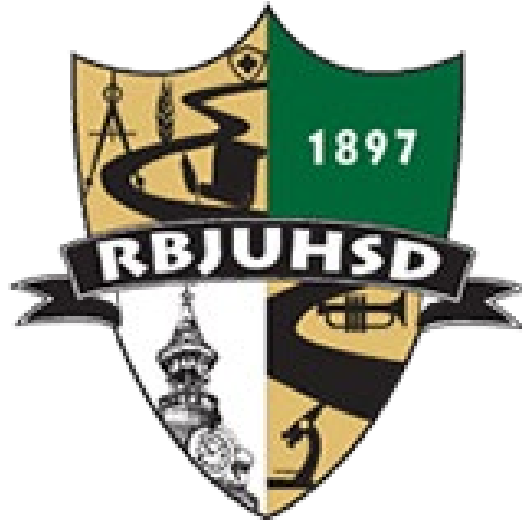


# RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

2024/2025



# EMPLOYEE HANDBOOK

Todd A. Brose, Superintendent

Red Bluff Joint Union High School District

1525 Douglass Street

Red Bluff, CA 96080

Board Approved 08/15/2024

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The Red Bluff Joint Union High School District is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.(Title VI, Title IX, and Section 504 Vocational Rehabilitation)

**RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT**  
**Purpose, Values, and Actions**

**Purpose:**

**Why do we exist?**

We exist to improve our community by serving our students in a safe environment.

**Values:**

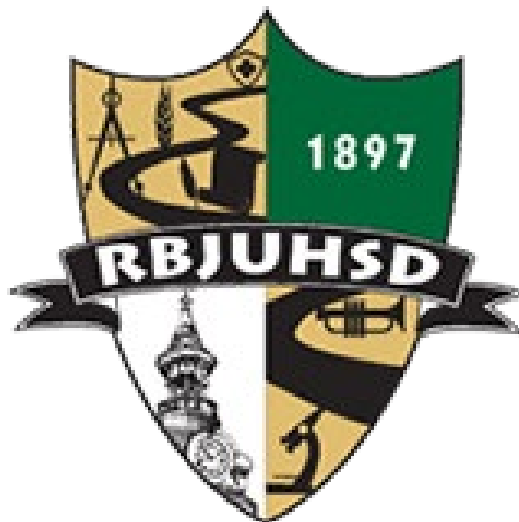
**How do we behave?**

We CARE!! We are Committed, Accountable, Responsible, and Enthusiastic.

**Actions:**

**What do we do?**

We provide opportunities, resources, and support to ALL students, staff, and community.



# RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

## GLOBALGRADUATE

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It is the goal that every graduate of the Red Bluff Joint Union High School District leaves ready for the world:

1. Be a Responsible Decision Maker. One that sets goals, develop action plans, and works hard. When faced with challenges and obstacles, is able to persist to achieve goals.
2. Be Adaptable & Productive: One that is an industrious member of a global society. Demonstrates flexibility and cross-cultural skills when fulfilling personal, professional, and community experiences.
3. Be College or Career Pathway Ready: One that is proficient in the core disciplines and persists to achieve academic and career goals.
4. Be a Skilled Communicator: One that reads, writes, speaks, and listens effectively—adapting to diverse audiences and settings.
5. Be an Independent Leader: One that works independently and collaboratively and leads by example. Embraces new ideas and technologies and motivates others to be open to change.

# RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT



# REFERENCE & COMMUNICATION

## Red Bluff Joint Union High School District 2024-2025 School Year Calendar

July 2024						
Su	M	T	W	Th	F	Sa
	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			

### First Semester

**First Day of School - Full Day** 8/14/2024  
 First Six Week Session Ends 9/20/2024  
 Second Six Week Session Ends 11/1/2024  
 Semester Ends 12/20/2024

August 2024						
Su	M	T	W	Th	F	Sa
				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

### Second Semester

**Full Instructional Day** 1/7/2025  
 First Six Week Session Ends 2/14/2025  
 Second Six Week Session Ends 4/4/2025  
**Semester Ends/Graduation** 6/5/2025

September 2024						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					

October 2024						
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November 2024						
Su	M	T	W	Th	F	Sa
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December 2024						
Su	M	T	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### 180 Total Instructional Days

- First and Last Day of Instruction
- Legal and Local Holidays
- Non-instructional Days
- Staff In-service Days
- Teacher Duty Days
- CSEA Holiday
- Minimum Wednesdays (1:19 p.m.)
- Finals (12:35 p.m. Dismissal)
- Finals (3:12 p.m. Dismissal)
- HC Rally (12:35 p.m. Dismissal)



January 2025						
Su	M	T	W	Th	F	Sa
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12	13	14	15	16	17	18
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February 2025						
Su	M	T	W	Th	F	Sa
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March 2025						
Su	M	T	W	Th	F	Sa
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30	31					

April 2025						
Su	M	T	W	Th	F	Sa
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27	28	29	30			

May 2025						
Su	M	T	W	Th	F	Sa
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31						

June 2025						
Su	M	T	W	Th	F	Sa
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## Salisbury High School/ISP 2024-2025 School Year Calendar

July 2024						
Su	M	T	W	Th	F	Sa
	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			

Session 1 (37) Aug 14 - Oct 4  
 Session 2 (24) Oct 8 - Nov 8  
 Session 3 (24) Nov 12 - Dec 20  
 Session 4 (28) Jan 7 - Feb 14  
 Session 5 (39) Feb 24 - Apr 17  
 Session 6 (28) Apr 28 - Jun 5

January 2025						
Su	M	T	W	Th	F	Sa
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August 2024						
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February 2025						
Su	M	T	W	Th	F	Sa
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September 2024						
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March 2025						
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October 2024						
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April 2025						
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27	28	29	30			

November 2024						
Su	M	T	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 180 Total Instructional Days**
- First & Last Day/Minimum Day
  - Legal and Local Holidays
  - Non-instructional Days
  - Staff In-service Days
  - Teacher Duty Days
  - CSEA Holiday
  - Minimum Days (12:20 p.m.)
  - SHS Graduation/Minimum Day
  - ISP Graduation/Minimum Day

May 2025						
Su	M	T	W	Th	F	Sa
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3	4	5	6	7	8	9
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31						

December 2024						
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29	30	31				

June 2025						
Su	M	T	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30	31				



# Red Bluff Joint Union High School District minimum Day Wednesdays

2024-2025 Schedule  
(Subject to change)

## AUGUST

8/21 Prepare for back to school night  
8/28 Dept. Mtg/Instructional Collaboration

## SEPTEMBER

9/4 Spartan Groups  
9/11 Dept. Mtg/Instructional Collab  
9/18 Work on Grades  
9/25 Dept. Mtg/Instructional Collab

## OCTOBER

10/2 Spartan Groups  
10/9 Dept. Mtg/Instructional Collab  
10/16 Instructional Collab (Cross Dept.)  
10/23 Dept. Mtg/Instructional Collab  
10/30 Work on Grades

## NOVEMBER

11/6 Dept. Mtg/Instructional Collab  
11/13 Spartan Group  
11/20 Instructional Collab (Cross Dept.)

