Ann Reeder	Accounts Payable (Non-Employee) .....	4736
	Vendor Invoices & Warrant Distribution	
	Payment of Employee Claims/Deposits	
Jean Smith	Payroll – Classified .....	4735
	Account Coding, Journal Entries, IBT’s	
	Position Control (MAGIC)	
Melissa Johnson	Payroll – Certificated .....	4734
Catherine Saldanha	Professional Development Days .....	4724
	Sub Coding - Certificated	
	Walk-In Cash (No cash or checks to be sent through the PONY)	
<b>★ Information Technology</b>		
Gary Heard	Coordinator of Information Technology .....	8307
Betty Gaddam	I.T. Help Desk (8:00 am to 11:30 am) .....	2078
Peter Chen	Information Systems Engineer .....	8307
LAN/WAN Technicians	Network Installation, Maintenance & Repair, Network Connectivity Trouble-Shooting, Internet & E-Mail Support, Hardware/Software Installation, Support, Repair Equipment & Software Inventory & Audits	
Adrian Gilles	.....	8307
Rich Levine	.....	8308
Russell Hatcher	.....	8308

# ***Bargaining Units ★***

## ***Collective Bargaining Contracts***

Most District employees belong to one of three collective bargaining units. They are the Rohnert Park-Cotati Educators Association (RPCEA), the California School Employees Association (CSEA), and the Service Employees International Union (SEIU). Employees represented by one of these units are advised to read their collective bargaining contract to become aware of their rights and responsibilities as employees.

### ***Rohnert Park-Cotati Educators Association***

RPCEA represents all regular full-time certificated personnel and part-time certificated personnel and those temporarily contracted certificated personnel employed for one semester or more, including:

Teachers	Counselors
Nurses	Psychologists
Speech & Language Specialists	

### ***California School Employees Association***

CSEA represents employees with the following job titles: **Food Services**

#### **Clerical**

Office Manager  
Staff Secretary  
School Office Secretary  
Registrar  
Student Records Clerk  
Clerk Typist II  
ASB Bookkeeper  
Secretary to Director  
Account Clerk IIB  
Accounting Assistant  
Office Assistant  
Community Liaison  
Specialized School Secretary  
Assessment & Evaluation Analyst  
Student Services Technician

Cafeteria Manager II  
Cafeteria Coordinator  
Cafeteria Assistant  
Food Service Van Driver/Pony  
Food Service Truck Driver

#### **Maintenance & Operations**

Maintenance Specialist I & II  
Grounds Specialist I  
Head Custodian II  
Custodian/Maintenance/Groundskeeper  
Mid Shift Custodian  
Custodian  
Shipping & Receiving Clerk

#### **Technology**

Information Technology Assistant  
Systems/Technical Support  
LAN/WAN Technician  
Information Systems Technician II

### ***Service Employees International Union***

SEIU represents employees with the following job titles:

After School Education & Safety Assistant	Library Assistant (K-8)
Campus Supervisor	Intervention Assistant
1:1 Assistant, IEP	Resource Specialist Program (RSP) Assistant
Instructional Assistant	Special Day Class (SDC) Assistant
Title 1 Assistant	Physical Education (PE) Assistant
English Learner (EL) Assistant	Specialized Assistant
Physically Handicapped (PH) Assistant	Computer Lab Assistant
Speech and Language Assistant	Visually Impaired (VI) Assistant
Health Care Assistant	Sign Language Interpreter

**Employees not represented by a collective bargaining unit are certificated administrative, confidential, classified management, hourly personnel, substitutes, and walk-on coaches.**

## *Student Conduct Information*

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# *Certificated Staff Notification of Student Conduct*

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## **3-year Annual Notification**

1. Education Code 49079 and Board Policy 4158 require schools to notify teachers, counselors, service providers and coaches of any student who, for the previous three years, were suspended (including in-house suspension) or expelled for offenses listed in Education Code 48900, with the exception of tobacco offenses.
2. A copy of Education Code 48900 Violations will be included in the 2008-09 Employee Handbook and will be posted in the vicinity of the staff mailboxes.
3. **CONFIDENTIALITY: Education Code 49079(e):** *Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.*

## **Teacher Notification Process**

1. On every attendance scantron issued, students who meet the criteria in paragraph 1 above will have an asterisk (\*) next to their last name.
2. Teachers wishing to see the discipline records of any of these students need to make the request in writing to the Office Manager or designated School Office Secretary. The requesting teacher will be notified within three (3) school days that the confidential file containing the discipline records of these students is available for review.
3. The file shall not be removed from the main office.
4. The teacher will be asked to sign and date the log in the file to verify that he/she has reviewed the information and understand the confidentiality statement.
5. Any questions for additional information regarding a specific student's conduct shall be directed to the Principal or designated Assistant Principal.

## **Notification During the Year of Suspendable/Expellable Acts**

1. Teachers will be notified of student suspensions as they occur via a confidential notice placed in mailboxes.

# *Certificated Staff Notification of Student Conduct* (cont'd)

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## **Juvenile Court Notices, Expulsion & Suspended Expulsion Notices**

1. **“The principal may disseminate the information to any teacher or administrator directly supervising or reporting on the behavior or progress of the minor whom the principal believes needs the information to work with the pupil in an appropriate fashion, to avoid being needlessly vulnerable or to protect other persons from needless vulnerability. However, these notices are for the school district’s information. They must be kept in a separate confidential file and shall not be disclosed to any other person except as required by law. “**
2. **CONFIDENTIALITY: Welfare & Institutions Code 828.1(c):** Any information received by a teacher, counselor, or administrator pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher, counselor, or administrator. An intentional violation of the confidentiality provisions of this section is a misdemeanor, punishable by a fine not to exceed five hundred dollars (\$500).
3. This information will be compiled as it is received in a separate confidential file organized by student. The file will be secured in the Principal or designated Assistant Principal’s office.
4. Teachers will receive a notice in their mailbox indicating have one or more of these documents is available for review for a student(s).
5. Teachers will be asked to see the Principal or designated Assistant Principal within five days of the notice to review this confidential student information.
6. Teachers will be asked to sign and date the log on the inside of the confidential folder indicating they have reviewed the information and understand the confidentiality statement.

## **EDUCATION CODE VIOLATIONS**

- 48900 **(a)(1)** Caused, attempted to cause, threatened to cause physical injury to another person.
- 48900 **(a)(2)** Willfully used force or violence upon the person of another, except in self-defense.
- 48900 **(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 pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.
- 48900 **(c)** Unlawfully possessed, used, sold, or otherwise furnished, or 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.
- 48900 **(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.
- 48900 **(e)** Committed or attempted to commit robbery or extortion.
- 48900 **(f)** Caused or attempted to cause damage to school property or private property.
- 48900 **(g)** Stole or attempted to steal school property or private property.
- 48900 **(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, this section does not prohibit use or possession by a pupil or his or her own prescription products.
- 48900 **(i)** Committed an obscene act or engaged in habitual profanity or vulgarity.
- 48900 **(j)** Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- 48900 **(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.
- 48900 **(l)** Knowingly received stolen school property or private property.
- 48900 **(m)** Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- 48900 **(n)** Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 or the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- 48900 **(o)** Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or retaliating against the pupil for being a witness, or both.
- 48900 **(p)** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

## **EDUCATION CODE VIOLATIONS (cont.)**

- 48900(q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- 48900(s) A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury
- 48900.2 Committed sexual harassment as defined in Education Code Section 212.5.  
For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
- 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Education Code Section 233.
- 48900.4 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 classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
- 48900.7 Terroristic threats against school officials, school property, or both.
- 48915(a)(1) Causing serious physical injury to another person, except in self-defense.
- 48915(a)(2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- 48915(a)(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.
- 48915(a)(4) Robbery or extortion.
- 48915(a)(5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- 48915(c)(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of the school district.
- 48915(c)(2) Brandishing a knife at another person.
- 48915(c)(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- 48915(c)(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- 48915(c)(5) Possession of an explosive as defined in 118 USC 921.

*Information for All Employees*

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# ***Substitute Finder™ System ★ 792-4500***

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The Cotati-Rohnert Park Unified School District uses today's most sophisticated PC and voice technology to give the district, teachers, and substitute teachers automated access to a system that totally manages the entire process.

Substitute Finder automates the teacher absence reporting and substitute assignment process. District teaching staff can report absences to the system seven days a week, 24 hours a day. The system automatically begins calling from a predefined list of qualified substitute teachers in the priority determined by the school sites. Teachers or principals can leave recorded voice instructions with each absence called into the system. Messages are recorded and played back to the substitute in the teacher's own voice as the substitute reviews the offering.

## **★ Substitute Teacher Instructions**

### **To register in the system (one time only procedure)**

1. Dial the system: 792-4500
2. Enter your social security number as your ID number: xxx xx xxxx
3. Speak your full name when instructed
4. Enter your telephone number, including area code
5. Set your dates of availability when instructed
6. The system asks if you are normally available for each day of the week

### **For each day, Monday through Friday, press**

- 1 ..... Anytime
- 2 ..... Unavailable
- 3 ..... Full Day Only
- 4 ..... Morning Only
- 5 ..... Afternoon Only
- 6 ..... Morning and Afternoons Only

### **System repeats the days you are available to work. Press:**

- 1 ..... If Correct
- 2 ..... If Incorrect
- 3 ..... To Cancel

The system will then proceed with the OPENING MENU. This menu will be presented whenever you call the system. ★ You can call Substitute Finder to review current assignments, review available jobs, cancel assignments and change personal information. ★ Always keep track of the job numbers for jobs you have accepted. ★ Remember that Substitute Finder only works from touch-tone telephones. After the system answers, type your ID number on the telephone keypad. You will hear the opening menu. ★ You may decline any job. ★ If you wish to cancel a job you have accepted and it is past the cancel deadline, you will not be able to do so without calling the school. If you cancel three jobs, you may be removed from our sub list.

***Complete instructions are located in the Substitute Finder brochure.***

# *Nondiscrimination Notice*

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The Cotati-Rohnert Park Unified School District does not discriminate on the basis of race, color, national origin, ethnic group identification, ancestry, religious creed, gender, sex, sexual orientation, or age, or mental or physical disability, or the perception of one or more of such characteristics, in any of its policies, procedures, or practices, nor does it condone such conduct by its officers, employees, agents, or students. This policy is adopted in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title VII of the Civil Rights Act of 1974 (pertaining to race, color, sex, including sexual harassment, age and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

Barbara Vrankovich, Title VI, VII & IX Coordinator  
5860 Labath Avenue, Rohnert Park, CA 94928 (707) 792-4714

Ron Whitman, Section 504 Coordinator  
5860 Labath Avenue, Rohnert Park, CA 94928 (707) 285-2076

The Cotati-Rohnert Park Unified School District recognizes its obligation to provide overall program accessibility throughout the District for disabled persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of service, activities, and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights  
U.S. Department of Education  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
Telephone: (415) 486-5555  
Fax: (415) 486-5570  
TTY (877) 521-2172

# Health & Welfare Benefits

Full-time District employees pay a percentage of the cost toward health and welfare benefits. Employees who work less than full time pay an additional pro-rata share of their benefits depending upon how many hours they work. Employees should refer to their respective collective bargaining agreements for specific information regarding their benefits.

You will enroll in the various benefit plans through the Human Resources Department. Coverage for the District health and welfare plans will be effective on the first day of the month after employment. If you do not enroll within thirty (30) days after employment, you must wait for the open enrollment period which is in May/June of each year effective July 1 of each year. If you are a teacher on a temporary contract that ends in June, you will be covered through August. If your contract is renewed for the next school year, there will be no break in health and welfare coverage.

**Changes:** Report any changes, such as marriage, divorce, birth of dependent, etc. to Human Resources immediately. You have 30 days from the event to make a change. If you do not report the change within 30 days you will have to wait for the next open enrollment period.

## Third Party Administrators

Through September 30, 2008, benefits for Cotati-Rohnert Park District employees will be managed by the Sonoma County Health and Welfare Benefit Fund (The Trust). Representatives from both management and labor are elected by their respective groups to serve on the Board of Directors of the Trust.

If you have questions about your benefits, please contact the Trust's Administrator:

Zenith Administrators  
221 Main Street, 2nd Floor  
San Francisco, CA 94105  
1-800-388-0508  
Your representative is Gina Jew.

Benefits offered through the Trust are listed below. For a complete description of the level of benefit coverage, refer to your collective bargaining agreement or the various benefit brochures.

### Medical Benefits for Employee and Dependents:

Kaiser *or* Health Net

### Vision Benefits for Employee and Dependents:

Vision Service Plan

### Dental Benefits for Employee and Dependents:

Delta Dental

### Life Insurance for Employee Only (\$50,000):

Provident Life Insurance Company

After October 1, 2008, benefits will be managed through California's Valued Trust (CVT). Please refer to the information you received from CVT regarding your plan options.

# *Your Rights Regarding COBRA*

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On April 7, 1986, a Federal law was enacted [Public Law 99-272, Title X] requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called “continuation coverage”) at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law. Both you and your spouse should take the time to read this notice carefully because it affects both you and your dependents.

If you are an employee covered by California’s Valued Trust, you have the right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours or employment or the termination of your employment (for reasons other than gross misconduct on your part).

If you are the spouse of an employee or retiree covered by California’s Valued Trust, you have the right to choose continuation coverage for yourself if you lose group health coverage under the Trust for any of the following reasons:

1. The death of your spouse;
2. A termination of your spouse’s employment for reasons other than gross misconduct) or reduction in your spouse’s hours of employment;
3. Divorce or legal separation from your spouse; or
4. Your spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered by California’s Valued Trust, he or she has the right to choose continuation coverage if group health coverage under the Trust is lost for any of the following reasons:

1. The death of a parent;
2. The termination of a parent’s employment (for reasons other than gross misconduct) or reduction in a parent’s hours of employment with the Trust;
3. Parent’s divorce or legal separation;
4. A parent becomes eligible for Medicare; or
5. The dependent ceases to be a “dependent child” under the Trust.

Under the law, the employee or a family member has the responsibility to inform the Trust Administrator of a divorce, legal separation, or a child losing dependent status under the Trust. Your employer has the responsibility to notify the Trust Administrator of the employee’s death, termination of employment or reduction in hours, or Medicare eligibility.

When the Trust Administrator is notified that one of these events has happened, they will in turn notify you that you have the right to choose continuation of coverage. Under the law, you have at least sixty (60) days from the date you would lose coverage because of one of the events described above to inform the Trust Administrator that you want to continue coverage.

# *Your Rights Regarding COBRA*

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If you do NOT choose continuation coverage, your group health insurance coverage will end.

If you choose continuation coverage, the Trust is required to provide you, at your own expense, coverage which, as of the time coverage is being provided, is identical to the coverage provided under the Plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for thirty-six (36) months unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is eighteen (18) months.

If you are entitled to eighteen (18) months of continuation coverage, and it has been determined that you are disabled under the terms of the Social Security Act as of the date of the original qualifying event, you are eligible for an additional eleven (11) months of continuation coverage after the expiration of the eighteen (18) month period. To qualify for this additional period of coverage, you must notify the Trust Administrator within 60 days after you receive a determination of disability from the Social Security Administration, and before the end of the initial eighteen (18) months of continuation coverage. You must also notify the Administrator within 30 days of the final Social Security determination indicating that you are no longer disabled.

Your continuation coverage will be cut short for any of the following reasons:

1. Your participating School District no longer provided group health coverage to any of its employees;
2. The premium for your continuation coverage is not paid within 30 days of its due date;
3. You become covered under another group health plan, unless the new plan will not cover you for a pre-existing condition;
4. You become eligible for Medicare; (your dependents will be able to extend their continuation coverage period to a total of thirty-six (36) months from the date of the original qualifying event if you become entitled to Medicare within an 18 month continuation coverage period.
5. You have exhausted the term of COBRA coverage.

If you have any questions about continuation of coverage, please contact the Trust Administrator:

California's Valued Trust  
520 E. Herndon Avenue  
Fresno, CA 93720  
1-800-CVT-9870  
[www.cvtrust.org](http://www.cvtrust.org)

# *Title IX Provisions*

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No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational; training, or other education program or activity operated by a recipient which receives or benefits from Federal financial assistance.

As applied in the school or classroom setting, a recipient shall not, on the basis of sex:

1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit or service.
2. Provide different aid, benefits, or services or provide aid, benefits or services in a different manner.
3. Subject any person to separate or different rules of behavior, sanctions, or other treatment.
4. Discriminate against any person in the application of any rules of appearance.

**The District's Title IX Officer is:  
Barbara Vrankovich, EdD  
Superintendent  
792-4714**

# Reporting Child Abuse

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**Definition:** Child abuse is any act of commission or omission that endangers or impairs a child’s physical or emotional health and development. Child abuse crosses all socio-economic, racial, religious, cultural, occupational and ethnic boundaries. It is perpetrated by both males and females, and both boys and girls are victims. There are four types of abuse: physical abuse, sexual abuse and exploitation, emotional abuse and deprivation, and neglect.

Child abuse is rarely an isolated incident; more often, it is a repeated pattern of behavior. Children tend not to speak about child abuse for reasons that may include intimidation, fear, guilt, shame, and respect for and dependence on adults.

In 1992, there were 615,602 suspected child abuse reports made in California which is a 36% increase since 1982. Child abuse is the leading cause of death for children under the age of 15 and national estimates indicated that over one million American children suffer from abuse at any one given time. Conservative estimates show that one of every ten children in a classroom is a victim of serious abuse. These children have low self-esteem, feelings of distrust and powerlessness. They run a much higher risk of becoming delinquents, runaways, substance abusers, abusive parents, and “at risk” children in school. Yet, you can help by becoming more informed, reporting all suspected cases of child abuse, and encouraging peers to join in preventive activities.

California law declares that the treatment of children, both inside and outside the home, is a valid public concern. **Furthermore, child abuse laws [P.C. 11166(a)] require designated persons to report any suspected child abuse. School district employees are among those persons required to report.** Failure to report is punishable by six months in jail and/or a fine of up to \$1,000. In addition, professionals failing to report may be found civilly liable for subsequent injuries that occur due to the failure to report.

You are required to immediately report the suspected child abuse by phone to either the Rohnert Park Department of Public Safety (584-2600) or the Cotati Police Department (792-4611).

A written report on the appropriate form must be filed within 36 hours following the telephone call. You must provide the following information when you call:

1. Your name and occupation (this will be held strictly confidential)
2. The name and age of the child
3. The present location of the child
4. The nature and extent of injury and/or abuse
5. Any other information, including what led you to suspect abuse
6. **DO NOT CALL THE PARENT/GUARDIAN**

Reporting child abuse is an individual duty. Nobody can stop you from doing it or legally assume responsibility for doing it for you. However, **you are expected to notify your immediate supervisor regarding the report.** This person can assist you in the process of filing the written report properly. Should you have additional questions, please contact your building principal or Director of Student Services, at 792-4711.

## ***Reporting of Assaults***

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Existing law and District Board Policy provide that when a school employee is “attacked, assaulted, or physically threatened by any pupil,” the employee, or the employee’s supervisor, “must promptly report the incident to the appropriate law enforcement authorities.”

Existing law provides that failure to make the report is punishable by a fine of not more than \$200. A change in the law increases the penalty, so that it is now an infraction punishable by a fine of not more than \$1,000.

The law also prohibits any trustee or school employee from acting to “directly or indirectly inhibit or impede the making of the report.” Changes to the law increase the fine for violation of this requirement from a fine of \$200 to a fine of not less than \$500 or more than \$1,000.

Please contact your site administrator if this occurs.

## ***Employee Property Reimbursement***

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The Governing Board does not authorize payment for the reimbursement of employee personal property which may be stolen or intentionally destroyed or damaged while being used for work-related purposes.

## ***Winter Storm, Flood Days***

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In the event of severe winter storms or floods, listen to radio station KSRO, 1350 AM. This station will announce if any district schools have been closed due to weather conditions. If your site is closed, you do not need to report to work. If your site is open, report to work as usual.

If, however, your site is open but you are unable to report to work due to weather conditions, you will need to use a Personal Necessity Leave day. If you require a substitute, please call the Substitute Finder.

## ***Board Policy ★ Affirmative Action: Recruitment & Selection***

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PERSONNEL – ALL

**BP 4111.1 / 4211.1**

The Governing Board shall provide equal employment opportunities for all persons without regard to race, color, creed, sex, religion, ancestry, national origin, age, or nonjob-related handicap or disability. The Board establishes a program of affirmative action in order to assure that all personnel policies relevant to recruiting, hiring, and promoting employees guarantee equal opportunities for all.

Recruitment, selection and employment practices of the district shall provide a concerted effort to hire and promote qualified individuals of minority ethnic background so that the total district staff is representative of student and community populations of the district. The administration shall make an effort to assign staff to each school so that a reasonable representation of the student population is achieved.

Administrators shall periodically reaffirm and review the affirmative action policy and its application in order to ensure compliance with affirmative action provisions of the law.

This policy shall be publicized throughout the district and community and its intent made explicit in all district manuals and publications.

Policy Adopted: 12/4/79  
Policy Revised: 9/8/98

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## ***Board Policy ★ Sexual Harassment (Employees)***

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Personnel – Certificated/Classified

BP 4119.11 (a)  
4219.11

### **SEXUAL HARASSMENT**

It is the policy of the Governing Board of the Cotati-Rohnert Park Unified School District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

All staff members are required to report instances of sexual harassment to the appropriate site or district administrator.

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

1. Providing periodic training to all staff regarding the district's sexual harassment policy, particularly the procedures for registering complaints and employees' duty in availing themselves of the complaint procedure in order to avoid harm
2. Publicizing and disseminating the district's sexual harassment policy to staff
3. Ensuring prompt, thorough and fair investigation of complaints in a way that respects the privacy of all parties concerned, to the extent necessary
4. Taking timely and appropriate corrective/remedial actions after completion of investigation. This may require subsequent monitoring of developments.

It is not only unlawful but it shall be a violation of this policy for anyone who is authorized to recommend or take personnel or educational actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the District to engage in sexual harassment as defined below.

#### **Educational Environment**

Within the educational environment, sexual harassment is unlawful and is prohibited between students, and between employees and students.

#### **Work Environment**

Within the work environment, sexual harassment is unlawful and is prohibited between supervisors and employees, between employees, and between non-employees and employees.

## ***Board Policy ★ Sexual Harassment (Employees)***

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Personnel - Certificated/Classified

BP 4119 (B)  
4219.11

Definition of Sexual Harassment

General Definitions

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made against another person of the same or opposite gender is:

1. made either explicitly or implicitly a term or condition of an individual's educational status or employment;
2. used as a basis for educational or employment decisions affecting such individual; or
3. has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile or offensive educational or working environment.
4. 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.
5. the deliberate or careless creation of an atmosphere of sexual harassment or intimidation, or a hostile or offensive working environment.
6. any other conduct which, at the time of the conduct, constitutes sexual harassment under any state or federal law or implementing regulation.

Allegations of sexual harassment shall be thoroughly investigated in accordance with the District's sexual harassment complaint procedures.

Legal Reference: Title VII of the Civil Rights Act – 42 USC Section 2000-e-2(a)(1)  
California Fair Employment & Housing Act – Government Code Section 12940  
Title XIV of the Education Amendments of 1972 20 USC Section 1681 et. seq.  
*California Education Code Section 212.5*

Policy Adopted: February 18, 1992  
Policy Revised: May 4, 1993  
September 8, 1998  
April 13, 1999  
March 14, 2000  
November 15, 2005

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## ***Administrative Regulation ★ Sexual Harassment (Employees)***

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Personnel – Certificated/Classified

AR 4119.11 (a)

4219.11

### **SEXUAL HARASSMENT**

For the purpose of further clarification, sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Sexual harassment includes but is not limited to:

1. Making unsolicited written, verbal, physical and/or visual contact with sexual overtones. (Written examples include but are not limited to: suggestive or obscene letters, notes, and invitations. Verbal examples include, but are not limited to: derogatory comments, innuendoes, slurs, jokes, and epithets. Physical examples include, but are not limited to: assault, touching, impeding, or blocking movement. Visual examples include, but are not limited to: leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters.)
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction *among peers* is not considered sexual harassment.)

**Any expression of sexual interest between adults and students, regardless of reciprocity, is considered inappropriate and shall be subject to discipline under applicable state law.**

3. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response.

For example, **within the work environment** either implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed.

For example, **within the educational environment** either implying or actually withholding grades earned or deserved, course admission, or recommendations,; or suggesting a scholarship recommendation or college application will be denied.

4. **Within the work environment**, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary and/or work environment of another employee. **Within the educational environment**, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc. in exchange for sexual favors.

# ***Administrative Regulation ★ Sexual Harassment (Employees)***

Personnel – Certificated/Classified

AR 4119.11 (b)  
4219.11

## **Confidentiality**

A complaint and the results of the investigation shall be confidential to the extent reasonably possible under the investigation process. The complainant will be informed of this by the administrator receiving and/or investigating the complaint. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation. The alleged harasser will also be informed as to the confidential nature of the procedure. All parties shall be informed that it will be a violation of this policy to disclose the complaint or the nature of the investigation to others and that anyone violating confidentiality by disclosing the nature of the allegation or the investigation to others shall be subject to disciplinary action.

## **Retaliation**

The initiation of a complaint of sexual harassment, will not cause any reflection on the complainant or witnesses nor will it affect such persons' future business dealings with the District, his or her employment, compensation or work assignments, or, in the case of students, grades, class section or other matters pertaining to his or her status as a student of any District program. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action as defined in this policy.

## **Disciplinary Action**

Employees who act in violation of this policy and/or the law may be subject to discipline including dismissal. Such disciplinary action shall be in accordance with applicable policies, laws and/or collective bargaining agreements.

## **Complaint Procedure**

### **A. Informal Resolution**

Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment are encouraged, but not required, directly to inform the person engaging in such conduct that such conduct is offensive and must stop. An aggrieved individual is not required to complain first to his or her supervisor (in the case of an employee) or to his or her instructor (in the case of a student), if that supervisor, or instructor, is the individual who is harassing the employee or student.

### **B. Formal Complaints**

#### **1. Complaints Brought by Students**

If an aggrieved student is unable or unwilling to communicate directly with the person whose conduct is offensive, or if direct communication has been unavailing, the aggrieved student may file a complaint with the Deputy Superintendent and/or with the principal.

# ***Administrative Regulation ★ Sexual Harassment (Employees)***

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Personnel – Certificated/Classified

AR 4119.11 (c)  
4219.11

## **2. Complaints Brought by Employees and Other Individuals**

If an aggrieved employee or other individual is unable or unwilling to communicate directly with the person whose conduct is offensive or if direct communication has been unavailing, the aggrieved employee or other individual may file a complaint with the Deputy Superintendent and/or with his/her supervisor.

## **3. Responsibilities of Employees**

Employees, serving in supervisory, certificated, or managerial positions, who receive complaints or observe harassing conduct shall inform the Deputy Superintendent.

## **Administrative Review and Procedures**

### **A. Complaints – General Provisions**

1. An administrator who receives a verbal complaint of sexual harassment shall provide the employee with a copy of the District’s sexual harassment policy and procedures and direct the employee to prepare a written complaint. The administrator shall inform the Deputy Superintendent of the complaint.

#### **2. Filing**

Complaints should be in writing and shall be filed with the Deputy Superintendent. Any complaint received, whether in writing or not, shall be investigated. If it appears that the employee is unable to prepare a written complaint without assistance, the Deputy Superintendent shall assist the employee with the preparation of a written complaint.

#### **3. Contents of Complaint**

The complaint shall: identify the offending person or persons; identify witnesses; include reference to specific examples of offensive conduct; identify the remedy sought; and describe the informal efforts, if any, made to correct the situation.

#### **4. Review and Disclosure of Complaint**

The Deputy Superintendent shall review the complaint and, as soon as reasonably possible after receipt of the complaint, employee or other person who is accused of sexual harassment should be informed of the contents of the communication.

#### **5. Time Limits**

A complaint shall be filed as soon as reasonably possible after the conduct in question has arisen.

# ***Administrative Regulation ★ Sexual Harassment (Employees)***

Personnel – Certificated/Classified

AR 4119.11 (d)  
4219.11

## **6. Investigation**

As soon as the Deputy Superintendent learns of a complaint, he/she shall investigate the complaint thoroughly, promptly and in a confidential manner. The investigation may be assigned to District staff or to outside persons or organizations. The investigation shall be so assigned whenever the complaint implicates the Deputy Superintendent *or* the Superintendent and/or Deputy Superintendent determines that it is in the best interest of the District to so assign the investigation.

The person conducting the investigation shall speak to all individuals reasonably believed to have relevant information, including, but not limited to, the employee and the alleged offender, any witnesses to the conduct, and other victims of similar conduct whom the investigator reasonably believes may exist.

The investigation shall be conducted discreetly, maintaining confidentiality of the employee and the alleged offender insofar as confidentiality is consistent with thorough investigation and appropriate disposition of the matter. The person conducting the investigation shall advise all individuals whom he/she contacts in connection with the investigation of the confidential nature of the complaint and the investigation.

The investigation and written report shall be completed as soon as reasonably possible and shall be provided to the complainant and the alleged offender.

## **B. Complaints Against Employees**

Upon completion of the investigation of a complaint filed against an employee, the Deputy Superintendent shall determine whether the harassment has occurred and whether any corrective action is appropriate. Corrective action may include counseling, warning or the initiation of disciplinary procedures against the employee. A finding of sexual harassment shall constitute just and reasonable cause for discipline.

## **C. Complaints Against Other Individuals**

Upon completion of the investigation of a complaint filed against an individual who is not an employee, the Deputy Superintendent shall determine whether harassment has occurred and whether any corrective action is appropriate. Corrective action may include counseling, warning, or such penalties or sanctions against other individuals or parties as may be available to the District given the nature of the contractual or business relationship that may exist with such parties or individuals. Such individuals include visitors to the District and those who have business relations with the District.

## ***Administrative Regulation ★ Sexual Harassment (Employees)***

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Personnel – Certificated/Classified

AR 4119.11 (e)  
4219.11

### **D. Appeal Procedures**

All decisions made under this procedure, may be appealed by the aggrieved person to the Governing Board.

1. If the employee or alleged offender is dissatisfied with any decisions made under this procedure, he/she may file a written appeal to the Governing Board within fifteen (15) days after receipt of the Decision. The other party shall be given a copy of the appeal and shall have five (5) days after receipt of the appeal to submit a written response. The Governing Board shall review the employee's written complaint, the Deputy Superintendent's written report and decision, the appeal, and any response to the appeal, to determine whether the alleged offender has engaged in sexual harassment and whether the decision contains an appropriate disposition of the matter.
2. The Governing Board in its discretion may, request additional information and the personal appearance of any and all parties and witnesses.
3. The Governing Board shall issue a written decision within forty-five (45) days of the written appeal.
4. The Superintendent shall inform the employee and the alleged offender of the Governing Board's decision.

### **Other Regulations**

The Superintendent shall adopt, and from time to time may revise, further procedures as may be necessary to implement this policy and provide for a means of enforcing this policy. Such further procedures may include the following: posting and other means of distributing this policy; a process under which complaints of sexual harassment will be handled; and an explanation of possible civil proceedings and potential legal consequences of sexual harassment. The Superintendent may initiate training and education programs to enable all persons, and in particular, supervisors to better understand the problem of sexual harassment.

In addition, the Superintendent shall designate appropriate employees to enforce or administer this policy within the District.

### **Filing Complaints with State and Federal Agencies**

This policy is intended to supplement, and not replace, any applicable state and federal laws and regulations. Formal complaints under those laws and regulations shall be processed through the procedures established by applicable state and federal agencies.

Civil law remedies may also be available to persons filing complaints under this procedure. Anyone desiring to pursue civil law remedies should consider consulting an attorney and/or other sources of assistance including:

## ***Administrative Regulation ★ Sexual Harassment (Employees)***

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Personnel – Certificated/Classified

AR 4119.11 (f)  
4219.11

Office for Civil Rights  
San Francisco Office  
50 Beale Street, Suite 7200  
San Francisco, CA 94105

Department of Fair Employment and Housing  
1330 Broadway, Suite 1326  
Oakland, CA 94612

Equal Employment Opportunity Commission  
San Francisco District Office  
901 Market Street, Suite 500  
San Francisco, CA 94103

The Sonoma County Lawyer Referral Service (707) 546-5297 may be able to provide the names of attorneys who practice in the area.

### **Special Assistance**

It is expected that questions may arise concerning the interpretation of the prohibition against sexual harassment, the methods and procedures to be followed in the investigation of complaints, and the appropriateness of specific solutions in disposition of complaints. For assistance in these matters, an aggrieved person may contact the Deputy Superintendent.

### **Training and Curriculum**

To implement this policy, the Cotati-Rohnert Park Unified School District will provide appropriate training programs for staff and students. Employees in a supervisory capacity will be trained, as required by law, at least every two (2) years beginning January 1, 2006. Teachers are not considered to be supervisory.

Legal Reference: Title VII of the Civil Rights Act – 42 USC Section 2000-e-2(a)(1)  
California Fair Employment & Housing Act – Government Code Section 12940  
Title XIV of the Education Amendments of 1972 20 USC Section 1681 et. seq.

Regulation Adopted: February 18, 1992  
Regulation Revised: May 4, 1993  
January 7, 1997  
September 8, 1998  
April 13, 1999  
November 15, 2005

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# ***Board Policy ★ Sexual Harassment (Students)***

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Students

BP 5145.7

## **SEXUAL HARASSMENT**

The Governing Board shall not tolerate the sexual harassment of any student by any other student, staff member, or third party doing business with the District. The district shall take action with regard to any student found guilty of engaging in sexual harassment. Such action may include discipline and/or counseling.

The Board recognizes that sexual harassment is unlawful and can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness.

The Board requires students or staff to immediately report incidences of sexual harassment to the principal or designee. The Principal or designee shall promptly and thoroughly investigate each complaint of sexual harassment in accordance with the District's sexual harassment complaint procedures. In no case shall the student be required to resolve the complaint directly with the offending person.

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

Legal Reference: Education Code  
212.5 ..... Sexual harassment  
230 ..... Particular practices prohibited  
48900.2 ... Additional grounds for suspension or expulsion: Sexual harassment  
Title VII of the Civil Rights Act of 1964  
Title IX of the Education Amendments of 1972

Policy Adopted: May 4, 1993  
Policy Revised: September 8, 1998  
March 9, 1999

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# *Administrative Regulation ★ Sexual Harassment (Students)*

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Students

AR 5145.7 (a)

## **SEXUAL HARASSMENT**

As defined by Education Code Section 212.5, “Sexual harassment” means unwelcome sexual conduct including 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.

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. 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.
4. 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 instruction.”

Sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Examples of conduct which are inappropriate in the academic environment and which may also constitute sexual harassment include but are not limited to:

1. Unwelcome sexual flirtations or propositions. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction, among peers, is not considered sexual harassment.)
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual’s body, sexuality, or sexual conduct.
4. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures, or cartoons, or use of sexually degrading words to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment which are not part of the curriculum or which are offered outside of the classroom out of the context of the curriculum.

## ***Administrative Regulation ★ Sexual Harassment (Students)***

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Students

AR 5145.7 (b)

Any expression of sexual interest between adults and students, regardless of reciprocity is considered inappropriate and shall be subject to discipline under applicable state law.

### **Confidentiality**

A complaint and the results of the investigation shall be confidential to the extent reasonably possible under the investigation process. The complainant will be informed of this by the administrator receiving and/or investigating the complaint. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation. The alleged harasser will also be informed as to the confidential nature of the procedure. All parties shall be informed that it will be a violation of this policy to disclose the complaint or the nature of the investigation to others and that anyone violating confidentiality by disclosing the nature of the allegation or the investigation to others shall be subject to disciplinary action.

### **Retaliation**

The initiation of a complaint of sexual harassment, will not cause any reflection on the complainant or witnesses nor will it affect such persons' future business dealings with the District, his or her employment, compensation or work assignments, or, in the case of students, grades, class section or other matters pertaining to his or her status as a student of any District program. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action as defined in this policy.

### **Complaint Procedures**

#### **A. Informal Resolution**

Students who feel aggrieved because of conduct that may constitute sexual harassment are encouraged, but not required, directly to inform the person engaging in such conduct that such conduct is offensive and must stop.

#### **B. Formal complaints**

If an aggrieved student is unable to communicate directly with the person whose conduct is offensive, or if direct communication has been unavailing, the aggrieved student may file a complaint with the site principal or designee. If the complaint involves the Principal or Assistant Principal, the student shall communicate the complaint to the Deputy Superintendent.

### **Administrative Review and Procedures**

#### **A. Complaints – General Provisions**

1. A principal or assistant principal who receives a verbal complaint of sexual harassment shall provide the student with a copy of the District's sexual harassment policy and procedures. Any non-administrative staff member who receives a verbal complaint of sexual harassment shall promptly inform the school site principal of the complaint.

## *Administrative Regulation ★ Sexual Harassment (Students)*

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Students

AR 5145.7 (c)

### **2. Filing**

Complaints shall be filed with the site principal or designee as set forth above. Verbal complaints shall be committed to writing by the principal/designee receiving the complaint. If it appears that the student is unable to prepare a written report without assistance, the principal or designee shall assist the student in the preparation of the complaint.

In the case of the minor, the principal or designee should consider whether a child abuse report should be completed.