## DECEMBER

12/4 Spartan Groups  
12/11 Dept. Mtg/Instructional Collab

## JANUARY

1/8 Spartan Groups  
1/15 Dept. Mtg/Instructional Collab  
1/22 Instructional Collab (Cross Dept.)  
1/29 Teacher Leader Introduction

## FEBRUARY

2/5 Spartan Groups  
2/12 Work on Grades  
2/26 Dept. Mtg./Instructional Collab

## MARCH

3/5 Spartan Groups  
3/12 Dept. Mtg/Instructional Collab  
3/19 Teacher Leaders  
3/26 Instructional Collab (Cross Dept.)

## APRIL

4/2 Work on Grades  
4/9 Dept. Mtg./Instructional Collab  
4/16 Teacher Leaders  
4/30 Spartan Groups

## MAY

5/7 Dept. Mtg/Instructional Collab  
5/14 Staff Appreciation  
5/21 Instructional Collab (Cross Dept.)  
5/28 Spartan Groups (Recognition)

## **NOTES:**

- Wed. after common assessments are dedicated to Dept. Meetings.
- Every Spartan Groups will include a rotation on Advisory, safety issues, and a round table on hot topics in the district.

# District Assessment Calendar 2024-2025

July 2024						
Su	M	T	W	Th	F	Sa
	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			

January 2025						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/22 SEL Screening

August 2024						
Su	M	T	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8/16 - 8/22 Norming Math

8/29 ELA Fastbridge

February 2025						
Su	M	T	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	

September 2024						
Su	M	T	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3/10 - 3/28 PE Testing

3/17 - 3/19 ELPAC

3/24 - 3/26 ELPAC

3/24 - 3/28 8th Math Test

March 2025						
Su	M	T	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

October 2024						
Su	M	T	W	Th	F	Sa
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27	28	29	30	31		

10/5 SAT (Optional)

10/9 SEL Screening

10/16 PSAT (Optional)

10/26 ACT (Optional)

3/31 - 4/4 SBAC Math

4/7 - 4/11 SBAC English

4/14 - 4/17 CAST Science

4/19 ACT

April 2025						
Su	M	T	W	Th	F	Sa
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27	28	29	30			

November 2024						
Su	M	T	W	Th	F	Sa
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24	25	26	27	28	29	30

5/3 SAT (Optional)

5/5 - 5/16 AP Testing

5/21 SEL Screening

May 2025						
Su	M	T	W	Th	F	Sa
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4	5	6	7	8	9	10
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December 2024						
Su	M	T	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30	31				

June 2025						
Su	M	T	W	Th	F	Sa
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				

## **EMPLOYEE PORTAL**

Employees of the RBJUHSd can find all payroll information through the [Employee Portal](#). Please contact the payroll office for login information. The [Employee Portal](#) provides information on salary, leaves, employee calendars, withholding information, and other pertinent information.

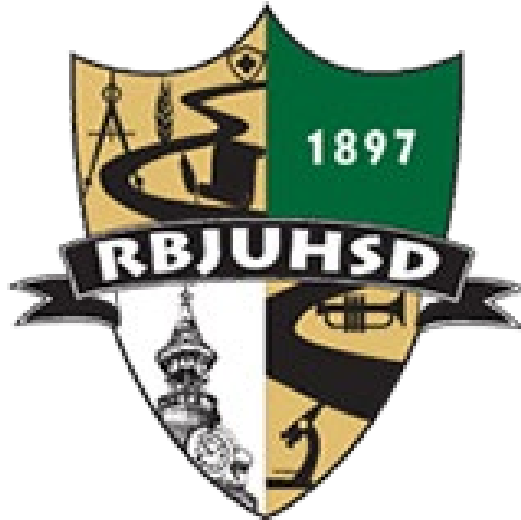
## **WHERE TO FIND COLLECTIVE BARGAINING AGREEMENTS**

You may view the [bargaining unit contracts](#) on the Staff page of the district's website at [www.rbhsd.org](http://www.rbhsd.org). Select "Departments" tab. Then select "Human Resources" tab

## **STAFF DIRECTORY**

Staff Directory can be found [here](#).

**RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT**



**HEALTH and SAFETY**  
**&**  
**WELLNESS**

## EMPLOYEE ASSISTANCE PROGRAM

Carelon Behavioral Health, our Employee Assistance Program (EAP), is free to all CVT subscribers with medical coverage. Employees and their family members can receive confidential assistance from highly trained and qualified professionals to help with personal and professional goals, manage daily stresses, and develop fulfilling relationships.

Go online at [www.carelonwellbeing.com/cvt](http://www.carelonwellbeing.com/cvt) or call the toll-free phone number 1-877-397-1032 any time - 24 hours a day, 365 days a year. Each member must call Carelon Behavioral Health for authorization and referral before receiving services. Claims will not be paid without an authorization.

### Online Resources

Employees who do not have medical coverage through CVT may still visit the Achieve Solutions website at [www.carelonwellbeing.com/cvt](http://www.carelonwellbeing.com/cvt) to access articles, videos, calculators, and quizzes on improving health and managing life events. **The site is available in English, Spanish, and many other languages.**

### EAPs offer a range of services, including:

**Education.** EAPs commonly provide education and prevention programs on goal setting, stress, substance use disorder, weight management, coping with grief and loss, and illnesses such as depression and anxiety. Education is also available on budgeting and improving your financial health.

**Individual assessment.** Whether it's stress at home or on the job or concerns about a family member, EAP counselors can provide confidential screening, assessment, and support at no cost to you or your family. By addressing problems early, the EAP can help prevent small problems from becoming overwhelming, costly, and destructive. In addition to listening and talking about a problem, EAPs will often use a short paper and pencil test to help identify and clarify symptoms of particular problems such as depression or anxiety. This enables the EAP to assess the problem accurately and provide the indicated help.

**Short-term counseling.** Many stress-related problems or concerns about a loved one do not require long-term counseling. We have all been overwhelmed and overloaded and in need of someone objective to talk with. The EAP is designed to provide short-term support, to simply listen, assist in problem-solving, or identify new ways to cope with common but sometimes painful problems. In general, EAPs have expertise in stress reduction counseling, crisis and conflict resolution, and substance use disorder.

**Referral.** It is difficult to know where to turn when personal problems arise. The EAP keeps abreast of the best providers in your area. For example, if a child exhibits behavioral or learning problems, a specialist in child psychology would be needed. The EAP can facilitate this referral and guide the family through treatment, saving time and headaches.