### **3. Contents of Complaint**

The complaint shall identify the offending person or persons; include reference to specific examples of offensive conduct, identify the remedy sought; and describe the informal efforts, if any, made to correct the situation.

### **4. Review and Disclosure of Complaint**

The Principal or designee shall review the complaint and, as soon as reasonably possible after receipt of the complaint, the individual who is accused of sexual harassment should be informed of the contents of the communication.

If the individual accused of sexual harassment is a district staff member or a third party doing business with the district, the Principal or designee shall refer the complaint to the Deputy Superintendent who will conduct an investigation pursuant to Board Policies 4119.11 and 4219.11.

### **5. Time Limits**

A complaint shall be filed as soon as reasonably possible after the conduct in question has arisen.

### **6. Investigation**

As soon as the Principal learns of a complaint, he/she shall investigate the complaint thoroughly, promptly and in a confidential manner.

The person conducting the investigation shall speak to all individuals reasonably believed to have relevant information, including, but not limited to, the student and the alleged offender, any witnesses to the conduct, and other victims of similar conduct whom the investigator reasonably believes may exist.

## ***Administrative Regulation ★ Sexual Harassment (Students)***

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Students

AR 5145.7 (d)

The investigation shall be conducted discreetly, maintaining the confidentiality of the student and the alleged offender insofar as confidentiality is consistent with a thorough investigation and appropriate disposition of the matter. The person conducting the investigation shall advise all individuals whom he/she contacts in connection with the investigation of the confidential nature of the complaint and the investigation.

The investigation and written report shall be completed as soon as possible and shall be provided to the complainant and the alleged offender.

Any student report of assault and/or physical battery that is gender based or sexual in nature shall be reported to the police for investigation.

### **B. Corrective Action**

Upon completion of the investigation of the complaint the Principal shall determine whether the harassment occurred and what corrective action is appropriate. Corrective action may include counseling, warning, or the initiation of disciplinary procedures against the student. The determination shall be in writing and shall be issued to the student and the alleged offender within 20 school days from the date of the original formal complaint. A pupil in grades 4 through 12 may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined above.

### **C. Appeal Procedures**

All determinations made under this procedure may be appealed by student or the alleged offender to the Deputy Superintendent. The appeal shall be filed in writing with the Deputy Superintendent within 10 school days of issuance of the determination in Section B above. The Deputy Superintendent shall issue a decision, which is final, within 15 school days.

### **Notification**

All students will be notified annually of this policy and of the process through which complaints of sexual harassment will be handled, as well as the potential consequences of sexual harassment.

### **Administrative Regulations**

The Superintendent shall adopt, and from time to time may revise, further procedures as may be necessary to implement this policy and provide for a means of enforcing this policy. Such further procedures may include the following: posting and other means of distributing this policy; a process under which complaints of sexual harassment will be handled; and an explanation of possible civil proceedings and potential legal consequences of sexual harassment. The Superintendent may initiate training and education programs to enable all persons, and in particular, supervisors to better understand the problem of sexual harassment.

In addition, the Superintendent shall designate appropriate employees to enforce or administer this policy within the District.

# *Administrative Regulation ★ Sexual Harassment (Students)*

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Students

AR 5145.7 (e)

## **Filing Complaints with State and Federal Agencies**

This policy is intended to supplement, and not replace, any applicable state and federal laws and regulations. Formal complaints under those laws and regulations shall be processed through the procedures established by applicable state and federal agencies.

Civil law remedies may also be available to persons filing complaints under this procedure. Anyone desiring to pursue civil law remedies should consider consulting an attorney and/or sources of assistance including:

Office for Civil Rights  
San Francisco Office  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
Telephone: (415) 486-5555  
Fax: (415) 486-5570

The Sonoma County Lawyer Referral Service (707) 546-5297 may be able to provide the names of attorneys who practice in the area.

## **Special Assistance**

It is expected that questions may arise concerning the interpretation of the prohibition against sexual harassment, the methods and procedures to be followed in the investigation of complaints, and the appropriateness of specific solutions in disposition of complaints. For assistance in these matters, an aggrieved person may contact the Deputy Superintendent.

Regulation Adopted: May 4, 1993  
Regulation Revised: January 7, 1997  
September 8, 1998  
March 9, 1999  
November 15, 2005

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## ***Board Policy ★ Tobacco-Free Schools/Smoking***

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Business and Non-instructional Operations

BP 3513.3

### **TOBACCO-FREE SCHOOLS**

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

The Board prohibits the use of any tobacco products and the disposal of tobacco-related waste at any time in district-owned or leased buildings, on district property and in district vehicles.

This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

Policy adopted: 07/22/93  
Policy revised: 06/03/03

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# ***Administrative Regulation ★ Tobacco-Free Schools/Smoking***

Business and Non-instructional Operations

AR 3513.3

## **TOBACCO-FREE SCHOOLS**

### **Notifications**

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students and the community.

1. Signs stating, "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property.
2. Employee handbooks and Student handbooks, as appropriate, will include the tobacco-free schools policy.
3. Parents will be notified of the policy in the Annual Parental Notification packet.
4. Public announcements at school events shall be made informing attendees of the district's tobacco-free schools policy.
5. Community groups wishing to use school facilities and contractors shall be advised of the policy and required to sign contracts indicating that they will abide by the tobacco-free schools policy.

### **Enforcement/Discipline**

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking or using tobacco related products and shall be subject to disciplinary action as appropriate.

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking or using tobacco related products. If the person fails to comply with this request, the Superintendent or designee will:

1. Direct the person to leave school property
2. If the person refuses to comply with a request to leave school property, local law enforcement assistance in removing the person from school premises will be requested
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time.

Regulation Adopted: 7/22/93  
Regulation Revised: 06/03/03

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# ***Administrative Regulation ★ Drug and Alcohol-Free Workplace***

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**ALL PERSONNEL**

AR 4020 (a)

Personnel – Certificated/Classified

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

The following are the procedures for implementing this District’s policy regarding the maintenance of a drug and alcohol-free workplace.

The District shall provide a drug and alcohol-free workplace by:

1. Notifying all employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Advising employees that the term “workplace” or “worksites” includes all premises where the activities of the District are conducted and all places and in all vehicles where any employee performs any assigned duty;
3. Informing employees that:
  - a. The use of drugs or alcohol in the workplace not only may affect productivity and performance, but also may endanger the health, safety and welfare of the students, fellow employees, the public and the drug or alcohol user;
  - b. It is the policy of the District to maintain a drug and alcohol-free workplace;
  - c. Drug and alcohol counseling and rehabilitation programs are available through employee health plans; employee assistance programs, etc.;
  - d. Use of drugs or alcohol in the workplace may result in criminal prosecution and/or disciplinary action in accordance with the District’s collective bargaining agreements with its employees, District policies, and California Education Code, and all other applicable state and federal laws and regulations.
4. Requiring that each employee receive a copy of a notice stating that as a condition of employment under any federal grant or contract, the employee shall:
  - a. Abide by the terms of the notice and the District’s policy of maintaining a drug and alcohol-free workplace;

# *Administrative Regulation ★ Drug and Alcohol-Free Workplace*

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**ALL PERSONNEL**

AR 4020 (b)

Personnel – Certificated/Classified

5. Notifying the appropriate federal agency, within ten days after receiving notice under subparagraph (4) (b), from an employee or otherwise receiving actual notice of such conviction;
6. Taking one of the following actions, within 30 days of receiving notice under subparagraph (4) (b), with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, which may include termination; or
  - b. Requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
7. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction.
8. Making a good-faith effort to continue maintaining a drug and alcohol-free workplace through implementation of this Regulation.

Regulation Adopted: 9/18/90  
Regulation Revised: 6/25/96  
2/11/03/03

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# *Administrative Regulation* ★ *Catastrophic Leave*

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ALL PERSONNEL

## **CATASTROPHIC LEAVE PROGRAM**

AR 4152.9/4252.9

The following procedures will be used to request sick leave donations under the Catastrophic Leave Program.

1. A written request must be sent from the affected employee's union or association to the District Superintendent or designee requesting that sick leave days be allowed to be donated from other employees in the same union or association, to the affected individual. The District will notify the union or association within ten days of receipt of request.
2. The employee shall provide verification of the catastrophic injury or illness. Verification shall be made by means of a letter, dated and signed by the sick or injured person's physician, indicating the incapacitating nature and probable duration of the illness or injury.
3. Employees are allowed to donate days only to other members in that bargaining unit.
4. Employees are allowed to donate one day per school year. Employees are allowed to donate to one individual per school year. Only full-day donations are allowed. In the case of classified hourly employees, one day is equal to the number of hours the benefited employee works during a regular day. The donating classified employee must donate the number of hour's equivalent to the number of hours worked by the benefited employee. The District Office maintains the official record of sick leave donations and provides a copy of this to the union or association involved.
5. Only employees with a minimum of fifteen (15) accumulated sick leave days may donate days to an employee to ensure that employees retain sufficient sick leave to meet the employee's own needs.
6. The unions or associations are responsible for notifying their membership if donated days are to be requested, by whom, and by what procedures and time frame.
7. The unions or associations will set a deadline for their members to donate their days to the affected employee. Written authorization to donate such days must be signed and delivered to the Human Resources Department by the deadline date on the appropriate District forms.
8. The benefited employee will be credited with the appropriate sick leave days donated, and so notified. Deduction of sick leave days from donating employees will be handled by the District Business Department and will be deducted upon request.
9. All transfers of eligible leave credit are irrevocable.
10. Benefited employees may use donated leave credits for a maximum of thirty (30) work days.
11. If more than thirty (30) days are donated, the donations in excess of thirty (30) will not be transferred to the benefited employee's sick leave account.
12. An employee who receives paid leave pursuant to this program shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program.
13. In the event that an employee exhausts all sick leave while caring for an ill spouse, child, parent, or member of the immediate family living in the immediate household of the employee, members of that employee's union or association may donate one day of personal necessity leave using the procedures outlined above. This day will be deducted from the donating employee's personal necessity allocation of seven (7) days.
14. In the case of Management and Confidential employees, where there is no official union or association, the role of union or association is to be filled by a representative committee of the employee's group.

Regulation Adopted: 8/12/03

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# *Administrative Regulation* ★ *Campus Security*

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## **BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

AR 3515

The Superintendent or designee shall ensure that campus security procedures are developed which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans.

These procedures shall include strategies and methods to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity. These strategies shall include an analysis of the building security system, lighting system, and campus fencing.
2. Secure buildings from outsiders and discourage trespassing. These procedures may include requiring visitor registration and patrolling places used for congregating and loitering.
3. Discourage vandalism and graffiti. These methods may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.
4. Control access to keys and other school inventory.

### **Keys**

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal or designee immediately. The first time an employee loses his or her key there shall be no cost to the employee. However, for any subsequent lost keys, the employee could be responsible for paying for a replacement key and any additional costs.

Keys shall be used only by authorized employees and shall never be loaned. The duplication of school keys is prohibited. All keys must be signed out by the individual completing a Control Identification Card and accepting the responsibilities that are included.

### **Security Alarm Codes/Tokens**

All Security Alarm Codes/Tokens used in a school shall be the responsibility of the principal or designee. Security Alarm Codes/Tokens shall be issued only to those employees who regularly need a Security Alarm Code/Token in order to carry out normal activities of their position.

The person issued a Security Alarm Code/Token shall be responsible for its safekeeping and use. If a security Alarm Code/Token is lost, the person responsible shall report the loss to the principal or designee immediately. The first time an employee loses/sets off his or her Security Alarm Code/Token, there shall be no cost to the employee. However, for any subsequent loss or costs with Security Alarm Code/Tokens, the employee could be responsible for paying for a replacement Security Alarm Code/Token and any additional costs.

Security Alarm Codes/Tokens shall be used only by authorized employees and shall never be loaned. The duplication of school Security Alarm Codes/Tokens is prohibited. All Security Alarm Codes/Tokens must be signed out by the individual completing a Control Identification Card and accepting the responsibilities that are included.

Board Approval: September 8, 1998

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## ***Board Policy ★ Employee Use of Technology***

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PERSONNEL – ALL

BP 4040

The Governing Board recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. The Board expects all employees to learn to use the available electronic resources that will assist them in their jobs. As needed, staff shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the district's electronic resources only for purposes related to their employment. Such use is a privilege that may be revoked at any time.

Employees should be aware that computer equipment, software, and e-mail accounts are owned by the district and are to be used for district related activities only. Computer files and communications over district and service provider's networks, including e-mail and voicemail are not private. This technology should not be used to transmit confidential information about students, employees, or district affairs.

To ensure proper use, the Superintendent or designee may monitor the district's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. System maintenance and network supervision may require authorized district and service provider's staff and/or authorized agent to review and inspect accounts, directories, or messages. Messages may be diverted accidentally to a destination other than the one intended and may need to be inspected in order to forward, return or otherwise dispose of such messages. Privacy in these instances is not guaranteed. In addition, all mail transmissions are logged. The logs are accessible to authorized district and/or authorized agent staff and can be used in the investigation of cases where there is reasonable cause to expect possible electronic mail abuse.

The Superintendent or designee shall establish administrative regulations that outline employee obligations and responsibilities related to the use of technology. Employees who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

The Superintendent or designee may establish guidelines and limits on the use of technological resources. He/She shall ensure that all employees using these resources receive copies of related policies, regulations and guidelines. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

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

The terms and conditions of this policy apply to all adults using district-owned equipment whether or not they are employees of the District.

Board Approval: December 9, 1997

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# *Administrative Regulation ★ Employee Use of Technology*

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PERSONNEL – ALL

AR 4040 (a)

## **User Obligations and Responsibilities**

Employees are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below:

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal IDs and passwords private. They shall use the system only under their own ID.
2. Employees shall use the system for purposes related to their employment within the district. Commercial and political use of the system is strictly prohibited. Although personal use of the system is occasionally allowed, such use must be limited and not affect one's job responsibilities. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees. The district reserves the right to monitor any on-line communications for improper use or excessive personal use.
3. It is preferred that employees use their District e-mail account, rather than their personal e-mail account, to communicate with parents and others regarding District business.
4. Users shall not use the system to promote unethical practices or any activity prohibited by law or district policy.
5. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, gender, sex, sexual orientation, age, disability, religion or political beliefs. This applies to all forms of speech communicated and accessed through the district Internet system, including all e-mail, instant messages, Web pages and Web logs.
6. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only in accordance with copyright laws.
7. Users shall scan any downloaded or shared file for viruses.
8. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
9. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other user's mail.
10. Users are encouraged to keep messages brief and are expected to use appropriate language.

## *Administrative Regulation ★ Employee Use of Technology*

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PERSONNEL – ALL

AR 4040 (b)

11. Employees shall not post information that could cause damage, danger, or disruption, or engage in personal attacks, including prejudicial or discriminatory attacks.
12. Users shall report any security problem or misuse of the network to the Superintendent or designee.
13. Employees who are provided with laptop computers for work-related use are expected to care for them properly. Laptops should be kept in cases provided during transport and should not be left in cars for an extended period of time (more than one day.) Laptops issued to teachers are primarily for use in the classroom to support curriculum and instruction and secondarily for use at home. If a laptop is in need of repair or damaged, the employee shall report this to the District and give the laptop to the District for diagnosis of the problem. The District will determine if the laptop is to be repaired, and if so, how. If a laptop is lost or stolen, the District shall, at its discretion, either replace the laptop or provide the employee with access to a desktop computer.
14. The terms and conditions of this regulation apply to all adults using district-owned equipment whether or not they are employees of the district.

Regulation Adopted: 12/9/97  
Regulation Revised: 8/9/05  
Regulation Revised: 7/10/07

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## ***Board Policy*** ★ ***Travel Expenses***

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BUSINESS AND NONINSTRUCTIONAL OPERATIONS

BP 3350

The Governing Board shall pay all actual and necessary expenses, including travel, incurred by any employee performing authorized services for the District. Funds expended shall not exceed those budgeted by the Governing Board for these purposes. The Board may authorize an advance of funds to a district employee to cover necessary expenses; however said advance may not exceed 50% of the total estimated travel costs.

The Governing Board shall reimburse employees for the use of their own vehicles in the performance of regularly assigned duties. The Board shall establish an allowance for such use on either a mileage or monthly basis.

Regulation Adopted: 02/06/90

Regulation Revised: 10/13/98

2/7/06

COTATI-ROHNERT PARK

UNIFIED SCHOOL DISTRICT

## ***Administrative Regulation*** ★ ***Travel Expenses***

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BUSINESS AND NONINSTRUCTIONAL OPERATIONS

AR 3350

Education Code 44032 and 44033 detail the authorization for determining reimbursement for travel expenses for school district employees.

1. Prior approval of the site or department administrator is required for all overnight travel and travel outside of the district when reimbursement for such travel is requested. A Travel Request form is to be submitted in triplicate to the responsible budget manager for approval. One copy will be returned indicating approval or disapproval and one copy will be forwarded to the business office.
2. Only actual and necessary travel expenses shall be allowed.
3. No personal expenses shall be allowed.
4. All claims shall be submitted prior to the 5<sup>th</sup> of the following month.
5. Receipts or vouchers SHALL be submitted for:
  - a. All commercial lodging
  - b. All travel outside of California
  - c. Cash purchase of airplane travel
  - d. Parking in excess of \$3.00
  - e. Car rental
  - f. Railroad, bus, and taxi fares
6. Receipts are not required for:  
Streetcar, ferry, and bridge tolls.

# *Administrative Regulation* ★ *Travel Expenses*

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BUSINESS AND NONINSTRUCTIONAL OPERATIONS

AR 3350

## **Travel Allowances:**

### 1. **Lodging**

Lodging shall not exceed the rate for single occupancy. Lodging is not authorized for any one day conferences that are within 100 miles from the District, including the San Francisco, San Jose, Oakland, and Sacramento areas.

### 2. **Meals**

Basic rates:

Breakfast	\$ 8.00
Lunch	\$12.00
Dinner	<u>\$20.00</u>
Total	\$40.00

Reimbursement allowance for travel which is the last fractional part of a period of short-term travel of more than 24 hours – the authorized allowance for meals or lodging will be paid provided the travel time meets the following requirements:

**Breakfast:** Breakfast may be claimed if travel began at or prior to 6:00 a. m. and terminated at or after 9:00 a.m.

**Lunch:** Lunch may be claimed if travel began at or prior to 11:00 a.m. and terminated at or after 2:00 p.m.

**Dinner:** Dinner may be claimed if travel began at or prior to 4:00 p.m. and terminated at or after 7:00 p.m.

**Lodging:** Lodging may be claimed if travel is extended overnight.

***If the 24-hour allowance provides a reimbursement for meals, the application of this paragraph shall not result in a duplicate for a meal that has already been reimbursed.***

3. Officials and regular employees may be authorized actual and necessary travel expenses in excess of those previously stated if approved by the Superintendent or designee.
4. **Mileage reimbursement** for use of a privately owned vehicle for official business is paid at the IRS rate. Mileage may be claimed from the work site or point of departure to the destination whichever is the shorter distance.
5. **Reimbursement for meals** which constitute an official part of a convention, conference or similar meeting will be allowed for the full amount.