**Support.** There are no quick fixes for some problems. Individuals recovering from alcoholism, depression, or the loss of a loved one may require ongoing support from the EAP or a designated professional. The EAPs work with the employee to develop and coordinate a support plan.

## **WORKER'S COMPENSATION and INJURY REPORTING**

Work-related injuries and illnesses should be reported immediately to your direct supervisor. Supervisor and/or injured employee immediately call injury hotline (1-877-518-6702). Supervisor must complete an Injury & Illness Incident Report form. For any assistance in reporting Injuries and Illnesses, please contact the Human Resource Office @ (530) 529-8703.

### **INJURY and ILLNESS PROGRAM**

You should at all times keep in mind the safety and welfare of our students, your fellow employees and yourself. In keeping with RBJUHSD's commitment to safety in the workplace, we have established an Injury and [Illness Prevention Program \(IIPP\)](#). This program includes features that address workplace security and violence. It provides for meetings, training programs, and the posting of safety notices and safety tips. The program also includes periodic inspections to identify and evaluate potential safety hazards. In addition, it provides for the correction of any hazards that are identified and the investigation of any incidents of workplace violence. For more information, please refer to the Safety binder in your department.

- Overall, please remember that no job is so important and no service is so urgent that we cannot take time to perform our work safely.
- Should there be any job-related accident, injury and/or illness, employees are to immediately report this occurrence to their supervisor. In no situation, except in an emergency, should an employee leave shift without reporting an injury that occurred.
- Report immediately to your supervisor any personal injury you may suffer regardless of how minor it may seem at the time.
- Report immediately to your supervisor any personal injury a guest may suffer no matter how minor it may seem at the time.
- Make sure you develop a "safety attitude" in all your work habits.

## **SAFETY and WELFARE**

### **Emergency Preparedness**

Emergencies and disasters happen. They come in many forms, can occur anywhere at any time and run the gambit from natural causes such as illness, earthquakes, fires, floods, and severe storms to man-made causes such as an active shooter and chemical spills. Knowing how to react and respond in a time of crisis can go a long way to keeping you and your students out of harm's way. School emergency preparedness efforts and emergency plans help to keep students and staff safe.

As a first step, we recommend that you ensure that you and your family are prepared. Experts recommend that you ensure that your family has everything they need to be self-sufficient for five to seven days without regular utilities or services.

As School District employees, it is our collective responsibility to be sure that we are adequately prepared in the event of an emergency to minimize potential risk to ourselves, to our students and others. For this reason, employees are asked to be familiar with different emergency and disaster plans as well as to participate fully in District drills.

In addition, California Government Code Section 3100-3109 states in part: “It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, **all public employees are hereby declared to be disaster service workers...**” Because we serve a population which is dependent on our services, we cannot abandon this critical responsibility. We need to be prepared to protect all of our students during an emergency.

### **Emergency/Disaster Drills**

RBJUHSD will conduct intermittent Fire Drills, Lockdown Drills, Disaster Drills and other Emergency Action exercises. Employees should refer to their school-specific Emergency Action Plans for information on roles, responsibilities and compliance with these important measures.

### **PROHIBITED CONDUCT**

RBJUHSD takes its commitment to school safety extremely seriously. Employees of RBJUHSD are expected to read and understand and uphold all safety guidelines, plans and policies. Employee conduct, which deliberately violates safety policies and procedures, or places members of the school community at a safety risk, is strictly prohibited. Employees should refer to their school-specific Safety Documents and the RBJUHSD Illness and Injury Prevention Plan (IIPP) to ensure that their behavior is aligned with all safety initiatives.

### **EMPLOYEE BADGES**

All staff must wear identification badges while working. In the event that your identification becomes lost or damaged, contact the School Site Secretary for a replacement.

### **THREAT ASSESSMENT TEAM**

Schools play an important role in protecting children from violence. School violence can be defined as any violent act that disrupts learning and has a negative impact on students, schools, and the community. School violence can include bullying, fighting, weapon use, gang violence, and sexual violence.

All students have the right to learn in a safe school environment. Students who have a tendency toward violence often will display warning signs or notify someone of their intentions. Preventative measures such as threat assessment can help reduce the risk for school violence and provide interventions.

The National Association of School Psychologists (NASP) defines threat assessment as the identification and evaluation of a student who poses a risk of committing a violent act. The threat may be spoken, written, or gestured. Threats can be explicit or implied and may be spoken directly to the person(s) targeted or spoken to others. While school shootings are highly publicized, most threats typically do not involve weapons or explosive devices and do not lead to violent acts.

Threat assessments for RBJUHSD are conducted by a multidisciplinary team, including a mental health professional (i.e. therapist, school psychologist, social worker, school counselor), an administrator, and school resource officer or local law enforcement. The team gathers information in order to determine whether a threat is transient (not serious) or substantive (serious). Based on findings, the team determines how to respond and intervene in order to maintain a safe school environment.

The Red Bluff Joint Union High School District is committed to ensuring a safe, civil, and secure school environment. This document serves as a resource and general guidelines for teachers and support staff as well as the district's Threat Assessment team. It is important to note that while teachers and support staff are not responsible for assessing or determining whether a student may become violent, they have an important role in supporting students by observing any concerning behaviors, listening to students who self-disclose information, and refer and report students to the Threat Assessment Team. Check with the GRIT Center (8737) for more information.

## **SUICIDE PREVENTION AND INTERVENTION**

Suicide is the second leading cause of death in youth between the ages of 10-19. The rates of youth suicide and self-injury hospitalization are on the rise, especially among younger adolescents. A 2017 survey estimated that more than 1 in 6 high school students nationwide seriously considered suicide in the previous year, a figure nearly 20% higher than findings from a decade earlier. Between 2007 and 2015, suicide rates rose 130% for U.S. children ages 10-14 and 46% for youth ages 15-19. Similar to suicide trends, from 2001 to 2015 self-injury hospitalization rates increased by more than 130% for ages 10-14 and by 47% for ages 15-19. It's important to note that some groups are more affected than others. According to the CA Healthy Kids Survey and CDE, students who identify as LGBTQ are more likely to engage in suicidal ideation, with 45.5 % of students who self-identified as LGBTQ reporting to have seriously considered suicide the previous year (2015-2017).

Schools are an essential resource to students and can provide support and stability for students in crisis. The Red Bluff Joint Union High School District (RBJUHSD) is committed to ensuring a safe, civil, and secure school environment, which includes crisis response procedures. This document was adapted from other handbooks from Local Education Agencies (LEAs) to fit the needs of this District and will serve as guidelines for the RBJUHSD School Crisis team. It also serves as a resource and general guidelines for teachers and support staff. It is important to note that teachers and support staff are not expected to intervene and assess for risk, they have a crucial role in supporting students by observing any concerning behaviors, listening to students who self-disclose information, and refer and report students to the School Crisis team. Check with the GRIT Center (8737) for more information.