## *Administrative Regulation ★ Travel Expenses*

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BUSINESS AND NONINSTRUCTIONAL OPERATIONS

AR 3350

6. Whenever a private car is taken and air fare is less than the round trip mileage reimbursement, reimbursement will be made at the lesser amount plus the equivalent round trip mileage to and from the airport.
7. Whenever a private car is taken to the airport and parked, and the airporter fare is less than the parking and round trip mileage, reimbursement will be made at the lesser amount.
8. For out-of-state travel, a copy of the conference or workshop flier must be attached to the request.
9. For in-state travel, a copy of the conference or workshop flier must be attached to the claim.
10. No requests or claims will be approved, processed, or paid without the appropriate materials attached.
11. Travel advances when approved are not to exceed 50% of the total estimated travel costs and will in no case be issued more than 90 days prior to the anticipated travel date.

Regulation Adopted: 4/7/81  
Regulation Revised: 7/13/82  
2/3/87  
2/6/90  
8/30/94  
10/13/98  
9/11/01  
2/7/06

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

**Cotati-Rohnert Park Unified School District**  
**Annual Notice re: Uniform Complaint Procedures**

Individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding a public education agency's alleged violation of federal and state law including allegations of unlawful discrimination in specified programs and activities which receive state or federal funding. Such complaints include allegations that the local educational agency has failed to implement a student's individualized education program.

Complaints must be filed in writing with the appropriate compliance officer identified below.\* Complaints alleging discrimination must be filed not later than six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the Superintendent of Public Instruction.

In accordance with adopted procedures, complaints will be investigated and a written decision sent to the complainant within 60 days. If the complainant is not satisfied with the local educational agency's decision, the complainant may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education in Sacramento, California. A copy of the local educational agency's policy and complaint procedures may be obtained through the Superintendent's office.

Complainants also may pursue available civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders in federal and state courts. Further information about such remedies may be available through a public or private interest attorney, the Sonoma County Lawyer Referral Service, Legal Aid Society, a mediator, or dispute resolution service.

\*For complaints regarding adult education, and child development:

Assistant Superintendent (707) 792-4708  
Cotati-Rohnert Park Unified School District  
Instructional Services  
5860 Labath Avenue  
Rohnert Park, CA 94928

For complaints regarding consolidated categorical aid programs, vocational education, child nutrition and migrant education:

Assistant Superintendent (707) 792-4708  
Cotati-Rohnert Park Unified School District  
Instructional Services  
5860 Labath Avenue  
Rohnert Park, CA 94928

For complaints regarding discrimination:

Superintendent (707) 792-4714  
Cotati-Rohnert Park Unified School District  
5860 Labath Avenue  
Rohnert Park, CA 94928

For complaints regarding special education:

Director of Special Education (707) 285-2076  
Cotati-Rohnert Park Unified School District  
5860 Labath Avenue  
Rohnert Park, CA 94928

# **Board Policy ★ Uniform Complaint Procedures**

COMMUNITY RELATIONS

BP 1312.3

## **UNIFORM COMPLAINT PROCEDURE**

The Governing Board recognizes that the district is responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, special education programs and in the adoption of school safety plans.

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Board prohibits retaliation in any form for the participation in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Policy adopted: 11-18-80  
Policy revised: 9-1-92  
6-3-03  
4-6-04  
12-12-06

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# *Administrative Regulation ★ Uniform Complaint Procedures*

Community Relations

AR 1312.3

## **UNIFORM COMPLAINT PROCEDURES**

### Compliance Officer

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

Deputy Superintendent  
5860 Labath Ave.  
Rohnert Park, CA 94928  
(707) 792-4714

The Superintendent or designee shall ensure that the employee designated to investigate complaints is knowledgeable about the laws and programs for which he/she is responsible. Such employee may have access to legal counsel as determined by the Superintendent or designee.

### Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures in the following manner:

- To employees in the employee handbook
- To students in student handbooks or other publications
- To parents in the school information packet
- To members of district and site advisory committees at a meeting
- To appropriate private school officials by First Class Mail
- To adult school students with the enrollment form
- To other interested parties, upon request, by First Class Mail

All copies of the district's uniform complaint procedures shall be provided free of charge.

### Procedures

The following procedures shall be used to address all complaints that allege that the district has violated federal or state laws or regulations governing educational programs. The compliance officer shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

# *Administrative Regulation ★ Uniform Complaint Procedures*

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## **Community Relations**

AR 1312.3

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

### **Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

A person who alleges that he/she personally suffered unlawful discrimination or a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination may file complaints alleging unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint.

### **Step 2: Mediation**

Within five days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

# *Administrative Regulation* ★ *Uniform Complaint Procedures*

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## **Community Relations**

AR 1312.3

### Step 3: Investigation of Complaint

As soon as practical following the receipt of the complaint or following an unsuccessful attempt to mediate the complaint, the Compliance Officer will convene a meeting to investigate the complaint. The complainant and/or his/her representative and the district's representatives shall have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

### Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below, within 60 days of the district's receipt of the complaint.

### Step 5: Final Written Decision

The report of the district's decision shall be in writing and sent to the complainant.

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

# *Administrative Regulation ★ Uniform Complaint Procedures*

**Community Relations**

AR 1312.3

The decision shall include:

1. The findings of fact based on the evidence gathered
2. The conclusion (s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. A statement detailing the Board's prohibition of retaliation.
7. Notice of the complainant's right to appeal the district's decision within 15 days to the California Department of Education and procedures to be followed for initiating such an appeal
8. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

## Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision.

When appealing to the California Department of Education, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision.

# *Administrative Regulation* ★ *Uniform Complaint Procedures*

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## **Community Relations**

AR 1312.3

Upon notification by the California Department of Education that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the California Department of Education.

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the California Department of Education

The California Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

## **Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Regulation Approved: 11-18-80

Regulation Revised: 9-1-92

12-10-96

5-11-99

6-3-03

12-12-06

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## ***Board Policy*** ★ ***Political Activities of Employees***

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Personnel – Certificated & Classified

BP 4119.25

4219.25

4319.25

### **POLITICAL ACTIVITIES OF EMPLOYEES**

The Governing Board respects the right of school employees to engage in political discussions and activities on their own time and at their own expense. On such occasions, employees shall make it clear that they are acting as individuals and not as representatives of the district.

Like other citizens, employees may use school facilities for meetings under the Civic Center Act.

Employees shall refrain from prohibited activities identified in law and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

Legal Reference:

Education Code

7050-7057...Political activities of school officers and employees

38130-38139...Civic Center Act

51520 ..... Prohibited solicitations on school premises

Government Code

3543.1 ..... Rights of employee organizations

Court Decisions

California Teachers Association v. Governing Board of San Diego Unified School

District (1966) 45 CalApp.4th 1333

Attorney General Opinions

93 Ops.Cal.Atty.Gen.1201 (19

Policy Adopted: 11/03/98

1/14/03

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## ***Administrative Regulation*** ★ ***Political Activities of Employees***

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Personnel – Certificated & Classified

AR 4119.25

### **POLITICAL ACTIVITIES OF EMPLOYEES**

District employees shall not:

1. Use district funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Governing Board.
2. During working hours and on school property, solicit or receive any political funds or contributions to promote the passage or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service, or other working conditions.

## *Administrative Regulation* ★ *Political Activities of Employees*

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3. During working hours and on school property, solicit or receive any political funds or contributions to promote the passage or defeat of other types of ballot measures.
4. Use school time to urge the passage or defeat of any ballot measure or candidate.
5. Use school equipment for the preparation or reproduction of political campaign materials, even if the district is reimbursed.
6. Post or distribute political campaign materials on school property.
7. Disseminate political campaign materials through the district's mail service, e-mail, or staff mailboxes.
8. Use students to write, address, or distribute political campaign materials.
9. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views.

Although employees may not conduct political activities on school property during working hours, they are free to discuss politics and solicit or receive funds or contributions for political purposes outside the employee's working hours, including the lunch period or other scheduled work break during the school day.

### **Employee Organizations**

Employee organizations may use district mailboxes and other means to communicate with employees, subject to reasonable regulation.

1. Employee organizations may have access at reasonable times to areas in which employees work; may use institutional bulletin boards, mailboxes, and other means of communication and may use district facilities at reasonable times for the purpose of meetings.
2. ***However, employee organizations shall not use district funds, services, supplies or equipment, such as the district mail system, to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Board.***

Access to district communications channels shall be limited only if such access would be disruptive to district operations.

In the event of a concerted action or work stoppage, political activities by employee organizations and individual employees shall be restricted to peaceful informational picketing and other activities allowed by law.

Recognized employee organizations and their representatives may solicit or receive political funds or contributions from employee members on district property during nonworking time to promote the passage or defeat of any ballot measure.

Regulation Adopted: 11/03/98  
1/14/03

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

*Safety*

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## *School Safety*

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While we do everything possible to keep our schools and other facilities safe for students and staff, we do not recommend that staff members be on school or district sites when school is not in session or when there is no one else on the premises. If you find that you must be on a school or district site when the site is closed, please be sure to lock any gates and doors behind you upon entering and again when you leave. It is our preference, however, that employees not be on school or district sites when the school is not in session or when the premises are unoccupied.

## *Workers Compensation*

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California Workers Compensation law requires that every employer provide workers compensation benefits to employees who have an illness or injury that arises out of and in the course of their employment.

If you believe you have suffered a work-related illness or injury, report immediately to the school's Office Manager (listed on pages 2-3 of this handbook). The Office Manager will instruct you to contact the Redwood Empire Schools Insurance Group (RESIG) Early Intervention Nurse at 836-7457, ext. 0, to complete reporting requirements.

Effective with the 1998-99 school year, the District will charge all pending industrial accident absences to the affected employee's sick leave allocation until the claim has been accepted by RESIG. Once the claim has been accepted by RESIG, the sick leave will be returned to the employee's allocation.

If you have questions about your workers compensation coverage or a claim, you may contact Human Resources at the District Office (792-4714) for assistance.

Injuries that may occur while participating in off-duty recreational, social, or athletic activities may not be covered by workers compensation.

## *Administrative Regulation* ★ *Industrial Accident and Illness Leave*

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ALL PERSONNEL

AR 4150.3/4250.3

When any employee is absent from his/her duties because of an industrial accident or illness, the following rules shall apply:

1. Allowable leave for any single accident or illness shall be for a period not to exceed 60 days during which the schools of the district are in session, or when the employee would otherwise have been performing work for the district in any one school year.
2. Allowable leave shall not accumulate from year to year.
3. Industrial accident or illness leave shall start on the first day of absence.

## *Administrative Regulation* ★ *Industrial Accident and Illness Leave*

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ALL PERSONNEL

AR 4150.3/4250.3

4. An employee on allowable leave for industrial accident or illness shall be paid such portion of the salary due for any month in which the accident occurs as, when added to the temporary disability indemnity under Division 4. or 4.5 of the Labor Code, will result in a payment to the employee of not more than his/her full salary.
5. Industrial accident or illness leave shall be reduced by one day for each day of authorized absence, regardless of a temporary disability indemnity award.
6. When an industrial accident or illness leave overlaps into the next fiscal year, the employee is entitled to only the amount of unused leave due the employee for the same illness or injury. On expiration of allowable leave for an industrial accident or illness leave the employee may use personal illness and injury leave as provided by Education Code 44977, 44978, and 44983. If the employee continues to receive temporary disability indemnity, he/she may elect to take as much of the accumulated sick leave which, when added to his/her temporary disability indemnity, will result in a payment to the employee of not more than the employee's full salary.

During any paid leave of absence the employee may endorse to the district the temporary disability indemnity checks received on account of his/her industrial accident or illness. In those cases, the district will issue appropriate salary warrants for payment of the employee's salary, and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by such salary warrants.

Any employee receiving benefits under this leave shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the state.

Regulation Adopted: June 3, 1997

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# **Board Policy ★ Exposure Control Plan for Bloodborne Pathogens**

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Personnel–Certificated/Classified

BP 4119.42

4219.42

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

The Superintendent or designee shall meet state and Federal Standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. A written Exposure Control Plan will be designed to protect employees from possible infection due to contact with bloodborne viruses.

The Governing Board shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the District’s Exposure Control Plan, employees having occupation exposure shall be offered the hepatitis B vaccination. Employees have the right to refuse the vaccination.

The Superintendent or designee may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations.

Any employee not identified as having occupational exposure in the district’s exposure determination may petition to be included in the District’s employee inservice and hepatitis B vaccination program. Any such petition will be submitted to the Superintendent or designee who shall evaluate the request and notify the petitioners of his/her decision. The Superintendent or designee may deny a request when there is no reasonable anticipation of contract with infectious material.

Policy Adopted: 9/21/93  
Policy Renumbered: 12/13/05

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# *Administrative Regulation* ★

## *Exposure Control Plan for Bloodborne Pathogens*

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Personnel–Certificated/Classified

AR 4119.42 (a)  
4219.42

### **EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS**

#### **Definitions**

Occupational Exposure means “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.”

Exposure Incident means “a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee’s duties.”

Parenteral contact means “piercing mucous membranes of the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.”

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident.

A sharps injury is any injury caused by a sharp, including but not limited to cuts, abrasions or needle sticks.

Work practice controls are controls that reduce the likelihood of exposure by defining the manner in which a task is performed.

Engineering controls are controls, such as sharps disposal containers, needleless systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace.

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident.

#### **Exposure Control Plan**

The district’s Exposure Control Plan shall contain at least the following components:

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials;
2. A description of the schedule and method for implementing exposure control requirements, including but not limited to:
  - a. Universal precautions;
  - b. Safe work practices and controls;

# *Administrative Regulation* ★

## *Exposure Control Plan for Bloodborne Pathogens*

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Personnel–Certificated/Classified

AR 4119.42 (b)  
4219.42

- c. Personal protective equipment;
  - d. Housekeeping schedules;
  - e. Hepatitis B vaccination;
  - f. Post-exposure evaluation and follow-up;
  - g. Informing employees about biohazards, including labels and signs and training;
  - h. Maintenance of training and medical records.
3. The district’s procedure for evaluating circumstances surrounding exposure incidents
  4. An effective procedure for gathering information about each exposure incident involving a sharp, as required for the log of sharps injuries
  5. An effective procedure for periodically determining the frequency of use of the types and brands of sharps involved in exposure incidents documented in the sharps injury log
  6. An effective procedure for identifying currently available engineering controls and selecting such controls as appropriate for the procedures performed by employees in their work areas or departments
  7. An effective procedure for documenting instances when a licensed healthcare professional directly involved in a patient’s care determines, in the reasonable exercise of clinical judgment, that the use of an engineering control would jeopardize an individual’s safety or the success of a medical, dental or nursing procedure involving the individual
  8. An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees in their respective work areas or departments

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to:

1. Reflect new or modified tasks and procedure affecting occupational exposure;
2. Reflect new or revised employee positions with occupational exposure;
3. Review and evaluate the exposure incidents which occurred since the previous update.

# ***Administrative Regulation*** ★

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

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Personnel–Certificated/Classified

AR 4119.42 (c)  
4219.42

4. To the extent that sharps are used in the district, reflect progress in implementing the use of needleless systems and sharps with engineered sharps injury protection
5. Review and respond to information indicating that the exposure control plan is deficient in any area

The district’s Exposure Control Plan shall be accessible to employees in accordance with law. It also shall be made available to the Chief or Director of the National Institute for Occupational Safety and Health, U.S. Department of Health Services, or his /her designee, upon written request for examination and copying.

### **Exposure Determination**

The district’s exposure determination shall be made without regard to the use of personal protective equipment and shall include:

1. All job classifications in which all employees have occupational exposure to bloodborne pathogens.
2. Job classifications in which some employees have occupational exposure.
3. All tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs and which are performed by employees listed in item #2 above.

### **Hepatitis B Vaccination**

Hepatitis B vaccinations shall be provided at no cost to those employees determined to have occupational exposure to blood and other potentially infectious materials. Employees who decline to accept the vaccination shall sign the hepatitis B declination statement as required by law.

The district may exempt “designated first-aid providers” from the pre-exposure hepatitis B vaccine if:

1. Rendering first aid is not the primary job responsibility of the employee and is not performed on a regular basis.
2. The district’s Exposure Control Plan provides that:
  - a. Employees report all first-aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the incident occurred.
  - b. Designated first-aid providers participate in the bloodborne pathogens training program.

# *Administrative Regulation* ★

## *Exposure Control Plan for Bloodborne Pathogens*

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Personnel–Certificated/Classified

AR 4119.42 (d)  
4219.42

- c. The full hepatitis B vaccination series shall be made available to unvaccinated first-aid providers no later than 24 hours after they render assistance in any situation involving the presence of blood or other potentially infectious material regardless of whether an exposure incident occurred.
3. The district implements a procedure to ensure the above requirements are met.

### **Protective Equipment**

The district shall provide appropriate personal protective equipment at no cost to the employee. The district shall maintain, repair, make accessible and require employees to use and properly handle protective equipment.

### **Information and Training**

The district shall provide a training program as specified by law to all employees in job classifications which have been determined to have some degree of occupational exposure. This program shall be offered at the time of initial assignment, annually thereafter, and whenever a change of tasks or procedures affect the employee's exposure.

Employees who fall within the definition of designated first-aid providers shall also receive training. Such training shall include the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious.

Unvaccinated designated first-aid providers must report any first-aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first-aid incident.

### **Sharps Injury Log**

The Superintendent or designee shall establish and maintain a log recording each exposure incident involving a sharp. The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district.

The information recorded shall include the following, if known or reasonably available:

1. Date and time of the exposure incident
2. Type and brand of sharp involved in the exposure incident
3. A description of the exposure incident, including:

# *Administrative Regulation* ★ *Exposure Control Plan for Bloodborne Pathogens*

Personnel–Certificated/Classified

AR 4119.42 (e)  
4219.42

- a. Job classification of the exposed employee
- b. Department or work area where the exposure incident occurred
- c. The procedure that the exposed employee was performing at the time of the incident
- d. How the incident occurred
- e. The body part involved in the incident
- f. If the sharp had engineered sharps injury protection, whether the protective mechanism was activated and whether the injury occurred before, during or after the protective mechanism was activated
- g. If the sharp had no engineered sharps injury protection, the injured employee’s opinion as to whether and how such a mechanism could have prevented the injury
- h. The employee’s opinion about whether any other engineering, administrative or work practice could have prevented the injury

## **Post-Exposure Evaluation and Follow-up**

Following a report of an exposure incident, the Superintendent or designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation and follow-up. The Superintendent or designee shall, at a minimum:

1. Document the route(s) of exposure and the circumstances under which the exposure incident occurred
2. Identify and document the source individual, unless that identification is infeasible or prohibited by law
3. Provide for the collection and testing of the employee’s blood for hepatitis B, hepatitis C and HIV serological status
4. Provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service
5. Provide for counseling and evaluation of reported illnesses

The Superintendent or designee shall provide the health care professional with a copy of 8 CCR 5193; a description of the employee’s duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual’s blood testing,

# *Administrative Regulation ★ Exposure Control Plan for Bloodborne Pathogens*

Personnel–Certificated/Classified

AR 4119.42 (f)  
4219.42

if available; and all medical records maintained by the district relevant to the appropriate treatment of the employee, including vaccination status.

The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation.

## **Records**

Upon an employee's initial employment and at least annually thereafter, the Superintendent or designee shall inform employees with occupational exposure of the existence, location and availability of related records; the person responsible for maintaining and providing access to records; and the employee's right of access to these records.

Medical and training records shall be kept in accordance with law.

1. Medical records shall be maintained for the duration of employment plus thirty years.
2. Training records shall be maintained for three years from the date of training.
3. The sharps injury log shall be maintained five years from the date the exposure incident occurred.
4. Exposure records shall be maintained for at least thirty years.
5. Each analysis using medical or exposure records shall be maintained for at least thirty years.

Medical records for each employee with occupational exposure will be kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by law.

Legal Reference: 8 CALIFORNIA CODE OF REGULATIONS 5193

Regulation Adopted: 9/21/93  
Regulation Revised: 11/15/05

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# *Injury & Illness Prevention Plan*

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In accordance with state law, and in order to ensure the health and safety of all employees, the Cotati-Rohnert Park Unified School District has in place an Injury and Illness Prevention Plan. This Plan, in its entirety, is available for inspection at all school sites, the District Office, and the Maintenance and Operations Department.

Employees have the following rights under this program:

- ★ To be advised of occupational safety and health hazards and receive training on safe work conditions, practices and personal protective equipment.
- ★ To provide information to the employer on safety hazards, request information or make safety suggestions without fear of reprisal.

Employees have a duty to comply with the following requirements to make the workplace safe for themselves and fellow employees:

- ★ Know the safe work practices for the general work area and for your job.
- ★ Comply with working conditions, safe work practices and personal protective equipment requirements for your job.
- ★ Report unsafe conditions and injuries/illnesses to your supervisor.

Employees must comply with the requirements listed above. Repeated violations may result in disciplinary action.

The employer will conduct inspections to identify unsafe conditions and violations of safety rules.

If you have any questions about this program, ask your supervisor. Safety information may be confidentially reported using the safety suggestion box and/or the forms provided.

The individual responsible for the implementation of the Injury and Illness Prevention Plan in the District is the Director of Maintenance and Operations.

# Safe Work Practices ★ Injury

## Potential Hazards

## Safe Work Practices

*Slips and falls on same level*

- ★ Clean up all spills immediately
- ★ Report slick floors as a hazard
- ★ Reduce tripping hazards through good housekeeping and safety awareness
- ★ Unplug and roll up long electrical cords and extension cords when not in immediate use
- ★ Wear appropriate shoes for job classification
- ★ Use alternate routes when floors are wet or being mopped
- ★ Watch where you are walking
- ★ Turn on lights when entering an unlit area
- ★ Use tread guards across walkways where it is not possible to re-route cords
- ★ Maintain clear aisleways
- ★ Be especially cautious during wet or icy weather conditions
- ★ Be aware of gravel, sand or other debris on walkways

*Falls from high places*

- ★ Never use a broken ladder or step stool
- ★ Use step ladder rather than chairs or tables
- ★ Use appropriate ladder for the situation
- ★ Make sure ladders and step stools are in good repair, good quality, and properly set before use
- ★ Report any potentially hazardous condition, including missing or broken guardrails or other hazards
- ★ Limit the amount of high storage and other reasons for needing ladders
- ★ Secure help on high work or unusual circumstances
- ★ Keep ladder area clear of obstructions
- ★ Use handrails on ascending and descending stairs

*Being hit by falling objects  
Caught in or between*

- ★ Limit high storage where possible
- ★ Equip all cabinets over 5 ft. with device, other than magnets, to prevent doors from opening in the event of an earthquake
- ★ Secure material with shelf lips or other means
- ★ Store glass products, breakables, and heavy materials on lower shelves
- ★ Attach cabinets, shelving and certain fixtures to secure structures
- ★ Toe board and handrails should be in place in all loft areas
- ★ Open only one file drawer at a time
- ★ Do not open drawers past safety stops

# Safe Work Practices ★ Injury

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## Potential Hazards

## Safe Work Practices

### *Back Injuries*

- ★ Achieve and maintain good personal fitness through regular stretching and exercise
- ★ Attend a back safety training program
- ★ Learn and use proper lifting techniques and practice good body mechanics
- ★ Secure assistance with heavy or bulky material
- ★ Keep objects as close to your body as possible when lifting
- ★ Do not twist while lifting. Lift first, then turn your body
- ★ Avoid reaching or lifting from an awkward position
- ★ Use step ladder and/or get help when lowering materials from high places
- ★ When carrying a load, plan your route before starting, block open doors, and be sure the route is clear of obstructions or tripping hazards
- ★ Do not attempt any unsafe lifting operation
- ★ Use hand truck, lifts, or other mechanical means to assist you
- ★ Use back support devices when load is heavy or a back problem exists
- ★ Make sure chair or furniture is comfortable and properly adjusted
- ★ Stand and move about frequently

### *Cuts, abrasions, burns, and other bodily injuries*

- ★ Use proper carrying techniques for sharp objects
- ★ Store sharp, pointed objects flat and pointed away from user
- ★ Clean/store sharp utensils individually, do not mix with other materials in a sink or drawer
- ★ Safety devices, such as finger guards and blade locking devices should be used on paper cutters
- ★ Understand proper use techniques for each tool being used

### *Cuts, lacerations, and eye injuries from power equipment*

- ★ Do not operate machines or equipment until instructed in proper use
- ★ Follow manufacturers recommendations for safe use of tool
- ★ All electrical equipment should be turned off and unplugged when cleaning, repairing or changing parts
- ★ Wear eye protection if grinding or sawing materials

# Safe Work Practices ★ Injury

Potential Hazard	Safe Work Practices
<i>Fire injury</i>	★ Report all fires to fire and insurance officials
	★ Know fire extinguisher location and operation
	★ Know evacuation routes and alternatives
	★ Know bell or alarm system at work locations
	★ Know location of electrical and gas controls for work area
	★ Know contingency plans for various emergencies
	★ Practice specific role in emergency plan
	★ Store combustible materials away from heat sources
	★ Make sure portable heaters have tip over switches and are U.L. approved
	★ Maintain good housekeeping practices
	★ Do not risk your life trying to extinguish a fire which could get out of control
	★ Storage of duplication/ditto fluids should be limited to 2 gallons, plus one in use, at a single location
	★ Unplug all electrical appliances (such as space heaters, coffee pots, etc.) at the end of each work day
<i>Electrical Shock Injury</i>	★ Only trained personnel should work on or modify electrical systems
	★ All electrical plugs should be pushed fully into receptacle
	★ Make sure electrical equipment is not wet or damp
	★ Always use grounded electrical cords
	★ Multiple outlet extenders (power strip, etc.) must have a circuit breaker
	★ Unplug electrical equipment by pulling on the plug instead of the cord
	★ Do not hang objects from light fixtures
	★ Replace rather than repair electrical cords
	★ Do not remove ground prong on the male electrical plug
	★ Inspect electrical equipment, including cords, for defects before use
	★ All outlets near water/liquid sources should be Ground Fault Circuit Interrupte (GFCI) type outlets. Report any unprotected outlets
	★ Use non-metal ladders around electrical equipment
<i>Vehicle Accidents</i>	★ Wear seat belts
	★ Maintain a current and valid California drivers license
	★ Obey traffic laws when driving on school business in private or district vehicles
	★ Make a pre-trip inspection of all lights, brakes, tire tread, seat belts, mirrors and signals
	★ Avoid backing where possible on school site
	★ Practice defensive driving
	★ Keep windows clean and free of visual obstructions
	★ Keep dash board free of clutter

## Safe Work Practices ★ Injury

Potential Hazard	Safe Work Practice
<i>Miscellaneous Injuries</i>	★ Horseplay is not appropriate in the work place and should be avoided
	★ Desks, furniture and work spaces should be arranged to minimize reaching, twisting and bending
	★ Furniture, tables, work space areas and equipment should be maintained in good repair to avoid breakage or other failure which might cause injury
	★ Store lunches and food where it is safe from contamination by chemicals or other hazardous substances
	★ Unusual conditions such as extra high or low steps, low ceilings, or unclear exiting should have special signs and/or be highlighted with paint to draw attention to the condition
	★ Keep file drawers closed except during immediate use
	★ Post signs warning persons with pacemakers when microwave ovens are used
	★ Maintain moderate noise levels (i.e., dance music, loud speakers, etc.)
	★ Report all accidents/injuries at work
	★ Become familiar with emergency/disaster plan for your site and participate in practice drills
	★ Learn to recognize potential hazards from earthquakes and set up your classroom/work area to minimize those hazards

## Safe Work Practices ★ Illness

Potential Hazards	Safe Work Practices
<i>Stress</i>	★ Prioritize the tasks that you are to accomplish
	★ Mix tasks you like to do with those that are more difficult
	★ Take breaks and relax muscles
	★ Work on developing good conflict resolution skills and effective communication skills
	★ Increase level of exercise
	★ Add humor and relaxing activities to the work day
	★ Take vacation time regularly
	★ Make friends at work and develop a support system
	★ Attend stress workshops and practice the stress reducing suggestions
	★ When you feel overloaded with work, ask for help (either administratively or from a co-worker)

# Safe Work Practices ★ *Illness*

Potential Hazards	Safe Work Practices
<i>Infectious Diseases or Health conditions</i>	★ Report infectious diseases and other health conditions to school nurse or appropriate supervisor
	★ Practice good personal hygiene and wash hands as needed
	★ Use latex rubber gloves when contact is likely with human body fluids (blood, vomit, feces and urine, etc.)
	★ Blood or other bodily fluids should be cleaned up with soap and water
	★ Keep classrooms and work areas well ventilated
	★ Dispose of contaminated materials properly
	★ Learn first aid and CPR
	★ Contact local health professionals for additional health information
	★ Follow Universal Precautions
<i>Toxic Substances Illness</i>	★ Never use any chemical without knowing its hazards. Always review the Material Safety Data Sheets (MSDS) before using any new chemical
	★ Review and follow district written Hazard Communication program
	★ Know location of MSDS and follow recommendations for use
	★ Use non-toxic materials where possible
	★ Read container label and follow manufacturers safe use directions
	★ Make sure that all primary and secondary containers are properly labeled
<i>Repetitive Movement Injuries (Cumulative Trauma)</i>	★ Do not remain in one position for long periods without moving
	★ Change activities as often as possible
	★ Do light exercise of muscles so as to loosen them and reduce tension
	★ Make sure your position is as comfortable as possible
	★ See that your furniture is adjusted to your particular needs
	★ Wear special equipment if it can reduce strain (special eyeglasses, wrist braces, back braces, etc.)

# *Universal Precautions*

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**Universal Precautions** are precautions used in all situations and not limited to use with individuals known to be carrying specific virus such as HIV or the virus causing Hepatitis B. In the school setting, those precautions should include: handwashing, using gloves, careful trash disposal, using disinfectants, and modification of cardiopulmonary resuscitation (CPR).

## ★ **Handwashing**

1. Thorough handwashing is the single most important factor in preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as routine hygiene practice.
2. All staff should wash their hands in the following circumstances:
  - Before handling food, drinking, eating or smoking.
  - After toileting.
  - After contact with body fluids or items soiled with body fluids.
  - After touching or caring for students, especially those with nose, mouth, or other discharge.
3. Scheduling time for students to wash hands before eating is suggested to encourage the practice.
4. How to wash hands: Wet hands with running water and apply soap from a dispenser. Lather well and wash vigorously for 15 to 20 seconds. Soap suspends easily-removable soil and microorganism, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse well under running water with water draining from wrist to fingertips. Leave water running. Dry hands well with a paper towel and then turn off the faucet with paper towel. Discard the towel.
5. Classroom instruction about proper handwashing can be integrated into health instruction at all grade levels.

## ★ **First Aid Involving Body Fluids and CPR**

1. Avoid direct skin contact with body fluids. If direct skin contact occurs, hands and other affected skin areas should be washed with soap and water immediately after contact has ended. To the extent practicable, using running water, liquid soap and disposable gauze, towels or tissues.
2. Disposable single use gloves should be used when contact with body fluids is anticipated (such as a bloody nose, diapering, etc.). Gloves should be standard components of first-aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices, cafeterias, and athletic training rooms.

# Universal Precautions

3. Any soiled clothing should be placed in a separate plastic bag, sealed and placed in a plastic bag labeled with the student's name. Send home with the student.

## ★ Trash Disposal

1. Place soiled tissues, pad, gauze bandages, towels, etc., into a plastic bag and tie or seal the bag. Place it in a second plastic bag and leave unsealed.
2. If needles, syringes, or lancets are used in the school setting, arrange for a puncture-proof container. Place intact needles and syringes in the designated container. Do not bend or break needles. Do not recap needles. Contact your local Health Department for directions about disposal of contaminated materials.

## ★ Using Disinfectants

1. Environmental surfaces contaminated with body fluids should be cleaned promptly with disposable towels and approved disinfectant. Disposable gloves should be worn. Disposable items should be discarded in plastic-lined wastebasket. Mop solution used to clean up body fluid spills should consist of the approved disinfectant. Used mops should be soaked in this solution 30 minutes and rinsed thoroughly before reusing.
2. After clean-up, remove gloves and wash hands.
3. If carpet is soiled, clean up immediately and disinfect with District approved disinfectant.



**WASH *your* HANDS**

# Emergency First Aid

## ★ Mouth to Mouth Resuscitation

1



Lay victim on back and clear airway

2



Tilt victim's head back by lifting back of neck and pressing on forehead

3



Pinch victim's nostrils with thumb and forefinger. Place your mouth lightly over victim's mouth and give 4 quick breaths. Continue with 12 breaths per minute.

4

Stop blowing when victim's chest rises and listen for exhaled air. Repeat breathing procedure.

## ★ Choking

If choking victim can cough, speak, or breathe, do not interfere. Call a paramedic.

### If victim cannot breathe:

1. If you think the victim is choking, ask, "Are you choking?" If they nod yes, tell them you are going to help.
2. Kneel or stand firmly behind and wrap your arms around them so that your hands are in front.
3. Make a fist with one hand.
4. Put the thumb side of your fist slightly above their belly button and well below the breastbone.
5. Grasp the fist with your other hand and give quick upward thrusts into his belly.
6. Give thrusts until the object is forced out and he can breathe, cough, or talk or until he stops responding.



### *ABC's of Immediate First Aid Action*

Open the **A**irway

Check for **B**reathing

Check for **C**irculation

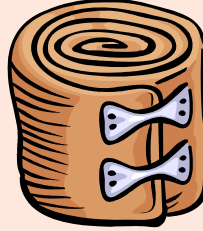
# Emergency First Aid

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## ★ Severe Bleeding

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**1** Place clean compress over wound and apply direct pressure. Elevate limb if bleeding severely.



**2** When bleeding slows, apply pressure bandage. Do not cut off circulation by tying bandage too tightly.

## ★ Electric Shock

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**1** Remove victim from source of shock using stick or other non-conductive object.

**2** Begin mouth to mouth resuscitation if breathing has stopped.

**3** Call for medical assistance promptly.

## ★ Shock due to Injury

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**1** Clear the airway.

**2** If face is pale, elevate feet.

**3** If face is red, elevate the head and shoulders.

**4** Keep the victim warm.

## ★ Fracture

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**1** Do not move victim.

**2** Splint injured area.

**3** Treat for shock, being careful when handling injured area.

## ★ Burns

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**1** Hold burn under cold running water or apply a cold compress.

**2** Cover burn with clean bandage.

**3** **DO NOT** treat burns with grease or butter.



*Information for Certificated Employees*

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# General Information for Certificated Employees

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- ★ **State Teachers' Retirement System**  
Certificated employees who work full time are required to pay into the State Teachers' Retirement System. Certificated employees who work less than full time may have the option to join STRS. STRS members contribute 8.0% of their gross salary, matched by 8.25% District contribution on gross salary. Employees who resign may elect a refund of their contributions plus any earned interest.
- ★ **Social Security**  
You are required to participate in the Medicare portion on Social Security. Your contribution is 1.45% of your gross salary. This is matched by District contribution of 1.45% of your gross salary.
- ★ **Unemployment Insurance**  
The District contributes to the State of California Unemployment fund for all certificated employees.
- ★ **Workers' Compensation Insurance**  
The District provides Workers' Compensation Insurance for all certificated employees. This insurance covers on the job accidents and work related disabilities only. If you are injured on the job, report to your immediate supervisor or the school office manager immediately.
- ★ **State Disability Insurance**  
The District does not participate in the State Disability Insurance Program. Salary protection plans are available through private carriers. Enrollment must be within thirty (30) days of hire. The monthly premiums can be deducted from your pay warrant.
- ★ **Rohnert Park-Cotati Educators Association**  
District teachers are represented by the Rohnert Park-Cotati Educators Association (RPCEA) which is affiliated with the California Teachers' Association. An "Agency Shop" has been negotiated into the contract, which means you must join the membership or pay a representation fee at the same cost as membership.
- ★ **Sick Leave**  
All teachers receive ten (10) days a year sick leave. If you have a contract less than 100%, the sick leave time is prorated accordingly.
- ★ **Personal Necessity Leave**  
Seven (7) of the ten days of sick leave can be used for personal necessity leave. No prior approval is required for personal necessity days. **If you exceed 7 days of personal necessity, excess days cannot be changed to sick leave, and your salary will be docked at the daily rate for excess personal necessity time used.**

# *General Information for Certificated Employees*

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## ★ **Bereavement Leave**

Every certificated employee is entitled to bereavement leave; three days within the state and five days out of the state for members of the immediate family: mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any person living in the immediate household of the employee. This leave is not charged to your sick leave.

## ★ **Paternity Leave**

One day is allowed for paternity leave. This day will not be charged to your sick leave.

## ★ **Maternity Leave**

Maternity leaves of absence will be granted to permanent employees on approval of the Board of Trustees. Contact Human Resources for procedures to apply.

## ★ **Unpaid Leave of Absence**

An unpaid leave of absence will be granted, for good reason, for a period of no more than two consecutive years. The leave must be approved by the Board of Trustees and there is no guarantee the leave would be approved for extension.