## **CRISIS INTERVENTION PLAN**

In some cases, there is a need for a School Site Crisis Intervention Team to convene. These cases include suicide, death of a student or staff member, or any traumatic event that affects the mental status of students, staff, and the community. The need for this team focuses on the response to students, staff, and community (including the media) of a traumatic event that has impacted the school and district. Check with the GRIT Center (8737) for more information.

## **WORKPLACE VIOLENCE PREVENTION PLAN**

The Red Bluff Joint Union High School District endeavors to promote mutual respect, civility, and orderly conduct within our school system and seeks public cooperation with this endeavor. The district believes a safe and civil environment is essential to ensure high expectations and high student achievement; and seeks to establish a work and learning environment that is safe, secure, and peaceful.

SB 553 and Labor Code section 6401.9 requires employers to establish, implement, and maintain an effective written Workplace Violence Prevention Plan (WVPP) that includes but is not limited to the following:

- Identifying who is responsible for implementing the plan
- Involving employees and their representatives
- Accepting and responding to reports of workplace violence
- Communicating with employees regarding workplace violence matters
- Responding to actual potential emergencies
- Developing and providing effective training
- Identifying, evaluating, and correcting workplace violence hazards
- Performing post incident response and investigations

The WVPP identifies definitions of workplace violence, roles and responsibilities, employee compliance, incident reporting procedures, hazard identification and evaluation, hazard correction, post incident response and investigation, training and instruction, and record keeping. The WVPP and reporting forms may be found on the district HR page, "[District Safety and Training](#)" or "[Quicklinks](#)".

Direct all questions or concerns to the Workplace Violence Administrator, Sandy Wallace (8703).

# RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT



# POLICIES & EXPECTATIONS

## **PROFESSIONAL STANDARDS**

[BP 4119.21/4129.21/4139.21](#)

The Governing Board expects District employees to maintain the highest ethical standards, exhibit professional behavior, follow District policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the District, advance the goals of the District's educational programs, and contribute to a positive school climate.

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

## **HARASSMENT, DISCRIMINATION, and RETALIATION POLICY**

[BP/AR 4119.11/4219.11/4319.11](#)

[BP/AR 4119.11/4219.11/4319.11](#)

[BP/AR 4030](#)

It is RBJUHSD policy to maintain a work environment free from all forms of unlawful harassment, discrimination or retaliation. This policy governs all aspects of employment, including recruiting, hiring, compensation, benefits, job assignments, promotions, scheduling, training, transfers, layoff/recall, discipline, termination, and all other terms, conditions, or privileges of employment. Harassment of any kind, including sexual harassment, of one employee by another employee, supervisor or third party is prohibited by both California Government Code sections 12940 and 12950 and Title VII of the United States Civil Rights Act of 1964.

### **Prohibited Discrimination & Harassment**

RBJUHSD prohibits discrimination and harassment against applicants, clients, contractors, customers, employees, guests, interns, vendors, and others based on any protected characteristic or status, as defined by law, including:

- Age (40 and over)
- Ancestry
- Color
- Religious Creed (including religious dress and grooming practices)
- Denial of Family and Medical Care Leave
- Disability (mental and physical) including HIV and AIDS
- Marital Status
- Medical Condition (cancer and genetic characteristics)
- Genetic Information
- Military and Veteran Status
- Race
- Height and Weight
- Sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding)

- Gender, Gender/Transgender Identity, Transgender transition, and Gender Expression and/or Gender Perception
- Sexual Orientation
- English Proficiency (except when justified by business necessity)
- Citizenship or Immigration Status
- Political Affiliations or Activities
- Status as a Victim of Domestic Violence, Assault or Stalking
- National Origin (which includes language restrictions, physical, cultural and linguistic characteristics, accent, name, marriage to or association with persons of a national origin group, tribal affiliation, school or religious participation, and association/membership affiliations)

The prohibition against discrimination and harassment applies not only to RBJUHSD, but also to coworkers, supervisors, managers, and third parties with whom an employee may come into contact. Harassment of any employee by another co-worker, supervisor or manager, third party, or anyone with whom the employee comes into contact while engaging in job duties for RBJUHSD is strictly prohibited by law and a violation of RBJUHSD's policy. Likewise, harassment by any employee toward any customer, vendor, guest or client of RBJUHSD is also strictly prohibited.

### **Prohibited Harassment**

Harassment in violation of this policy generally consists of unwelcome conduct based on a characteristic or status protected by law, including:

- Verbal harassment, such as epithets, derogatory comments, or slurs;
- Physical harassment, such as assault, impeding or blocking movement, or any physical interference with normal work or movement; OR
- Visual forms of harassment, such as derogatory posters, cartoons, or drawings.

A complete list of such prohibited conduct is not possible. However, some examples of prohibited behavior include:

- Mimicking another's culture, accent, appearance, or customs;
- Posting cartoons that denigrate another's religion; or
- Mocking a person's physical or mental disabilities.

Please be aware that California law provides that any employee who engages in unlawful harassment will be personally liable to anyone who is harmed.

### **Prohibited Sex Harassment**

Unlawful harassment consists of many forms of offensive behavior, including sexual harassment, which also means harassment based on gender, pregnancy, childbirth, or related medical conditions. It includes harassment of a person of the same or different gender. The conduct does not need to be motivated by sexual desire in order to be prohibited. Sexual harassment is not only a violation of District policy, it is a violation of both California and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when either: (1) submission to such conduct is an explicit or implicit condition for employment decisions affecting the individual; or (2) such conduct has the purpose or effect of unreasonably

interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of prohibited sexual harassment include:

- Threatening to, or actively making, job decisions such as discharge, demotion, or reassignment if sexual favors are not granted;
- Demanding sexual favors in exchange for favorable or preferential treatment;
- Making offensive, insulting, derogatory, or degrading remarks relating to sex, gender, pregnancy, childbirth, or related medical conditions;
- Making unwelcome comments about an individual's physical appearance;
- Kidding, teasing, or joking about sexual matters, or using sexually explicit or offensive language, either in person, on paper, or through email or other electronic means, including text messages;
- Displaying in the workplace sexually suggestive objects, pictures, or cartoons, including material from the Internet;
- Making offensive contact, such as hugging, grabbing, patting, pinching, or brushing against another's body;
- Using obscene or sexually oriented language or gestures;
- Making repeated offensive sexual flirtations, advances, and propositions.

### **Retaliation Prohibited**

RBJUHSD prohibits any form of retaliation against an employee for:

- Reporting discrimination or harassment;
- Submitting a report or helping another to submit a report pursuant to this policy;
- Requesting a reasonable accommodation for a mental or physical disability, pregnancy, or religious belief;
- Opposing any conduct or practice that the employee reasonably and in good faith believes to be unlawful or contrary to this policy;
- Assisting or participating in an investigation;
- Filing a complaint with a government agency or participating in an investigation, proceeding, or hearing concerning discrimination or harassment;
- Exercising any other legally protected rights.