## ★ **Medical Leave of Absence**

This applies to non-industrial illness or injury, not a job related illness or injury. Partial payment of salary will be paid for a period up to five months. This five month period begins after current sick leave is exhausted. **(See box on page 75)**

## ★ **Family Care Leave of Absence**

Family Care Leave is authorized by the federal Family Medical Leave Act which provides for an unpaid leave of absence for twelve weeks in a twelve month period. For more information regarding family care leave, please contact Human Resources.

## ★ **Sabbatical Leave**

Refer to the RPCEA contract for information on sabbatical leave.

## ★ **Professional Development Units**

Appropriate college units and non-college hours or credits may be submitted for advancement on the salary schedule. Forms for submission of units are available at each school site, and must be approved by the immediate supervisor. To avoid missing any deadlines, please submit your applications for credit as soon as you have the necessary paperwork and signatures. All units must be on file with the Human Resources by October 1, for the employee's salary to advance during that school year. Refer to your RPCEA contract for more information.

## ★ **Bilingual Spanish Stipend**

An annual stipend will be paid to teachers who are bilingual Spanish, as demonstrated by an assessment of reading, writing, and speaking skills, or native speaker in Spanish, or for teachers who hold LDS, or CLAD/BCLAD credentials, or for teachers who are credentialed to teach Spanish, either by single subject credential or by supplementary authorization. To earn the stipend for the current school year, you must either submit a copy of the credential or pass the District assessment by October 1 of the current school year.

# General Information for Certificated Employees

## ★ Landscaping or Maintenance Projects

Any landscaping or maintenance projects, no matter how minor, must be pre-approved by site and district administration. If you are considering any structural changes to your classroom or surrounding grounds, no matter how small, **contact your site principal before beginning any work.**

### Important Information about Salary while on Medical Leave of Absence

Certificated employees on a Medical Leave of Absence (non-industrial) will use available sick leave. When all available sick leave is exhausted, the employee will receive differential pay for up to five months. The five month period begins with the day after the employee has exhausted all available sick leave.

Differential pay is the difference between the employee's rate and the daily rate of the substitute. If the substitute is a regular employee (e.g. job sharing partner, part time employee, or temporary employee) they are paid at their daily rate as determined by their placement on the RPCEA salary schedule.

**All other substitutes are paid according to the following salary schedule:**

	Daily Rate	Half Day Rate
<b>Substitute Teacher 10 days</b>	\$100.00	\$65.00
<b>Long Term Substitute Teacher 11-20 days</b>	1st 10 days: \$100.00 remaining days: \$115.00	1st 10 days: \$65.00 remaining days: \$80.00
<b>Long Term Substitute Teacher 21 consecutive days in the same classroom through the end of the assignment.</b>	Placed on salary schedule at Step 1 in accordance with units beyond BA. Salary is effective on 21st day and is not retroactive. Substitutes are not eligible for District paid benefits.	

If an employee takes an unpaid leave of absence (LOA), a substitute is hired as a temporary teacher and placed on the appropriate step on the salary schedule effective with the date of the unpaid LOA. Fringe benefits for the temporary teacher in the position are paid pursuant to Article 15 in the collective bargaining agreement with Rohnert Park Cotati Educators Association (RPCEA).

# **Board Policy ★ Supplementary Instructional Materials**

INSTRUCTION

BP 6161.11

## **SUPPLEMENTARY INSTRUCTIONAL MATERIALS**

The Board recognizes that supplementary materials which do not supplant the use of basic texts may be used for instruction. As such, supplemental materials must be relevant to curriculum objectives and compatible with district goals.

Administrators and teachers shall carefully preview all supplementary instructional materials in order to ensure that the materials:

1. Are directly related to the course of study in which they are being used
2. Do not supplant the use of basic texts or teaching activities, and
3. Are appropriate for students' ages and maturity levels

Supplementary instructional materials must also be consistent with criteria developed for selection and evaluation of other instructional materials.

All materials must be used within legal copyright limits.

Before showing any film/videotape, notification shall be given to parents by teachers as outlined below:

Gr.	K - 6	Ratings other than "G"
	7 - 8	Ratings other than "G" or "PG"
	9 - 12	Ratings other than "G", "PG", or "PG-13"

Policy adopted: 10/20/92  
Policy revised: 3/2/93  
5/10/2005

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## **Board Policy** ★ **District Sponsored Field Trips**

INSTRUCTION

BP 6153

### **DISTRICT SPONSORED FIELD TRIPS**

The Governing Board recognizes that field trips are an important component in the instructional program of the schools. Field trips are planned for educational purposes to meet State and Board adopted content standards. Properly planned field trips can:

1. Supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools;
2. Expand students' interest;
3. Help relate school experiences to the reality of the world outside of school;
4. Bring all the resources of the community within the scope of students' learning experiences.

#### **Planning and Approval**

The principal must approve all field trips in advance. The Superintendent or his/her designee must also approve in advance field trips that occur near water and those requiring overnight travel and accommodations.

Field trips shall be scheduled to take place only while the schools of the District are in session, including weekends, and normally should be conducted within the school day.

Planning, preparation, and promotion for trips sponsored by outside organizations scheduled to take place while the schools of the District are not in session shall be done outside of school hours and shall not involve the use of school or District resources. However, informational meetings by outside organizations may take place in district facilities pursuant to the District's Facility Use policy, (Board Policy 1330). In addition, schools are prohibited from providing directory information (i.e. names and addresses of students) to sponsors or leaders of these field trips which are not sponsored by the District. (See Board Policy 5125 (k) and (l).)

Any information or materials supplied to students, or posted at schools, regarding field trips sponsored by outside organizations should only give basic information regarding the trip and the time and place of the informational meeting. The materials must clearly state that the field trip is not a district-sponsored field trip. The Superintendent or designee shall review all such materials to be distributed or posted at the schools and shall notify the group or individual within ten (10) working days of approval or disapproval. Materials shall not be distributed, posted or made available until approval has been received.

#### **Funding**

Funding for field trips is the responsibility of the school. Categorical funds may be used for field trips when priorities so indicate and as prescribed by the approved school plan. Neither students nor their parents may be assessed mandatory fees for field trips, but voluntary contributions may be solicited. Special accounts may be established for fund-raising purposes. The principal or designee must approve fund-raising for a field trip in advance. Solicitations must occur outside regular class time.

# **Board Policy ★ District Sponsored Field Trips**

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INSTRUCTION

BP 6153

## **DISTRICT SPONSORED FIELD TRIPS**

No student shall be prevented from participation in a field trip or excursion because of lack of sufficient funds. No field trip may be authorized if any student will be excluded from participation because of lack of sufficient funds.

### **Supervision**

Principals shall ensure that teachers develop plans that provide for the safety of students and their proper supervision by certificated staff on all District-sponsored trips. At least one certificated staff member must attend each field trip. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

### **Legal Declarations**

All persons participating in field trips and excursions are deemed to have waived all liability claims against the District.

Policy Adopted: 7-12-78  
Policy Revised: 2-3-87  
2-21-95  
1-7-97  
10-8-02  
7-19-05

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# *Administrative Regulation* ★ *District Sponsored Field Trips*

INSTRUCTION

AR 6153 (a)

## **DISTRICT SPONSORED FIELD TRIPS**

Field trips are considered to be instructional and should be planned as such with definite instructional objectives determined by the teacher in advance. Appropriate instruction shall precede and follow each field trip.

No student may participate in a field trip without the prior written permission of the student's parent or guardian. An appropriate alternative educational experience and proper supervision shall be arranged for any students whose parent/guardian does not wish them to participate in a field trip and for those students excluded for disciplinary reasons.

All field trips shall begin and end at the school.

### **Trip Approval**

1. A teacher planning to take a field trip shall submit a request in writing to the principal at least ten (10) days in advance of the field trip date.
2. Requests for field trips that occur near water and those requiring overnight travel or accommodations must be submitted to the principal and superintendent or his/her designee at least thirty (30) days prior to the field trip date.
3. Overnight field trips will be limited to the following:
  - a. 4<sup>th</sup> grade – one overnight trip of one night
  - b. 5<sup>th</sup> grade – one overnight trip of one or two nights
  - c. 6<sup>th</sup> grade and above (except Expeditionary Learning) one overnight trip the duration of which shall be approved by the principal and the Superintendent or Superintendent's designee.
4. Each request shall include a detailed itinerary and a statement of the purpose of the trip that outlines the instructional content standards that will be addressed.
5. All field trips must be scheduled to occur while school is in session.
6. The principal and, if applicable, the Superintendent or Superintendent's designee, shall approve or disapprove the request and notify the teacher. If disapproved, the principal, and, if applicable, the superintendent or superintendent's designee, shall state the reason(s).
7. Principals shall not approve field trips which they consider to be inherently dangerous to students or which pose unacceptable, unmitigated risks.
8. No field trips that involve swimming and/or wading in any body of water (ocean, lake, river, etc.) or in a swimming pool, spa or hot tub (public or private) will be approved.

# *Administrative Regulation ★ District Sponsored Field Trips*

## INSTRUCTION

AR 6153 (b)

4. The Superintendent or the Superintendent's designee shall approve any field trip contract required by a private or commercial vendor. Contracts must be submitted to the Business Office at least thirty (30) days prior to the field trip date.
5. Only district students may participate in school field trips.

## **Funding**

No student shall be denied the opportunity to take part in a field trip that is related to classroom instruction because of an inability to pay for admission fees, lunches, or any other costs. No student shall be required to pay the costs of transportation, admission fees, or any other costs related to field trips which are deemed a part of the instructional program.

With the exception of overnight field trips taken by students enrolled in an Expeditionary Learning program, the cost of overnight field trips may not exceed \$100 per night per student.

## **Supervision**

1. At least one certificated staff member shall accompany students on all field trips and shall assume responsibility for their proper conduct. Other school personnel and parents may act as chaperones.
2. Before the trip, teachers shall provide any adult chaperones that may accompany the students with clear information regarding their responsibilities.
3. Chaperones shall be 21 years of age or older.
4. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
5. The chaperone to student ratio shall be at least one to ten.
6. For overnight field trips, the chaperone to student ratio shall be at least one to eight and shall be proportionate in gender to the students in attendance.
7. For overnight field trips, chaperones shall be subject to California Department of Justice fingerprint clearance.
8. Teachers and/or chaperones shall not be under the influence of or consume alcoholic beverages or controlled substances immediately prior to or while accompanying and supervising students on a trip.
9. Tobacco or tobacco products shall not be used by teachers and/or chaperones while transporting or supervising students on a trip.
10. When a field trip is made to a place of business or industry, the teacher or certificated staff person accompanying the students shall arrange for an employee or representative of the business or industry to serve as a guide at all times while the students are at the place of business or industry.

## *Administrative Regulation ★ District Sponsored Field Trips*

INSTRUCTION

AR 6153 (c)

### **Student Conduct**

1. Students participating in field trips are subject to all district and school rules and regulations.
2. Site administrators may exclude a student whose presence on the trip would pose a safety or disciplinary risk.

### **Safety and First Aid**

Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip. For non-certificated adults who will assist in supervising students on such trips, the principal, or designee may also hold a meeting to explain how to keep appropriate groups together and what to do in the event of an emergency.

A first aid kit provided by the District shall be in the possession of, or immediately available to, the teacher, employee, or agent of the school conducting a field trip.

Whenever a field trip is conducted in areas known to be infested by poisonous snakes,

1. The first aid kit taken on the field trips shall contain medically accepted snakebite remedies.
2. A teacher, employee or agent of the school who has completed a first aid course, certified American Red Cross, which emphasizes the treatment of snakebites, shall accompany the field trip.

### **Accident Procedures**

1. The Parent Authorization for Medical Treatment form must be completed for each student participating in a field trip. The original copy of this form must be kept at the school site. A copy of each child's form must be taken on the field trip and kept in the possession of the teacher in charge of the trip.
2. A certificated school employee shall notify parents and abide by their decision regarding medical care. If unable to contact parents, the physician indicated on the pupil's emergency card shall be notified.
3. Students shall be accompanied by either a school employee, the student's parent or an adult designated by the teacher or principal, to the home, physician, or hospital.
4. In the event an injured student requires treatment at a hospital, the adult designee should take the Parent Authorization for Medical Treatment form to the hospital.
5. In cases of all accidents and injuries, immediately upon return to school, a prescribed accident report form must be completed. The form shall be prepared in triplicate, forwarding the original and one copy to the Superintendent or the Superintendent's designee.

# *Administrative Regulation ★ District Sponsored Field Trips*

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## INSTRUCTION

AR 6153 (d)

1. If an accident is serious, the Superintendent or the Superintendent's designee shall be notified immediately, who in turn will notify the District's insurance provider.

## **Transportation**

With the exception of field trips taken by students enrolled in an Expeditionary Learning program, a California certified school bus or a commercially chartered bus service shall be used for all field trip destinations that are outside of a 15-mile radius of the school. Under special circumstances and with the approval of the Superintendent or the Superintendent's designee, small groups of students may be transported by automobile on trips that are outside of a 15-mile radius.

When a bus is used for field trip transportation, at least one certificated staff member shall accompany students on the bus for supervision purposes. The site administrator at his/her discretion may determine that for safety reasons a certificated staff member may drive his/her private automobile in a caravan with the bus.

## Use of Private Automobiles

If a field trip destination is within a 15-mile radius of the school then private automobiles may be used for student transportation provided that the following rules are followed:

1. The school shall maintain a log or other written record documenting all uses of private automobiles for field trips.
2. The trip must be approved by the principal, who is responsible for compliance with this regulation.
3. Each parent or volunteer must submit a volunteer driver form before driving on a field trip. A current form must be on file for each field trip.
4. All drivers and passengers shall wear seat belts in accordance with law.
5. Each passenger must be properly seated to prevent overcrowding.
6. Drivers shall ensure that any child who is under age or under 60 pounds, unless exempted by law, is properly secured in an appropriate child passenger restraint system meeting federal safety standards. A child who is age 6 or older or weights 60 pounds or more shall use a safety belt.
7. Drivers must follow the manufacturer's recommendation regarding the seating of children in seats provided with airbags.
8. Each vehicle operator must furnish evidence of possession of a valid California driver's license. Nonresidents on active military duty in California must have either a California driver's license or a valid driver's license from their state of residence.

## *Administrative Regulation ★ District Sponsored Field Trips*

### INSTRUCTION

AR 6153 (e)

9. Each vehicle operator must furnish evidence, in writing or on forms acceptable to the District, of the following insurance coverage. Each form may be used for up to four trips as long as the trips occur within a four month period of time. New forms are required for each change of vehicle.
  - a. \$50,000/\$100,000 Liability
  - b. \$25,000 Property Damage
  - c. \$15,000/\$30,000 Uninsured Motorist Medical
  - d. \$ 2,000 Medical
10. Vehicle owner's insurance is primary. The District does not provide excess liability coverage for parent or student vehicles.
11. Parent drivers who are transporting no other students but their own children on a field trip are still subject to all regulations. There shall be no exceptions.
12. Any volunteer driver for a regularly scheduled field trip who is not a parent or certificated teacher of the District must be over the age of 21 years. Therefore, no students may drive on field trips.
13. Groups of cars traveling in caravans are encouraged.
14. Under special circumstances, students may volunteer to drive themselves in their own vehicle if, as a portion of their curricular program, they are required to go to another school site or to another location within the boundaries of the school district during their scheduled day. Student drivers are required to submit a signed parental permission form to drive themselves in their own vehicle. The teacher of the class or advisor of the club must provide a properly signed and executed School Driver certification form to the principal of the school before the student is allowed to drive. An explanation or description of the activity shall also be sent with the forms to the principal.

This provision does not apply to field trips. Students shall not drive on school or class field trips.

All other parts of this regulation shall also apply to student drivers.

Student drivers shall be over the age of 16 years and shall be appropriately licensed as required by California Law.
15. No more than nine passengers and one driver may be transported in any vehicle which is not a California certified school bus or a commercially chartered bus service, regardless of how many seats the vehicle has. (California Vehicle Code section 545).

Regulation Adopted: 2-12-78  
Regulation Revised: 2-3-87, 2-21-95  
1-7-97, 10-8-02  
7-19-05, 1-16-07

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## ***Board Policy ★ Tutoring***

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Personnel – Certificated

BP 4137

The Governing Board expects that every effort will be made by the principal, and teacher, and other members of the instructional staff to resolve the learning problems of a pupil at school before recommending that parents/guardians engage a tutor or seek other professional help. By maintaining a high quality instructional staff and adequate instructional resources the need for individual tutoring is minimized.

Should, however, individual tutoring be recommended in exceptional cases, the Superintendent is directed to establish such rules as will protect both the school system and the teachers from charges of conflict of interest in those cases.

Policy Adopted: 12/4/79  
11/9/04

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## ***Administrative Regulation ★ Tutoring***

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Personnel – Certificated

AR 4137

Consistent with governing board policy, the following rules relating to tutoring have been established:

1. Teachers shall not accept any kind of remuneration for tutoring any pupil enrolled in any of their classes.
2. Teachers who tutor students for a fee must perform this service outside of school facilities.
3. Teachers who accept outside tutoring engagements shall make their own arrangements with the parents for the fees to be assessed.
4. Teachers are encouraged to tutor only in subjects or grade levels for which they are certified.

Regulation Adopted: 12/4/79  
11/9/04

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## ***Board Policy ★ Use of Copyrighted Materials***

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INSTRUCTION

BP 6162.6

All district staff shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

The Board recognizes that computer software piracy contributes to higher costs and decreases commercial incentives for the development of quality educational computer software. In circumstances where the interpretation of the copyright law is ambiguous, the district shall determine appropriate use of computer software by referring to the license agreement and/or policy statements contained in the software packages used in the district. Computer-related instruction for students and staff shall address the ethical and practical problems caused by software piracy.

The Superintendent or designee shall be the only individual who may sign license agreements for software for district schools. Each school using licensed software shall have a signed copy of the software agreement.

The Superintendent or designee shall maintain regulations to discourage violation of all copyright laws and prevent illegal copying activities.

Policy Adopted: October 20, 1992

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## *Administrative Regulation ★ Use of Copyrighted Materials*

### INSTRUCTION

AR 6162.6

Each employee making a reproduction shall first determine whether the copying is permitted by law based on the guidelines below. If the copying is not permitted according to these guidelines, the principal/designee may request permission to reproduce the material from its copyright holders.

Requests for permission to use copyrighted materials shall include the following information:

1. Title, author(s), editor(s) or publisher, producer(s) or distributor.
2. Edition, copyright and/or production year.
3. Exact amount of material to be used (i.e., lines, pages, running time, etc.).
4. Nature of the use (e.g., how many times, when and with whom the material will be used).
5. Number of copies to be made.
6. How the material will be reproduced.
7. If an initial contact was made by phone, the request shall also include the name of the initial contact person.