Retaliation is a serious violation of this policy, and incidents of retaliation must be reported immediately.

### **Reporting Harassment, Discrimination & Retaliation**

An employee who witnesses or experiences conduct that is harassing, discriminatory, retaliatory, or otherwise inconsistent with this policy must immediately report the matter. While an oral report may be submitted, a written report is preferred to ensure a proper investigation and outcome. The report must be submitted to the employee's manager, another manager, or the Assistant Superintendent for Human Resources. All supervisors or managers who receive any complaint of discrimination, harassment, or retaliation, or who directly observe conduct that violates this policy, must immediately report the matter to the Assistant Superintendent for Human Resources for investigation. It is a violation

of this policy for anyone to attempt to discourage or prevent another from reporting discrimination, harassment, or retaliation.

### **Investigation of Reports**

When a potential violation of this policy is reported, RBJUHSD will:

- Conduct a timely, fair, and thorough investigation that provides all persons appropriate due process;
- Use only a qualified and impartial manager(s) or consultant(s) to conduct an investigation;
- Document and track the complaint, investigation, and outcome;
- Maintain confidentiality throughout the investigation to the extent possible under the circumstances;
- Consider appropriate options for remedial actions and resolutions; and
- Reach a reasonable conclusion based on the evidence collected.

The results of the investigation will normally be communicated to the complainant, the person(s) about whom the complaint was made, and to others directly concerned, as appropriate. If a violation of this policy is found to have occurred, appropriate and timely remedial measures will be implemented. Employees are urged to allow RBJUHSD to investigate and resolve any violations of this policy. Employees also have the legal right to contact the California Department of Fair Employment and Housing (DFEH) at 800-884-1684 or [www.dfeh.ca.gov](http://www.dfeh.ca.gov) or the Equal Employment Opportunity Commission (EEOC) at 800-669-4000 or [www.eeoc.gov](http://www.eeoc.gov). The DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the DFEH finds sufficient evidence to establish that a violation occurred and settlement efforts fail, the DFEH may file a lawsuit. Employees also may pursue the matter through a lawsuit after a complaint has been filed with DFEH and a right-to-sue notice has been issued. Remedial measures available, through either RBJUHSD or the DFEH, for someone harmed by discrimination, harassment, or retaliation may include reinstatement, back pay, reimbursement of out-of-pocket expenses, hiring, transfer, reassignment, promotion, cease and desist orders, posting of notices, training, testing, expunging of records, reporting of records, and any other similar relief that is intended to correct a violation. Remedial measures that may be taken by RBJUHSD against employees who violate this policy include reimbursement for the cost of any remedial measures provided to the person(s) harmed, transfer, reassignment, demotion, training, testing, posting of notices, disciplinary action up to and including termination of employment, and any other actions necessary to ensure that no further violations of this policy occur.

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

### [BP 4020](#)

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

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

The Superintendent or designee shall notify employees of these prohibitions.

An employee shall abide by the terms of this policy and notify the District, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace.

The Superintendent or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.

The Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction.

A classified employee may be reemployed after conviction of such an offense if the Board determines, from the evidence presented, that the person has been rehabilitated for at least five years.

The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

The Superintendent or designee shall establish a drug- and alcohol-free awareness program to inform employees about:

1. The dangers of drug and alcohol abuse in the workplace
2. The District policy of maintaining drug- and alcohol-free workplaces
3. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs
4. The penalties that may be imposed on employees for drug and alcohol abuse violations

## **EMPLOYEE USE OF TECHNOLOGY**

### **BP 6163.4**

The Board of Trustees recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their employment.

Employees shall be notified that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about pupils, employees or District operations without authority. The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography, and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

To ensure proper use of the system, the Superintendent or designee may monitor employee usage of the District's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that they may have system access.

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

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

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

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



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

Employees are authorized to use District equipment to access the Internet or other online services in accordance with Board policy, the District's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account number to which they have been assigned.
2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.
3. Employees 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, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.
7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.
8. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the District or using District equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the District is not responsible for the content of the messages. The District retains the right to delete material on any such online communications.
9. Users shall report any security problem or misuse of the services to the Superintendent or designee.

## **MANDATED REPORTING**

### [AR 5141.4](#)

The Board is committed to supporting the safety and well-being of District students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Board agrees with the Legislature that:

- Child abuse and neglect is a severe and increasing problem in California.
- School Districts and preschools are able to provide an environment for training of children, parents, and all school District staff.
- Primary prevention programs in the school Districts are an effective and cost-efficient method of reducing the incidence of child abuse and neglect and for promoting health family environments.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

District employees are obligated to report all known or suspected incidents of child abuse and neglect in accordance with law, Board policy, and administrative regulation. Employees shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

Parents/guardians may file a complaint against a District employee or other person whom they suspect has engaged in abuse of a child at a school site. The Superintendent or designee shall provide parents/guardians information about reporting procedures in accordance with the law.

The Superintendent or designee shall provide training regarding reporting duties of District employees mandated by law to report suspected child abuse and neglect.

In the event that training is not provided to the employees mandated to report child abuse and neglect, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided.

### **Child Abuse Reporting Notification**

State law requires that every school District employee who falls within certain criteria be familiar with the laws relating to child abuse reporting requirements. Such employees should receive annual notification reminding them of the reporting requirements.

Sections 11165.9 and 11166 of the Penal Code requires a mandated reporter to make a report to any police department or sheriff's department, not including a school District police or security department, county probation department, if designated by the county to receive mandated reports, or the county welfare department whenever the mandated reporter, in their professional capacity or within the scope of their employment, has knowledge of or observes a child whom the mandated reporter knows or

reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as soon as practicably possible by telephone, and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Child abuse or neglect includes a physical injury inflicted by other than accidental means on a child by another person, sexual abuse of a child as defined in penal code 11165.1, neglect as defined in penal code 11165.2, willful cruelty or unjustifiable punishment of a child as defined in penal code 11165.3, unlawful corporal punishment or injury resulting in a traumatic condition as defined in penal code 11165.4 and abuse or neglect of a child in out-of-home care, including at school as defined in penal code 11165.5.

Child abuse or neglect does not include a mutual affray between minors, an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of their employment, the exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning, an amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student and physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student. Mandated reporters include but are not limited to teachers, instructional aides, teacher's aides, or assistants, classified employees, certificated pupil personnel employees, administrators and employees of a licensed day care facility, head start teachers, District police or security officers and administrators, presenters or counselors of a child abuse prevention program.

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on training and experience, to suspect child abuse or neglect.

Penal Code Section 11166 states:

(a) Except as provided in subdivision (c), a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in their professional capacity or within the scope of their employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as soon as is practicably possible by telephone, and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

(b) Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that fine and punishment.

(c) Any commercial film and photographic print processor who has knowledge of or observes, with the scope of their professional capacity or employment, any film, photograph, videotape, negative, or slide

depicting a child under the age of 16 years engaged in an act of sexual conduct, shall report the instance of suspected child abuse to the law enforcement agency having jurisdiction over the case immediately, or as soon as practically possible, by telephone, and shall prepare and send a written report of it with a copy of the film, photograph, videotape, negative, or slide attached within 36 hours of receiving the information concerning the incident. As used in this subdivision, "sexual conduct" means any of the following:

- (1) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.
- (2) Penetration of the vagina or rectum by any object.
- (3) Masturbation for the purpose of sexual stimulation of the viewer.
- (4) Sadomasochistic abuse for the purpose of sexual stimulation of the viewer.
- (5) Exhibition of the genitals, pubic, or rectal areas of any person for the purpose of sexual stimulation of the viewer.

(d) Any other person who has knowledge of or observes a child whom they know or reasonably suspect has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9.

(e) When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

(1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators may be established provided that they are not inconsistent with this article.

(2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose their identity to the employer.

(3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

(f) A county probation or welfare department shall immediately, or as soon as practically possible, report by telephone, fax or electronic transmission to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the District attorney's office every known or suspected instance of child abuse or neglect, as defined in Section 11165.6, except acts or omissions coming within subdivision (b) of Section 11165.2, or reports made pursuant to Section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare or probation department. A county probation or welfare department also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

(g) A law enforcement agency shall immediately, or as soon as practically possible, report by telephone to the agency given responsibility for investigation of cases under Section 300 of the Welfare and

Institutions Code and to the District attorney's office every known or suspected instance of child abuse or neglect reported to it, except acts or omissions coming within subdivision (b) of Section 11165.2, which shall be reported only to the county welfare or probation department. A law enforcement agency shall report to the county welfare or probation department every known or suspected instance of child abuse or neglect reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse. A law enforcement agency also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

For RBJUHSD, the "proper authorities" are:

Child Protective Services (800) 323-7711  
Red Bluff Police Department (530) 527-3131

## **Tobacco Free Schools**

### [AR 3513.3](#)

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with District goals to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products 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 school-sponsored

instructional program, activity or athletic event held on or off District property. Any written joint use agreement governing community use of District facilities or grounds shall include notice of the District's tobacco-free schools policy and consequences for violations of the policy.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.

## **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.

The Superintendent or designee may disseminate this information through annual written notifications, District and school web sites, student and parent handbooks, and/or other methods.

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property.

## **Enforcement/Discipline**

Any employee or student who violates the District's tobacco-free schools policy shall be asked to refrain from smoking 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. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property.
2. Request local law enforcement assistance in removing the person from school premises.
3. If the person repeatedly violates the tobacco-free schools policy, prohibit them from entering District property for a specified period of time.

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the District or any employee.

## **UNIFORM COMPLAINT POLICY**

### [AR 1312.3](#)

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

### **Complaints Subject to UCP**

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)

5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8498)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School Site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8235-8239.1)
23. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and

no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

### **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
4. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
5. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
6. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)



7. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

## **NON-SCHOOL EMPLOYMENT**

### **[BP 4136](#)**

In order to help maintain public trust in the integrity of district operations, the Governing Board expects all employees to give the responsibility of their positions precedence over any other outside employment. A district employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties.

An outside activity shall be considered inconsistent, incompatible or inimical to district employment when such activity: (Government Code 1126)

1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
2. Entails compensation from an outside source for activities which are part of the employee's regular duties
3. Involves using the district's name, prestige, time, facilities, equipment, or supplies for private gain.
4. Involves service which will be wholly or in part subject to the approval or control of another district employee or Board member

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the district and determine whether to grant authorization for such employment.

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the Superintendent or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

## **UNIVERSAL PRECAUTIONS (BLOODBORNE PATHOGENS)**

### **[AR 4119.43](#)**

In addition to a general knowledge of safe practices, school employees should be knowledgeable about the District's Exposure Control Plan. This Plan, written in compliance with 8 CCR 5193 is designed to prevent or minimize employee exposure to blood and other potentially infectious materials (OPIM) such as contaminated human fluids or materials that may be infected with human immunodeficiency virus (HIV), hepatitis B virus (HBV) or hepatitis C virus (HCV). The plan specifies who is covered by the Plan, the type of controls that you should adopt to reduce your risk of exposure, how to safely clean and decontaminate the workplace, what to do with regulated waste, how exposure incidents should be reported, and what steps to take if there is a potential exposure.

If you are not familiar with this Plan, please ask your Manager or Human Resources for a copy of this important document.

## **LACTATION ACCOMODATION**

### **[BP 4033](#)**

The Governing Board recognizes the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any district employee to express milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while at work.

An employee shall notify the employee's supervisor or other appropriate personnel in advance of the intent to request an accommodation. The supervisor shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless limited circumstances exist as specified in law.

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s).

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute the policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave.

### **Break Time and Location Requirements**

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid.

The employee shall be provided the use of a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area. The room or location provided shall meet the following requirements:

1. Is shielded from view and free from intrusion while the employee is expressing milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
3. Contains a place to sit and a surface to place a breast pump and personal items
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump

5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another cooling device suitable for storing milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes.

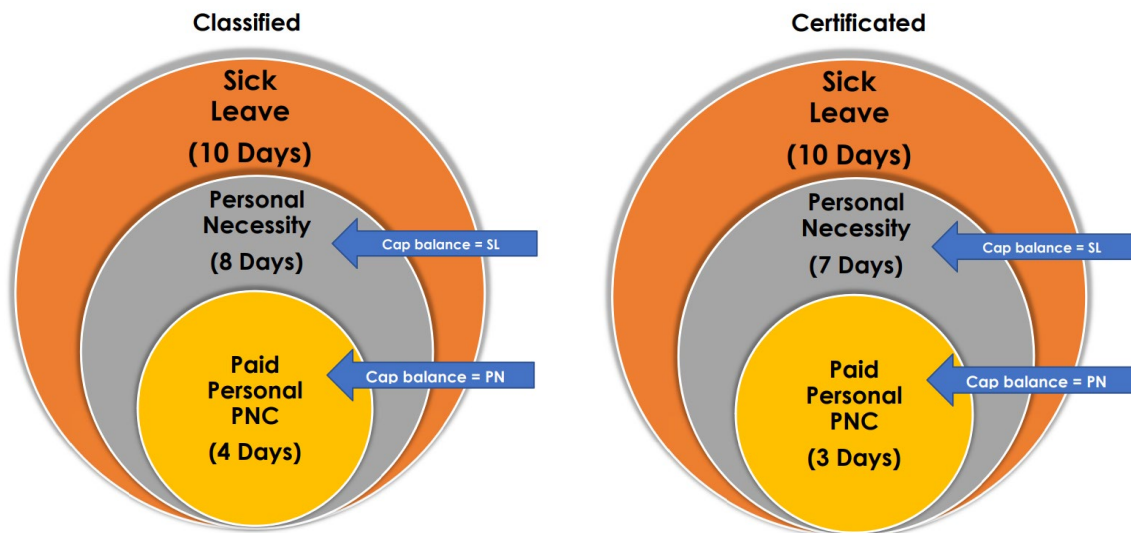
### Dispute Resolution

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034.