The following guidelines differentiate between permitted and prohibited uses of printed material, sheet and recorded music, videotapes, films, filmstrips or slide programs, off-air taping (radio or television), and computer software.

#### **Printed Materials: Permitted Use:**

1. Single copies at the request of an individual teacher:
  - a. A chapter of a book.
  - b. An article from a magazine or newspaper.
  - c. A short story, short essay or short poem, whether or not from a collective work.
  - d. A chart, graph, diagram, drawing, cartoon or a picture from a book, magazine or newspaper.
2. Multiple copies at the request of an individual teacher for classroom use, not to exceed one copy per student in a course:
  - a. A complete poem if less than 250 words and if printed on not more than two pages.
  - b. An excerpt from a longer poem, not to exceed 250 words.
  - c. A complete article, story or essay of less than 2,500 words.
  - d. An excerpt from a larger prose work not to exceed ten percent of the whole or 1,000 words, whichever is less, but in any event a minimum of 500 words.
  - e. One chart, graph, diagram, cartoon or picture per book or magazine issue.

All preceding copies must bear the copyright notice. They may be made only at the discretion of the individual teacher on occasions, when a delay to request permission would preclude their most effective instructional use.

## *Administrative Regulation* ★ *Use of Copyrighted Materials*

INSTRUCTION

AR 6162.6

### **Printed Materials: Prohibited Uses:**

1. Copying more than one work or two excerpts from a single author during one class term.
2. Copying more than three works from a collective work or periodical volume during one class term.
3. Copying materials for more than one course in the school where the copies are made.
4. More than nine sets of multiple copies for distribution to students in one class term.
5. Copying used to create, replace or substitute for anthologies or collective works.
6. Copying of “consumable” works such as workbooks, standardized tests, answer sheets, etc.
7. Copying that substitutes for the purchase of books, publishers’ reprints or periodicals.
8. Repeated copying of the same item by the same teacher from term to term.

The above prohibitions do not apply to current news magazines and newspapers.

### **Sheet and Recorded Music: Permitted Uses:**

1. Emergency copies for an imminent performance are permitted, provided they are replacing purchased copies and replacement is planned.
2. Multiple copies (one per student) of excerpts not constituting an entire performable unit or more than ten percent of the total work may be made for academic purposes other than performances.
3. Purchased sheet music may be edited or simplified provided the character of the work is not distorted or lyrics added or altered.
4. A single copy of a recorded performance by students may be retained by the district or individual teacher for evaluation or rehearsal purposes.
5. A single copy of recordings of copyrighted music owned by the district or individual teacher may be made and retained for the purpose of constructing exercises or examinations.
6. A single copy of an excerpt that constitutes an entire performable unit (i.e., a movement or aria) may be made, provided it is either:
  - a. Confirmed by the copyright proprietor to be out of print, or
  - b. Unavailable except in a larger work. This may be done by or for a teacher only for scholarly research or in preparation for teaching a class.
7. A single copy of a portion of a sound recording may be made by or for a student, i.e. a song from a record, but not the entire recording. The copy may be used in the educational context in which it was made and may not be sold or performed for profit.

### **Sheet and Recorded Music: Prohibited Uses:**

1. Copying to replace or substitute for anthologies or collections.
2. Copying from works intended to be “consumable”.

## *Administrative Regulation ★ Use of Copyrighted Materials*

### INSTRUCTION

AR 6162.6

3. Copying for purposes of performance except as noted in an emergency.
4. Copying to substitute for purchase of music.
5. Copying without inclusion of copyright notice on the copy.
6. Duplication of tapes, unless reproduction rights were given at time of purchase.
7. Reproduction of musical works or conversion to another format, e.g. record to tape.

### **Videotapes, Films, Filmstrips or Slide Programs: Permitted Uses**

1. A single copy of a portion of a copyrighted film or filmstrip may be made by a student for educational purposes if the material is owned by the school which the student attends.
2. A single copy of a small portion of a film, or filmstrip may be made by or for a teacher for scholarly or teaching purposes.
3. Selected slides may be reproduced from a series if reproduction does not exceed ten percent of the total or excerpt the essence of the work.
4. A slide or overhead transparency series may be created from multiple sources as long as creation does not exceed ten percent of photographs in one source (book, magazine, filmstrip, etc.). This may not be done when the source forbids photographic reproduction.
5. A single overhead transparency may be created from a single page of a “consumable” workbook.
6. Sections of a film may be excerpted for a local videotape (not to be shown over cable) if they do not exceed ten percent of the total or excerpt the essence of the work. Extreme care must be exercised in copying a small portion of a film or filmstrip; small portions may contain the very essence of the material in question.

### **Videotapes, Films, Filmstrips or Slide Programs: Prohibited Uses:**

1. Reproduction of an audiovisual work in its entirety.
2. Conversion from one media format to another, e.g., film to videotape, unless permission is secured.
3. No one is permitted to copy any portion of a film or filmstrip sent to the school for preview or rented or owned by another school or institution without the express written permission of the copyright holder. The copyright of a film governs its performance (showing) as well as the copying of it. It is permissible to show a film to students using closed-circuit television if the system is confined to one building. Showing a film via closed-circuit television outside the building is not permitted.

### Radio - Off-Air Taping: Permitted Uses:

1. A single copy of a small portion of a copyrighted radio program may be made by a student for educational purposes. Such a copy may not be sold or performed for profit.
2. Copies of broadcasts by national public radio may be made by district employees and retained for an indefinite period for educational purposes.

## *Administrative Regulation ★ Use of Copyrighted Materials*

INSTRUCTION

AR 6162.6

### **Radio - Off-Air Taping: Prohibited Uses:**

1. Copying broadcasts on commercial radio, except for copyrighted musical selections (see Sheet and Recorded Music), is governed by the same copyright laws that apply to off-air taping of commercial television; however, there is no special provision allowing libraries to tape radio news programs.

### **Television - Off-Air Taping: Permitted Uses:**

Note: The following guidelines apply only to off-air recording.

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed 45 days. All off-air recordings shall be erased or destroyed at the end of the retention period. Broadcast programs are television programs transmitted for reception by the general public without charge.
2. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary. These recordings may be shown in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten consecutive school days in the 45 calendar-day retention period.
3. Off-air recordings may be made only at the request of individual teachers, for use by those teachers. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
5. After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum; they may not be used for student exhibition or any other non-evaluation purpose without authorization.
6. All copies of off-air recordings shall include the copyright notice on the broadcast programs as recorded.

### **Television - Off-Air Taping: Prohibited Uses:**

1. Off-air recording in anticipation of teacher requests.
2. Using the recording for instruction after the ten-day use period.
3. Holding the recording for weeks or indefinitely because:
  - a. Units needing the program concepts are not taught within the ten-day use period.
  - b. An interruption or technical problems delayed its use.
  - c. Another teacher wishes to use it, or for any other “legitimate” educational reason.
4. On occasion a special notice is provided with some materials specifically prohibiting reproduction of any kind. Permission to use any part of such works must be secured in writing from the author or producer in accordance with this regulation.

# *Administrative Regulation* ★ *Use of Copyrighted Materials*

INSTRUCTION

AR 6162.6

5. Off-air recordings need not be used in their entirety, but the content of recorded programs may not be altered. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

Note: The copying of use of programs transmitted via subscription television cable services, such as HBO or Showtime, is illegal. Such programs are licensed for private/home use only and may not be used in the public schools.

## **Software Copyright: Permitted Uses:**

Copies of district-owned software may be made only when:

1. The copy is needed as an essential step in using the computer program with a particular machine. This copy is to be used in no other way.
2. The copy is used for archival or “backup” purposes. This copy may be held only as a file copy and must be destroyed when the program is no longer rightfully owned by the district unless the copyright owner authorizes its sale, lease or transfer as part of the sale, lease or transfer of the original program. (United States Code, Title 17, Section 117).

## **Software Copyright: Prohibited Uses:**

1. Copies of copyrighted programs may not be made for any purpose other than the two permitted above.
2. When permission is obtained from the copyright holder to use software on a disk-sharing system, efforts will be made to secure software from copying.
3. Illegal copies of copyrighted programs shall not be made or used on school equipment.

Regulation  
Adopted: 10/20/92

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## ***Board Policy ★ Student Use of Technology***

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### STUDENT USE OF TECHNOLOGY

BP 6163.4

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. The Governing Board intends that technological resources provided by the district be used in a responsible manner in support of the instructional program and for the advancement of student learning. Every effort shall be made to provide equal access to technology throughout the district's schools.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers and consequences for unauthorized use and/or unlawful activities.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure by September 1, 2002 that blocks or filters Internet access to visual depictions that are obscene, pornographic, or harmful to minors, and that the operation of such measures is enforced. Staff and students may not disable the district's filtering software at any time when students are using the Internet system if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

The Board desires to protect students from harmful matter on the Internet or other on-line services. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communication. He/she shall ensure that users have no expectation of privacy and understand the district staff may monitor or examine system activities to ensure proper use of the system.

Staff shall closely supervise students while using on-line services and may ask instructional assistants and student assistants to assist in this supervision.

Disclosure, use and dissemination of personal identification information regarding students are prohibited.

Before using on-line services, the student and his/her guardian shall sign the district's Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district responsible and shall agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent or designee shall regularly review this policy, the accompanying administrative regulation, and other procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

Policy Adopted: February 20, 1996  
Policy Revised: October 9, 2001; 6/8/04

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# *Administrative Regulation* ★ *Student Use of Technology*

## STUDENT USE OF TECHNOLOGY

AR 6163.4

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper use as well as copies of related district policies and regulations.

At the beginning of each school year, parents/guardians shall receive a copy of the district's policy and administrative regulation regarding access by students to the Internet and on-line sites.

### **On-Line Services: User Obligations and Responsibilities**

Students are authorized to use district equipment to access the Internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with Governing Board policy and the district's Acceptable Use Agreement.

1. The student, in whose name an on-line services account is issued, is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses, and telephone numbers private. Students shall use the system only under their own account number.
2. Students shall use the district's system responsibly and primarily for educational purposes. The District reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials to ensure proper use of the system.
3. Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. This applies to all forms of speech communicated and accessed through the district Internet system, including all e-mail, instant messages, Web pages, and Web logs.

Obscene matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.

4. Students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians.

Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.

5. Students shall not post pictures of themselves or others to the Internet.
6. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.

## *Administrative Regulation* ★ *Student Use of Technology*

### STUDENT USE OF TECHNOLOGY

AR 6163.4

7. Copyrighted material shall not be placed on the system without the author's permission. Students may download copyrighted material for their own use only.
8. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any user, including so-called "hacking."
9. Students shall not read other users' electronic mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
10. Students shall not send obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages.
11. Students shall not post information that could cause damage, danger, or disruption, or engage in personal attacks, including prejudicial or discriminatory attacks.
12. Students shall not intimidate, bully, harass, or embarrass another person, or knowingly or recklessly post false or defamatory information about a person or organization. Students who use the Internet or other communication device to intimidate, bully, harass or embarrass other students or staff members, either on school grounds or who engage in such activity off campus and create a material disruption of school operations shall be subject to school disciplinary action.
13. Students are expected to keep messages brief and use appropriate language.
14. Students shall report any security problem or misuse of the services to the teacher or principal.
15. Students' home and personal Internet use can have an impact on the school and on other students. If students' personal Internet expression – such as a threatening message to another student or a violent Web site – creates a likelihood of material disruption of the school's operations, students shall be subject to school disciplinary action.

In the event of a claim that a student has violated this policy, the principal or designee shall follow established District disciplinary procedures in making a determination if the student has violated Board Policy or the District's Acceptable Use Agreement.

Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Board policy.

Regulation adopted: February 20, 1996  
Regulation revised: October 9, 2001; 6/8/04

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## PART ONE

TERMS AND CONDITIONS FOR  
COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT  
USE OF INTERNET CLASSROOM  
AND LIBRARY ACCOUNTS

Cotati-Rohnert Park Unified School District provides EDUCATIONAL INTERNET USE in the library and classrooms.

INTERNET access is available through the District and is an association of computer networks, including networks of governmental agencies and national, state and local organizations. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines established by the INTERNET. These guidelines are provided so that you are aware of your child's responsibilities in using the network.

Acceptable Use: INTERNET USE must be in support of education and research consistent with the educational objectives of Cotati-Rohnert Park Unified School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network and for the District.

Unacceptable Use: Transmission of any material in violation of any federal or state regulation or District policy or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, disruptive, sexually explicit, discriminatory, prejudicial, defamatory or obscene material, or material protected by trade secret. E-mail messages or postings that are obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful are prohibited. Postings of information that could cause damage, danger, or disruption are prohibited. Personal attacks, including prejudicial or discriminatory attacks, are prohibited. Dissemination of personal identification information about oneself or another is prohibited. Use for commercial activities, product advertising or political lobbying is prohibited. Any transmission or reception of pornographic material as defined by applicable federal and state law is expressly prohibited and will result in the cancellation of the account.

Privileges: The use of INTERNET is a privilege, and unacceptable use will result in a cancellation of those privileges.

Network Etiquette: Users are expected to abide by generally accepted rules. These include but are not limited to the following:

- a) Be polite
- b) Use appropriate language
- c) Do not reveal personal addresses or phone numbers or those of others
- d) Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
- e) Do not use the network in such a way that disrupts the use by others
- f) All communications and information accessible via the network should be assumed to be private property

Students will also be required to comply with any rules established by the District for use of this service. The District makes no guarantee of any kind, whether expressed or implied, for the service it is providing.

Security on any computer is a high priority. All problems must be reported. Do not use any access without permission.

Vandalism will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy the data of another user.

## PART TWO

CONTRACT AGREEMENT FOR STUDENTS AND PARENTS  
OF COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT  
FOR INTERNET USE

Directions: After reading the Terms and Conditions, please read and fill out the appropriate portions of the following contract completely and legibly. The signature of both the student and a parent or guardian is required. Please return the contract to your teacher as well. Any questions should be addressed to your teacher as well. Failure to have this contract properly executed and returned to the teacher will result in denial of INTERNET access.

## STUDENT CONTRACT

I have read the Terms and Conditions and understand and will abide by these Terms and Conditions. I further understand that violation of the Terms and Conditions may constitute a criminal offense, and may result in revocation of my access privileges, school disciplinary action, and/or appropriate legal action against me.

Student name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT OR GUARDIAN

(If the applicant is under the age of 18, a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student I have read the Terms and Conditions. I understand that this access is designed for educational purposes and that Cotati-Rohnert Park Unified School District has taken reasonable precautions to eliminate access to controversial materials and I will not hold them responsible for materials acquired by my child on the network. I hereby give permission for my child to have access to the school Internet account and certify that the information contained on this form is correct.

Parent/Guardian (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Board Policy ★ Personal Illness and Injury Leave**

PERSONNEL – CERTIFICATED

BP 4161/4361

Every certificated employee working five school days each week is entitled to ten days' personal illness or injury leave of absence per school year with full pay. Such leave for employees working less than five days per week shall be proportionately less.

Sick leave shall be credited at the beginning of the school year. Employees who do not complete a year of service will be charged for any unearned sick leave used as of the date of termination.

Unused days of sick leave shall be accumulated from year to year without limitation.

Employees may use sick leave as provided for in this policy for absences due to pregnancy, miscarriage, childbirth and recovery.

An employee may use his/her current and accrued sick leave to attend to an illness of a child, parent, spouse of the employee or registered domestic partner or domestic partners child. Each calendar year the amount of such leave shall not exceed the amount of the sick leave the unit member would accrue during six (6) months of employment (i.e., full time 12 month unit member = 6 days; full time 10 month unit member = 5 days).

The Superintendent or designee shall establish regulations requiring proof of illness or injuries reported by employees and specifying procedures by which such verification shall be made.

Upon request, employees who terminate their services to the district may have their accumulated sick leave transferred to their next district of employment

### **Sick Leave Beyond Ten Days**

When a certificated employee has used up all his/her current and accumulated sick leave and is still absent due to illness or accident, the employee shall receive his/her regular salary, minus the cost of a substitute to fill the position, for a period extending no longer than five continuous school months during the current school year. The five month period commences on the date when the employee has used his/her current school year's sick leave allocation. Differential benefits shall not be provided for days on which the employee receives full pay as a result of accumulated sick leave.

Policy Adopted: 6/3/97  
12/10/02

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## *Administrative Regulation ★ Personal Illness and Injury Leave*

PERSONNEL – CERTIFICATED

AR 4161/43

Upon return from sick leave, the employee shall sign the “Leave Report Form.”

The District may require verification of illness by the member’s physician or practitioner if the member has been on sick leave for five (5) or more consecutive days. Additionally, the District may require verification by a member’s physician or practitioner of the absence of less than five (5) calendar days if the District has reason to believe the absence may not have been used for proper illness/accident leave purposes. The District shall pay any fees charged by the member’s physician or practitioner which are not otherwise covered by insurance incurred by the employee in meeting this District-initiated requirement.

At its expense, the district may require an employee to visit a physician selected by the district in order to receive a report on the nature and severity of an illness or injury. If the report concludes that the employee’s condition does not warrant continued absence, the Superintendent or designee, after giving notice to the employee, may deny further leave.

Before returning to work, an employee who has been absent for surgery, hospitalization or extended medical treatment may be asked to submit a letter from his/her doctor stating that he/she is able to return and stipulating any recommended restrictions or limitations. The district may, at District expense, require the option of a physician chosen by the district.

Sick leave may be used for medical and dental appointments, in increments of no less than one-half day.

### **Notifications**

Employees will give notice of their impending absence to their immediate supervisor or designee during the workday preceding the absence or prior to 7:00 a.m. of the day in which sick leave is to be utilized.

Except in an emergency situation or if otherwise agreed to by the employee and site administrator, employees on sick leave shall, prior to the end of the workday in which sick leave was utilized, indicate their intent to return to duty the following day.

Regulation Adopted: 6/3/97  
12/10/02

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## **Board Policy ★ Grades/Evaluation of Student Achievement**

### **STUDENTS**

BP 5121

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians identify the student's areas of strength and those areas needing improvement. Students and parents/guardians have the right to receive course grades or narrative evaluations that represent an accurate evaluation of the student's achievement.

Teachers shall evaluate a student's work in relation to standards which apply to all students in his/her grade level, not in relation to the work of other students in one particular class. The Superintendent or designee shall establish and regularly evaluate a uniform grading system, and principals shall ensure that student grades conform to this system. Each teacher shall submit a grading plan to their principal for approval. Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom.

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives. Students shall have the opportunity to demonstrate this mastery through a variety of channels such as classroom participation, homework, tests, and portfolios. The Board recognizes that portfolios and projects may be especially useful in assessing how skills, knowledge and thought processes have been combined from a number of different subject areas.