## ATTENDANCE

The contribution of each RBJUHS D employee is critical, and the efforts of each are needed to help RBJUHS D reach its goals. Consistent staff attendance increases program continuity and the chances of success for staff and students alike. For these and many more reasons, RBJUHS D places great value on positive and consistent attendance and thanks each of you in advance for your efforts to support it in practice.

Scheduled and unscheduled absences must be entered into the absence management system (Frontline) as soon as possible but no later than the day of the absence. See the collective bargaining agreement for definitions of absence reason categories. Be aware that personal necessity days and paid personal days are part of your sick leave balance; they are NOT separate balances. A paid personal absence will be deducted from the paid personal balance, the personal necessity balance, and the sick leave balance. The following leave charts illustrate this concept:



For detailed information on the types of leave available to employees under the Education Code and State and Federal law, see the collective bargaining agreement and/or make an appointment with the Human Resources Director, Sandy Wallace.

## **DISTRICT SPONSORED SOCIAL MEDIA**

### [AR 1114](#)

Prior to activating an official district-sponsored social media presence, employees of Red Bluff Joint Union High School District who wish to create and maintain a district-sponsored presence on any social media site must first complete this form and obtain authorization from their school principal or department supervisor. Once authorization has been received, the employee's site administrator or designee(s) will be fully responsible for regularly monitoring the site to ensure appropriate online conduct and adherence to Board Policy 1114 and Administrative Regulation 1114 on Social Media Use. Personal social media use is not to be used to conduct official district or school business.

## **DRESS & GROOMING**

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

## **ACCESS TO STUDENT RECORDS**

A school employee may access a student record without written parental consent only when that employee has a legitimate educational interest to inspect the record. No school employee who is permitted to access a student record shall divulge or otherwise permit access to the information contained in that record to any other person without the written consent of the student's parent or guardian, unless further sharing of information is with other persons within the educational institution and those persons have a legitimate educational interest in the information.

## **STUDENT REFERRAL PROCESS**

### **RBHS Referral Process**

Teacher will refer to RBHS Behavior Matrix to implement Pre-Referral strategies prior to Referral

**Teacher refers student to Spartan Refocus by filling out a Referral to Intervention. Student MUST be escorted to Spartan Refocus by a Campus Supervisor.**

**\*Teacher is required to send pre-made packet work OR Current assignment (Chromebooks will not be allowed in Refocus) with the student. Students will be sent back to class if they enter Refocus without an assignment.**

**Upon arrival to Spartan Refocus:**

1. Student signs in.
2. Student hands over their phone. (If a student refuses to turn in the phone, refer to cell phone policy and follow protocol.)
3. Student fills out restorative reflection.
4. Student works quietly on their assignment until an adult is ready to meet.
5. Adult reviews form with the student.
6. Student returns to class (escorted by campus supervisor as needed).
7. Teacher is given a copy of the reflection form.  
\* Students who do not participate in the restorative reflection/stay on task with assignment will not be released back to class, and will lose access to break/lunch.

**If this student is sent to Spartan Refocus 3x's from the same teacher during a semester, a meeting will be scheduled (Teacher, Associate Principal and/or Behaviorist) during teacher's prep period to discuss Restorative Conversation implementation, and to review strategies used in the RBHS Behavior Matrix. The student will be called up to the office and the teacher will lead a Restorative Conversation with support from Behaviorist and/or Associate Principal).**

**Continued behavior may result in the following:**

1. 5 or more referrals by the same teacher– Designated staff member (EBA, SEL Coordinator and/or administrator) check in with the teacher and review further strategies for decreasing problem behaviors (classroom management plans, behavioral data collection, SST's, periodic check-ins with teacher and staff etc.).
2. Restorative Mediation/Conferencing
3. Behavior Contract
4. SST Meeting

## **CELL PHONES**

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

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

## **WORKING with VOLUNTEERS**

Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. The presence of

volunteers in the classroom and on school grounds also enhances supervision of students and contributes to school safety.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with District policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

## **CONFERENCE, EXPENSE, & SUBSTITUTE REQUEST**

### **[Conference, Expense & Substitute Request](#)**

Staff is required to complete a Conference, Expense & Substitute Request Form at least two weeks in advance of the trip. Please allow more time if you are requesting an advance for meals and/or mileage. If traveling in a group, you must complete one request for each traveler.

Please complete all applicable sections in their entirety. If you have questions, please contact the district office manager.

#### **Form Instructions**

Forms are located under [“Staff Info”](#) on the district website.

#### **Section B**

1. Attach the conference registration description/information/flier and a registration form, or include a link if online.
2. If any hotel or flight information has already been booked, please indicate it on the form.
3. If you will be flying, please enter your name exactly as it appears on your ID in the space provided.
4. If any meals are provided at the conference and included in the registration, please do not include those meals in the “Meals” section.

#### **Section D**

1. Enter the budget code (your department chair will have this information)

2. Once the request is complete, please forward it to the principal's secretary for approval.

### **Claim for Reimbursement Form**

Upon your return, a Claim for Reimbursement form will be emailed to you.

1. Review the information for accuracy.
2. Respond with any revisions needed.
3. Once complete, district office manager will request signatures via Adobe Sign and you will be reimbursed.

## **EXPECTATIONS REGARDING STUDENT CONDUCT**

### **[BP 5131](#)**

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

## **FIELD TRIP REQUESTS**

### **[Field Trip/Transportation/Substitute Request](#)**

Staff is required to complete a Field Trip/Transportation/Substitute form at least 30 days prior to a field trip. Forms can be found [here](#). Please follow the steps below for a field trip request:

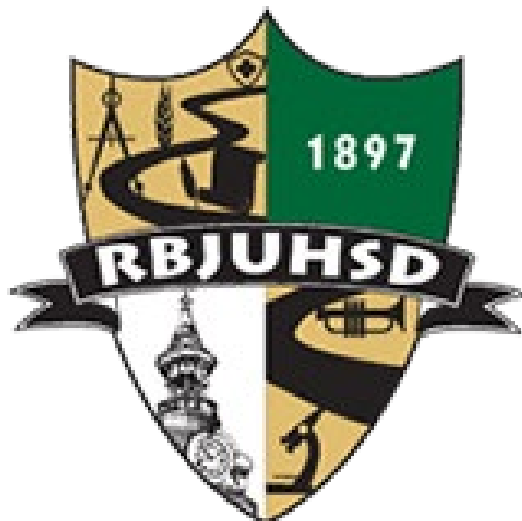
1. The form should be completed, signed and forwarded to the Department Chair or Principal for approval.
2. Overnight field trips/excursions require Board approval. Please be mindful and submit to the district office manager one week in advance of the regular board meeting.
3. The Field Trip Checklist should be used to ensure all requirements are met.
4. Each student must have a permission slip and Voluntary Excursion/Field Trip Notice and Medical Authorization form on file.
5. Each adult chaperone must have a Voluntary Excursion/Field Trip Notice and Medical Authorization form on file.
6. For departments who have several field trips/excursions throughout the year, please use the Voluntary Excursion/Field Trip Notice and Medical Authorization labeled "Voluntary Activities Participation Form"
7. If the District will not be providing transportation to an event/field trip/excursion, each student participating must have "Non-sponsored Transportation Notice" on file.

## **SALISBURY HIGH SCHOOL/FOCUS/ISP TRANSFER PROCEDURES**

All students begin the enrolment process at RBHS. In some cases, students' needs would be better served in an alternative setting. The district alternative settings include Salisbury High School (Continuation High School), FOCUS (Program for Expelled Youth) and Independent Study Program (ISP). Transfer procedures for these programs can be found [here](#).



# RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT



# PAYROLL & BENEFITS INFORMATION

## **EMPLOYEE PAYROLL PORTAL**

Your secure [Employee Portal](#) allows you to:

- Update your contact information: mailing address, phone number, emergency contacts
- Update your State and Federal Tax Withholdings (W4/DE4)
- View your leave balances as of the end of the previous month (Sick, Comp, Vacation, In Lieu)
- Review your leave activity as it was deducted from your balances
- View and Print recent paychecks, W2s, and 1095s
- View all pay dates for the school year.

If you cannot log in to your Employee Portal, contact Charity Pritchard or Lisa Blythe for assistance.

## **EXTRA DUTY and OVERTIME**

Employees are paid monthly according to their placement on the salary schedule. Employee salary determinations/status reports are uploaded to the Employee Portal annually at the beginning of the school year. This document should be reviewed carefully as it contains work hours, work days, step and column movement, and additional compensation such as shift premiums or additional periods.

Any work outside your salary determination/status report must be authorized by a supervisor and detailed on an extra duty timesheet. State retirement reporting requires extra duty hours to be reported within 30 days to avoid penalties. Extra Duty Timesheets must be submitted to the supervisor on the last working day of each month.

## **RETIREMENT SAVINGS**

All employees can participate in payroll deduction for 403b and/or 457b retirement savings plans. See authorized investment providers, plan highlights, and comparisons in the Client Resource Center at [EnvoyPlanServices.com](http://EnvoyPlanServices.com).

To change the deduction amount of your current 403b or 457b plan, complete an Online SRA at [EnvoyPlanServices.com](http://EnvoyPlanServices.com).

## **HEALTH BENEFITS INFORMATION**

Medical, dental, and vision benefits are offered to all employees and their qualified dependents. California's Valued Trust administers these benefits. The participation agreement between CVT and the collective bargaining units requires all full-time employees to enroll in coverage within 31 days of employment. Part-time employees may choose between any available coverages (health, dental, or vision). Coverage begins on the first day of the month following the date of hire. Premiums will be deducted retroactively if enrollment is received after the billing date. Plan details, rates, and District contribution amounts are published on the District website.

Employee registration at [CVTrust.org](https://www.cvtrust.org) gives you an overview of your current benefits and dependents. It also provides direct links to Anthem Blue Cross, Delta Dental, and VSP Vision Care, where you can create an account to search for providers and view your billing history.

**CVT Member Services** can answer your questions about plan comparisons, dependents, and other value-added benefits. Contact them by phone Monday through Friday from 8 am – 5 pm or email [MemberServices@cvtrust.org](mailto:MemberServices@cvtrust.org)

### **Prescription Drug Benefits**

Pharmacy benefits are provided through CVS Caremark. You are not required to fill your prescriptions at CVS. Visit [Caremark.com](https://www.caremark.com) for a complete listing of their national network of pharmacies. Call the CVS/Caremark Specialty Services/Admissions at 800-27-2767 for specialty drugs. Some prescription medications require a Prior Authorization evaluation. Call 800-294-5979 for this service.

### **TELEHEALTH**

Telehealth is available through [MDLIVE](https://www.mdlive.com) for all CVT medical plans. Registration is required before services can be accessed.

### **HEALTH SAVINGS ACCOUNTS**

Employees enrolled in a High Deductible Health Plan are eligible to open a Health Savings Account. To take advantage of the tax-saving benefits of payroll deduction, be sure the financial institution you choose for your account accepts vendor checks. Tehama County does not provide ACH or wire transfers for payroll vendors. To begin payroll deduction for your HSA or to change your deduction amount, complete an RBHS [HSA Payroll Deduction Authorization](#). It is the responsibility of the employee to be informed of HSA rules. See [IRS Publication 969](#) or contact your HSA administrator.

### **DISABILITY INSURANCE**

**Classified employees** pay into the California State Disability Insurance (SDI) program. Disability is an illness or injury, either physical or mental, which prevents customary work. Disability includes elective surgery, pregnancy, childbirth, or related medical conditions. SDI benefits plus wages cannot exceed your regular weekly wage. For complete details or to file a claim, review the Disability Insurance Provisions Brochure given to you at the time of hire or visit [https://edd.ca.gov/en/disability/disability\\_insurance/](https://edd.ca.gov/en/disability/disability_insurance/)

**Certificated employees** do not pay into the California State Disability Insurance program.

To purchase disability insurance through payroll deduction, you may contact our preferred partner, American Fidelity, at 800-365.8306 or visit <https://americanfidelity.com/info/disability/>

Members of the California Teachers Association may also purchase disability insurance with payroll deduction through The Standard. To do so, contact the CTA Customer Service team at 800-522-0406 or the payroll department for an enrollment brochure.

Disability is a post-tax deduction. You may enroll any time during the year; it's not necessary to wait until open enrollment.

## **LIFE INSURANCE**

The district's contribution toward benefits also applies to employee-only life insurance coverage through The Standard. Employees who elect coverage at the time of hire do not need to complete a medical examination. Employees may add dependent life insurance and supplemental coverage at their own expense through payroll deduction.

Supplemental life insurance policies (through American Fidelity or The Standard) may be elected at any time during the year as they are post-tax deductions.

## **SUPPLEMENTAL INSURANCE**

Many optional supplemental insurance policies are available to all employees pre-tax, lowering your taxable income through payroll deduction. Pre-tax policies such as Flexible Spending or Dependent Care Accounts, Accident, Critical Illness, Cancer, and Hospital Insurance can be purchased through our preferred provider, American Fidelity. Pre-tax policies must be elected at the time of hire or during the yearly open enrollment period. Contact the payroll department for more information.