When reporting student grades to parents/guardians, teachers may add narrative descriptions, observational notes and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

The board recognizes that the developmental levels of young children vary a great deal. In order to give parents/guardians more information and also promote students' self-esteem and experiences of success, students in kindergarten through third grade shall receive narrative evaluations and reports of a child's current level of development rather than letter grades.

Except in cases of unexcused absences, behavior, effort, and attendance shall be reported in separate evaluations, not in student's academic grade.

#### **Unexcused Absences**

If a student misses class without an excuse and does not subsequently turn in homework, take a test, or fulfill another class requirement which he/she missed within the designated time frame, the teacher may lower the student's grade for nonperformance.

Students with excessive unexcused absences (more than twenty percent of the days in the grading period) may be given a failing grade and not receive credit for class(es). Teachers who withhold class credit for this reason shall so inform the class and parents/guardians at the beginning of the semester, and shall otherwise comply with the law and administrative regulations.

Policy Adopted: June 15, 1978

Policy Revised: May 5, 1998

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

# *Administrative Regulation* ★ *Grades/Evaluation of Student Achievement*

STUDENTS

AR 5121

## **GRADES/EVALUATION OF STUDENT ACHIEVEMENT**

### **Grades for Achievement**

In Kindergarten through third grade, teachers shall use a combination of narrative descriptions, reports of the student's development in acquiring knowledge and skills, and examples of student work.

#### **Grades Kindergarten - 3**

Emergent  
Beginning  
Developing  
Independent

In grades four through twelve, grades for achievement shall be reported each marking period as follows:

#### **Grades 4-12**

A	90-100%	Outstanding Achievement	4.0 grade points
B	80-89%	Above Average Achievement	3.0 grade points
C	70-79%	Average Achievement	2.0 grade points
D	60-69%	Below Average Achievement	1.0 grade points
F/NP	0-59%	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/ guardian a written report.

An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within two weeks after returning to school, the incomplete will become an F. Plus and minus signs may be used at the option of the teacher.

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel.

Students in grades six through twelve must earn at least a 2.0 or C grade point average in order to participate in extra/co-curricular activities.

Teachers are encouraged to allow for trends in the quality of student work. When a student finishes a grading period doing high quality work which requires skills acquired throughout the grading period, low grades at the beginning of the grading period need not diminish the evaluation of the student's achievement. Similarly, high grades at the beginning need not compensate for a downward trend in achievement.

# *Administrative Regulation ★ Grades/Evaluation of Student Achievement*

STUDENTS

AR 5121

Criteria for determining grades for achievement may include but are not limited to:

1. Preparation of assignments, including accuracy, legibility, and promptness.
2. Contribution to classroom discussions.
3. Demonstrated understanding of concepts in tests.
4. Applications of skills and principles to new situations.
5. Organization and presentation of written and oral reports.

Originality and reasoning ability when working through problems.

## Grades and Comments for Citizenship and Effort

Grades and comments for citizenship and effort shall be reported each marking period as follows:

K-12	
O	Outstanding
S	Satisfactory
N	Needs Improvement (K-5)
U	Unsatisfactory (6-12)

Criteria for determining grades or comments for citizenship may include but are not limited to:

1. Student follows school and class rules (cooperation).
2. Student respects public and personal property.
3. Student maintains courteous, cooperative relations with teachers and fellow students.
4. Student works without disturbing others.

Criteria for determining grades or comments for effort may include but are not limited to:

1. Student takes responsibility for having necessary tools and materials.
2. Student shows interest and initiative.
3. Student goes to work immediately, and completes assignments.
4. Student uses free time resourcefully.

## Honor Roll

Each school shall post an Honor Roll. All courses except for Pass/Fail shall be counted in computing eligibility for Honor Roll. To qualify for the Honor Roll, a student must receive no current grade below a C and have a grade point average of 3.0 or better.

# *Administrative Regulation ★ Grades/Evaluation of Student Achievement*

STUDENTS

AR 5121

Advanced Placement, Honors and Selected IB and pre IB classes

The District wishes to encourage students to take advanced placement and honors courses in academic subjects. Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous nature of these courses. Grades received in these courses will be counted on the following scale:

A = 5 points

B = 4 points

C = 3 points

D = 1 point

F = 0

Rancho Cotate High School Valedictorian - Procedures for Selection

1. The high school valedictorian shall be named at the end of seven semesters.
2. The student with the highest cumulative Grade Point Average calculated to the nearest hundredth will be named valedictorian.
3. If two or more students are within .15 of a point difference in grade point average, they will also be named valedictorian
4. All courses on the official transcript will be included in the GPA calculations.
5. Any course taken at the university level in lieu of a school's honors or Advanced Placement course will be calculated with honors points for the same number of Carnegie Units as the course it is replacing.

The top ten percent of the graduating class including the valedictorians will be honored at graduation.

Pass/Fail Grading

With parental approval, students may elect to earn a "Pass" or "Fail" grade instead of an A-F grade in the following courses:

1. All courses taken in the Alternative Education Program
2. All courses taken in the Special Education Program
3. 9-12th grade non-college preparatory courses taken in summer school

Students who receive a "Pass" grade will acquire the appropriate semester units of credit for the course, and the grade will not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a "Fail" grade will not receive credit for taking the course.

Students shall be graded Pass/Fail for classes in which they serve as student aides unless predetermined goals and objectives related to specific subject knowledge are on file and have been approved by the principal or designee.

# ***Administrative Regulation ★ Grades/Evaluation of Student Achievement***

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STUDENTS

AR 5121

## **Repeated Classes**

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive credit only for taking the course once. Both grades received will be entered on the student's transcript.

## **Withdrawal from Classes**

A student who drops a course during the first six weeks of the semester or four weeks of the trimester may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the semester or four weeks of the trimester shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

## **Unexcused Absences**

A teacher may assign a failing grade to any student who has unexcused absences equal to or in excess of twenty percent of the days in the grading period if the following has occurred:

1. The teacher has informed the class and parents/guardians at the beginning of the semester of the possibility of receiving a failing grade for unexcused absences, and
2. The student or his/her parent/guardian has been given a reasonable opportunity to explain the absence.

If a student receives a failing grade because of unexcused absences, school records shall specify that the grade was given because of excessive unexcused absences.

Regulation Adopted: 5-18-82

Regulation Revised: 6-16-87

10-4-88

5-11-99

10-10-00

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## **Board Policy ★ Homework / Makeup Work**

### **INSTRUCTION**

BP 6154

The Governing Board recognizes that homework contributes to building responsibility, self-discipline, and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

Homework is an extension of learning opportunities, not a displacement or substitute for classroom instruction. Homework need not be exclusively "paper and pencil" activities; it can include a wide variety of student learning related to the curriculum.

Homework is an essential part of an effective, well planned instructional program. It multiplies significantly individual teachers' efforts to affect student learning, performance, and achievement.

Homework serves a variety of purposes including preparing students for new material, reinforcing and expanding on classroom instruction, creating new understandings, building a sense of responsibility in students for their own education and informing and involving parents, guardians, and other care providers.

Homework should meaningfully reflect the curriculum, be balanced, and advance student learning. Worksheets and other types of short-term, skill-building, practice and reinforcement oriented assignments have a place, but should not be the only homework given. Opportunities to choose from a variety of homework options should be provided to students whenever possible.

Homework assignments should be well prepared, clearly understood, and respected by student and educator alike. The purpose of homework must be clearly imparted to the student and the parent, guardian, or other care provider.

The Superintendent or designees shall ensure that administrators and teachers develop and implement an effective homework plan at each school site. The plan will include techniques to help students allocate their time wisely, meet their deadlines, and develop good personal study habits. As needed, teachers may receive training in designing relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives.

Although it is the student's responsibility to do most homework assignments independently, the Board expects teachers at all grade levels to use parents/guardians as a contributing resource. Homework, particularly for students in the elementary grades, provides significant opportunities to enhance direct parent involvement, such as reading out loud. At the middle and high school levels, the nature of parent involvement changes, but its importance remains. School-home communication is exceedingly important with regard to homework and its place in learning and achievement. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher. The Board encourages students, parents, and teachers to use technology to enhance school-home communication through the use of such devices as telephone "homework hotlines," teachers' voice mail, cable television messages, and home-school communication through computer linkages.

To further support students' homework efforts, the Superintendent or designee may establish and maintain telephone help lines and/or after school centers where students can receive encouragement and clarification about homework assignments from teachers, volunteers and/or more advanced students who are performing community service. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of homework support services.

## ***Board Policy ★ Homework / Makeup Work***

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INSTRUCTION

BP 6154

Students shall be given the opportunity to request make-up school work missed because of an excused or unexcused absence and shall receive full credit for work that is turned in within a maximum two week period following the absence unless otherwise arranged with the teacher. Teachers will provide students with make-up work within twenty-four hours of their request.

The Board encourages teachers to give suspended students full credit for work that is turned in according to a reasonable make-up schedule.

Teachers may require suspended students to complete any assignments and tests missed during suspension.

Policy Adopted: May 5, 1981

Policy Revised: February 3, 1998

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

## ***Administrative Regulation ★ Homework / Makeup Work***

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INSTRUCTION

6154

Each teacher shall develop and submit to the principal for approval, a homework plan which includes guidelines for the assignment of homework and describes the responsibilities of students, staff, and parents/guardians. The plan shall consider the following:

1. The amount of time that students shall be expected to spend on homework
2. A plan for accommodating the students who spend significantly more time on their homework than what is expected by the teacher
3. The extent to which homework assignments provide opportunities to involve participation by parents/guardians
4. The means by which parents/guardians shall be informed about:
  - A. Homework expectations:
    - a. Definition of the purpose of homework
    - b. Relationship to the curriculum
    - c. Expected outcomes
  - B. How homework relates to the student's grades
  - C. How best to help their children
5. Coordination of the assignments so that students do not receive an overload of homework
6. The access that students shall have to obtain resource materials from the library, Information Technology Resource Center, classroom, and other sources
7. Criteria for evaluating student work.

Regulation Adopted: May 5, 1981

Regulation Revised: February 3, 1998

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT

*Information for Classified Employees*

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# *General Information for Classified Employees*

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Classified employees are either members of the California School Employees Association (CSEA), the Service Employees International Union (SEIU), or they are non-represented Confidential employees. Many of the rights and responsibilities of employment are listed in the appropriate collective bargaining contract. Please refer to your contract for more detailed information. Confidential employees should contact their supervisor or the Human Resources Office.

★ **Public Employees' Retirement System**

Classified employees who work at least 20 hours per week are required to pay into the Public Employees' Retirement System (PERS). Your contribution rate is 7.0% of your gross salary. The District contributes 12.3% of your gross salary to your PERS account. If you resign your position, you may elect a refund of your contributions plus any earned interest.

★ **Social Security, Including Medicare**

Your contribution to social security is 7.65% of your gross salary. This is matched by the District contribution of 7.65% of your gross salary.

★ **Unemployment Insurance**

The District contributes to the State of California Unemployment fund for all classified employees.

★ **Workers' Compensation Insurance**

The District provides Workers' Compensation Insurance for all classified employees. This insurance covers on the job accidents and work related disabilities only. If you are injured on the job, report to your immediate supervisor or the school office manager immediately.

★ **Salary Protection Insurance**

According to the provisions of the CSEA contract, full-time CSEA members are required to purchase income protection insurance. This benefit protects you from loss of income due to a covered, non-work related illness or injury. Any classified employee may purchase this coverage at their own cost.

★ **Professional Development Units**

Appropriate college units and approved non-college hours or credits may be submitted for a stipend at the rate of \$30 per unit. All classified employees are allowed to accumulate 15 units for a permanent salary increase. Employees should refer to their respective contracts for detailed information.

★ **Bilingual Spanish Stipend**

Beginning July 1, 1996 an annual stipend will be paid to CSEA and SEIU members who are bilingual Spanish, as demonstrated by an assessment of reading, writing, and speaking skills, or native speaker in Spanish. To apply for the stipend contact the Human Resources Department, 792-4716.

# *General Information for Classified Employees*

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- ★ **Overtime**  
Overtime or compensatory time may only be earned if it is pre-approved by the employee's supervisor.
  
- ★ **Probationary Period**  
All classified employees have a one-year probationary period. During the probationary period, a classified employee may be released without cause.
  
- ★ **Step Advancement**  
Step advancement for all classified employees is effective July 1 annually. Persons employed from July 1 through December 1 will advance a step on July 1 next after employment. Persons employed after January 1 through June 30 will advance a step on July 1 of the following year.
  
- ★ **Vacation**  
Classified employees may use vacation time *only after* they have completed six months of service.  
  
SEIU employees shall be reimbursed for earned vacation leave at the end of each school year. With the supervisor's approval, an employee may receive time off in lieu of vacation pay.  
  
CSEA employees must submit a Request for Vacation leave for their supervisor's approval prior to taking vacation time. Only accrued vacation time may be used.

## **Board Policy** ★ **Family Care and Medical Leave**

ALL PERSONNEL

BP 4151.2/4251.2

Under the federal Family and Medical Leave Act of 1993 and the California Family Rights Act of 1991 (collectively, “the Acts”), eligible employees are entitled to up to 12 work-weeks of unpaid, job-protected leave within a 12 month period for family and medical reasons. The Cotati-Rohnert Park Unified School District (“District”) intends to comply with the Acts and their pertinent regulations, and the interpretation of this policy is governed by the Acts.

The following conditions, requirements, and procedures shall apply when requests for family care of medical leave are made:

- A. **Employee Eligibility.** To be eligible for benefits under the Acts, an employee must:
  1. Have worked for the District for at least 12 months;
  2. Have worked at least 1,250 hours over the previous 12 months for the District (by example, 182 days x 7 hours = 1274 hours); and
  3. Be one of at least 50 employees employed by the District within 75 miles of the employee's work-site.
  
- B. **Reasons for Taking Leave.** A leave request from an eligible employee must be granted for any of the following reasons:
  1. Birth of the employee's child;
  2. Placement of a child with the employee for adoption or foster care;
  3. Care for the employee's child, spouse, or parent with a serious health condition;
  4. The employee's own serious health condition that keeps the employee from performing his or her job function.
  
- C. **Advance Notice of Leave and Medical Certification.** Employees will provide (1) advance written notice of the leave request and (2) medical certification whenever a serious health condition is involved.
  1. If the need for the leave is foreseeable, employees will provide 30 days advance written notice. If the need for the leave is unforeseen (i.e., an emergency), notice is required to be given as soon as practicable.
  2. If the leave is to care for a child, spouse or parent with a serious health condition, or because of the employee's own serious health condition, the employee will provide medical certification from a health care provider or physician. The medical certification must include:
    - a. Date of commencement of the serious health condition;
    - b. Probable duration of the condition;
    - c. Estimated amount of time the health care provider will provide care;
    - d. Confirmation that the serious condition of the child, spouse or parent warrants the participation of the employee; or, in the case of the employee's own serious health condition, certification that the employee is unable to perform his or her job functions.

## **Board Policy** ★ **Family Care and Medical Leave**

ALL PERSONNEL

BP 4151.2/4251.2

3. The District may require a second and third medical opinion regarding an employee's serious health condition, at the District's expense. When the duration for the leave is uncertain or the estimated time for the leave expires and the employee remains out of work, the District may require subsequent recertification.
4. If the leave is needed for planned medical treatment or supervision, the employee must make a reasonable effort to schedule the treatment or supervision to minimize disruptions to the District.
5. An employee's advance notice and medical certification may be required to be given to the employee's supervisor [or other designated individual]. The supervisor [or other designated individual] may then determine the adequacy of the notice and medical certification and whether or not the leave will be recommended for approval to the Assistant Superintendent. The amount of leave actually granted by the District may be determined by what is reasonable under the circumstances.
6. Failure to provide advance notice and medical certification when necessary may delay the granting of leave until such requirements are met.

### **D. Continuation of Health Coverage and other Job Benefit Plans.**

1. An employee taking leave will continue to participate in any group health care benefits plan under the same terms and conditions, including any necessary co-payments, by which the employee was enrolled prior to the first day of the leave.
2. If the employee fails to return from the leave for any reason other than the recurrence, continuance, or onset of a serious health condition, the employee will be liable to the District for premiums paid for maintaining the employee's health coverage.
3. An employee may, at his or her expense, continue to participate in all other employee benefit plans offered by the employer during the leave period.

### **E. Intermittent or Reduced Schedule Leave.** An employee may take leave intermittently (e.g., in blocks of time), or by reducing a normal work schedule, in the following circumstances:

1. Where the leave is for the birth or placement of a child, leave may be taken on an intermittent or reduced schedule basis if the District approves.
2. Leave may be taken intermittently or on a reduced work schedule whenever it is medically necessary to care for a family member with a serious health condition, or because the employee is seriously ill and unable to work the employee's regular work schedule.

### **F. Substitution of Paid Leave and other Leave Requests.**

1. An employee must substitute accrued vacation or other paid leave, including sick leave where applicable (i.e., for the employee's own serious health condition), for the unpaid family care leave entitlement.
2. Any paid or unpaid leave taken which meets the requirements of section B will be counted as part of the employee's family care leave entitlement. This means that family care leave runs concurrently with any other leave that meets the requirements of family care leave under section B.

## ***Board Policy ★ Family Care and Medical Leave***

ALL PERSONNEL

BP 4151.2/4251.2

- G. **Maternity.** Women on maternity leave will not start using family care leave until their disability period is over (i.e., when their physician takes them off disability after the birth of their child). Thus, although family leave due to an employee's serious health condition would normally run concurrently with sick leave where the employee is out for more than three days, this will not apply in the case of disability due to maternity.
- H. **Spouses Who Work for the District.** Spouses employed by the District are collectively restricted to a combined total of 12 work-weeks of family leave for the birth or placement of a child with them. This limitation does not apply to leaves taken for the serious health condition of their child.
- I. **Period of Eligibility.** The 12 month period of entitlement commences on the first day of the leave.
- J. **Seniority, Employee Benefits and Break in Service.** An employee on leave will not lose any seniority or employment benefit that accrued prior to the start of the leave. An employee on leave will not accrue seniority or additional benefits, such as vacation, sick leave or similar benefits, during the leave. The leave will not constitute a break in service for purposes of longevity and seniority.
- K. **Restoration of Employment and Fitness for Duty Report.** Employees returning from an approved leave will be reinstated to the same or equivalent position. Employees returning from an approved medical leave for their own serious health condition may be required to provide a fitness for duty report to return to work.
- L. **Key Employee Exception to Restoration.** An employee who is a key employee due to the fact that he or she is a salaried employee and among the highest paid 10 percent of all the employees employed by the District may be denied restoration to his or her position following the leave if the District determines that substantial and grievous economic injury will result if such key employee is reinstated.

Policy Adopted: May 21, 1996

COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT