

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

SUBSTITUTE TEACHER HANDBOOK

2014-2015



Capistrano Unified School District now uses AESOP as its substitute management system. AESOP uses both a web-based application and a telephone system to allow employees to submit absences and substitutes to fill absences. Upon hire, substitutes will receive their ID and PIN numbers.

Logging in on the Web: To log in to AESOP, type www.frontlinek12.com/aesop in your web browser's address bar. Enter your ID number and PIN, then click **Login**. If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click the **Help** tab to go to the AESOP Learning Center to search AESOP's knowledge base of help and training materials.

Substitutes are **encouraged to use the Web-based system** to be proactive in searching for and accepting jobs.

Selecting Preferred School Sites: It is the expectation that substitutes will be available and willing to work at as many CUSD schools as possible, as frequently as needed. Substitutes can, however, go to the **Help** tab and click "schools" to select certain schools where they would prefer to work.

Using AESOP on the Phone: To call AESOP, dial 1-800-942-3767. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling AESOP, you can:

Press 1--Find available jobs

Press 2--Review or cancel upcoming jobs

Press 3--Review or cancel a specific job

Press 4--Review or change your personal information

When AESOP Calls You—If an available job has not been filled by another substitute two days before the absence is scheduled to start, AESOP will automatically start calling substitutes in an effort to fill the job. Keep in mind, when AESOP calls you, it will be calling about one job at a time even if you are eligible for other jobs. You can always call into AESOP to hear a list of available jobs.

What are Confirmation Numbers?

Each absence successfully reported is assigned a confirmation number. As a substitute, you will know that you have successfully received a job when your confirmation number matches that of the teacher absence. Confirmation numbers must be used when accessing an existing job for review or cancellation on the phone.

NOTE: Anytime you accept a job, **MAKE SURE YOU TAKE NOTE OF YOUR CONFIRMATION NUMBER!**

HELPFUL HINTS TO REMEMBER

- Take your time and follow the narration or computer prompts. Use the **Help** menu for guidance.
- When accepting a job, always wait for the confirmation number before leaving the system.
- If you must cancel a job that you have already accepted, please do so as early as possible. At a minimum, you must cancel one hour before the scheduled start time.

RESOURCES/TOOLS

- CUSD Website – www.capousd.org (Personnel/Non-Perm/Substitutes)
 - Regularly provides communication regarding important information and reminders to help navigate the phone and internet systems.
- Substitute Support
 - Linda Friesz – ljcfriesz@capousd.org 234-9364
 - Joy Landers – jklanders@capousd.org 234-9385



General Information

A list of approved substitute teachers is maintained by Personnel Services. Employment is offered only to those on the approved list. Substitutes are employed on an “as needed” basis, and may be released pursuant to Section 44953 of the Education Code.

Amount of Service

It is impossible to predict the amount of service a substitute teacher can expect. Frequency of employment depends on the absence rate of the regular staff, the number of available substitutes and the quality of service rendered by the substitute. In general, substitute service is distributed among the active list of substitute teachers.

Assignments

CUSD manages substitute teacher assignments through an automated system called AESOP. This phone or web-based application allows you to enter your availability and accept and review assignments. To access the website, go to www.FrontlineK12.com/Aesop. To access by phone, call **1-800-942-3767**.

Change in Status

It is essential that you keep your availability status up-to-date. In order to change your official personnel/payroll records (including phone number), please complete a Change of Name/Address form in the Personnel Office.

Credentials

It is the responsibility of each Substitute Teacher to ensure a current copy of your credential is on file in the Personnel office. Credentials may be renewed up to one year before their expiration date. Any substitute with an expired credential will be ineligible for service and terminated from the system if not renewed with 45 days of the expiration date.

Renew Your Credential/Permit Via the Web

You can renew your credential in the convenience of your own home. The renewal process for your Clear Credential or 30-Day Substitute Teaching Permit can be submitted on-line with the use of a credit card. Substitutes are still responsible for providing Personnel with an updated copy of the current teaching license or permit. Go to the CTC website to renew: www.ctc.ca.gov

Performance Reports

Teachers write reports after a substitute covers the class. A pattern of negative reports or incidents of a serious nature will result in termination from the substitute list.

Items of Interest

CUSD Web Page:

www.capousd.org

CUSD Staff Development:

949/234-9200

www.capousd.org/edusupport

Orange County Department of Education:

714/966-4000

<http://www.ocde.us/Pages/default.aspx>

STRS

714/966-4251

PARS

800-731-7884

California Commission on Teacher Credentialing:

www.ctc.ca.gov

Tuberculin Examinations

Substitute teachers must provide proof that they are free of active tuberculosis every **four** years. This must be from a medical provider showing your name, date, the doctor's name, signature, telephone number, and the results of the test. You must request the Mantoux test. Failure to provide proof of freedom from TB will result in ineligibility for service. This is a requirement of the California Education Code Section 49406. Substitutes will be terminated if TB results are not renewed within 45 days of the expiration date.

Reporting to Assignment

Hours of Service

Substitute teachers observe the same hours of service as a regularly assigned teacher at the school to which they are assigned. Substitute teachers are expected to report to their assignments in a timely manner. You are expected to be at the site early enough to pick up keys and prepare for the day before class begins.

CUSD will make every attempt to notify substitutes early enough in the day to enable them to report to the school by the specified time so they can be properly prepared to begin the teaching day. **Adjustments in the rate of pay will be made if a substitute arrives late, leaves the school before the scheduled dismissal time, or declines to work during a prep period.**

Reporting

Substitute teachers report first to the site office manager and/or the school principal early enough to check-in for the absent teacher, secure room keys, attendance accounting information, bus duty assignments, the substitute folder, and other necessary materials.

Ending Assignment

Substitute teachers must return room keys, ID badge, the substitute folder, and other materials at the close of the teacher's day. Substitutes should leave notes for the teacher, summarizing the events of the day and progress made.

Accepting Assignments

It is the expectation that substitute teachers will accept assignments that are offered. Substitutes have the ability to mark their schedule "unavailable" when they know they cannot work. Periodically throughout the year, job monitoring will occur to ensure that CUSD maintains an accurate and working substitute list. Consistent **lack of availability and/or frequent cancellation of jobs** may result in removal from the substitute list.

School Information

Substitute Information

School sites are encouraged to provide the following information appropriate to the assignment:

- Name and room number of teacher for whom you are substituting
- Bus duty schedules
- Name of teacher next door
- Location of the teacher's workroom, lounge, and rest rooms
- Daily bell schedule, including recess, lunch, and physical education periods
- Emergency drill information
- Special events schedule
- Attendance accounting information
- Lunch procedures
- First Aid procedures
- Bus information as needed
- Names of children with special issues
- Recommended disciplinary procedures
- Lunch money collection procedures
- Names of dependable pupils
- A map of the school and playground
- Special school plan instructions

Bus Duty Schedules

Substitute teachers assume all bus duty responsibilities assigned to the regular teacher. If there is any question, the school principal, assistant principal, or other administrator is to be consulted.

Emergency Drills

Procedures for emergency drills, including signals, evacuation routes, etc., are located in a conspicuous place in the classroom. Becoming familiar with this information prior to the start of the school day is essential.

Special Class Activity Schedule

The schedule is to be checked prior to the start of the school day, and pupils are to be sent to the designated locations. Special events and/or special instructional programs for designated pupils should be reviewed prior to sending students to their designated locations.

Attendance Accounting

Attendance figures must be accurate. Make sure that you are aware of how to collect and report attendance.

Bus Schedules

All children riding a bus must be excused from class in order to load the bus on time. Elementary aged children are to be taken to the bus loading zone.

Your Day in the Classroom

Your service as a substitute teacher is important. You have the responsibility of maintaining the regular instructional program in the classroom.

The lesson plans of the regular teacher are to be followed. Lesson plans are left in the class room or are given to you when you arrive at the office. **Please make notes on the lesson plans to indicate progress made and areas covered.**

Supervision of Pupils

Students are to be supervised at all times in the classroom. Children are to be supervised on the playground and during the physical education period. **At no time should students be left unattended.**

Responsibility

The substitute teacher is directly responsible to the school principal, who is to be kept informed of any problems regarding pupils, the instructional program, or parents. Parents are not to be contacted without the prior approval of the school principal.

Instructional Materials

The instructional materials designated by the regular teacher are to be used.

Non-Teaching Duties

Substitute teachers are expected to cover non-teaching duties usually assigned to the regular teacher during a day of service.

Preparation/Conference Periods

Unless assigned other duties by the principal, during the teacher's preparation/conference period you are responsible for completing any preparation of materials, duplicating, or grading of papers as directed in the teacher's lesson plans. **You may be asked to cover another teacher's class during this time; this time is considered part of your regular work day.**

Room Environment

Proper heating, ventilation, and lighting are to be maintained in the classroom. The room is to be maintained in good order and supplies are to be used carefully. **The last few minutes of the day should be used as a clean-up period so the room is ready for the next day or the next teacher. Class sets of books should be returned to shelves and arranged neatly. Desks should be aligned in an orderly fashion.**

Room Safety

Doors are to be locked before leaving the room at recess, lunch, or physical education. Keys are not to be given to pupils.

Pupils Leaving the School Grounds

No pupil is permitted to leave the school grounds without the prior authorization of the school principal or designee. Pupils are not to be sent home to get forgotten books or homework at any time.

Classroom Visitors

Classroom visitors (children) are not permitted unless authorized by the school principal or designee. Parents who visit must register in the office prior to their visit, and secure a visitor badge.

Inclement Weather

School hours remain the same during inclement weather. Special instructions regarding recess and lunch on these days are issued by each school.

School Records and Information

School records are confidential and are to be treated in a discreet and professional manner. Individual children, other teachers, and school situations are confidential and not to be discussed.

Medications Policy

Schools follow district procedures for handling students with ongoing medical concerns. The following policies are generally followed, but are by no means hard and fast rules:

1. Students under 18 who need to use an inhaler tell their teacher (or sub) or other school personnel of their need. They then go to the office to get and use the inhaler.
2. Students who take medication regularly tell the teacher (or sub) that it is time for their medication. They then go to the office for their medication. If a student forgets to go, the school office will call for the child.
3. Teachers of students with serious medical conditions generally leave notes in their lesson plans explaining to the substitute what the condition is, what support is needed, and how the substitute should respond.
4. **Do not distribute food or candy to students.**

Telephone Usage

Classroom phones are to be used only for important school business, not for personal calls. Do not use phones or cameras to take photos of students. **Do not use your personal cell phone during class time.**

Classroom Control

Maintaining order and desirable working conditions in the classroom are a substitute teacher's first priority. A positive approach is always recommended. A pleasant attitude, a warm feeling for children, respect for others, courtesy, and a sense of humor will help to foster a good room atmosphere. Keeping children actively engaged avoids potential problems.

When children fail to respond to positive methods, further actions may be necessary.

DO

- Follow procedures which have been described in the teacher's classroom discipline plan.
- Follow any consequences which may be described in the teacher's discipline plan.
- Leave a list of the names and a description of the behaviors of disruptive students.
- Allow the teacher to determine any further consequences upon return. Do not commit the teacher to a specific plan of discipline, i.e., detention, etc.
- If necessary, send a note to the principal or assistant principal requesting that a disruptive student be removed from the classroom, should the teacher's classroom discipline plan fail to solve the problem.

DO NOT

- Administer any form of corporal punishment.
- Place a student unsupervised outside the room, in the hall, or on a bench.
- Send a student directly to the office for disciplinary action. Wait for the principal or designee to escort the student out of the class.
- Deprive a student of an entire recess period.
- Send a note home without the principal's approval.
- Keep students after school without notifying the principal.
- Allow students to leave the classroom without a hall pass.
- Leave the class unattended to go anywhere.
- Distribute food or candy to students.

Salary Information

If You Are A Retired Teacher

Be sure that you are aware of your STRS earning limits and the "waiting period" of six months before you can substitute. Earnings in excess of the limit will be deducted dollar-for-dollar from the member's monthly STRS allowance. You can find more information at <http://www.calstrs.com>.

Rate of Pay

Elementary:

Daily Rate	\$90.00
Half Day Assignments (4 hours or less)	\$45.00

Elementary Music:

Traveling to two schools	\$90.00
Traveling to three schools	\$118.00

Secondary:

Daily Rate:	\$90.00
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In the event a substitute works **zero** through **sixth** period (in essence, teaches seven class sessions), he/she will be entitled to an additional \$18.00 of daily pay. A substitute teacher's daily assignment is a minimum of 7 hours. **Substitutes assigned to middle and high schools may work six periods, if needed, since this falls within the framework of the expected work day.**

Long Term Substitute Assignments Defined: A substitute teacher who is employed in the same position for more than 20 days. These days must be consecutive, substituting for the same teacher in the same assignment.

Rate for Long Term Substitute Assignments:

First through Tenth Day	\$90.00
Eleventh through Fortieth Day	\$100.00
Forty-first day and beyond	\$221.00

Method of Payment

Each school will maintain a verification record of each teacher absence and substitute who filled the job. Substitute teachers are encouraged to monitor job assignments through WebConnect. The pay period is from the 1st of the month through the 30th/31st of the month. Paychecks will be issued on the last working day of the **following** month. You may arrange for Direct Deposit with your bank by visiting the Payroll Department and completing the necessary form. Direct Deposit through the Orange County Teacher's Federal Credit Union may be arranged at the Credit Union office. Paychecks due at the end of December are issued on the 1st working day in January.

Letters of Intent/Reasonable Assurance

Substitutes in good standing will have reasonable assurance of returning to work at the close of all holiday and recess periods. In the spring, a Letter of Intent will be mailed to the address we have on file so that these substitutes can indicate their intention to continue serving as CUSD substitute teachers. This letter must be returned by the indicated due date to prevent the substitute being removed from the system for the upcoming school year. There will be no need to reapply unless credentials have lapsed, TB test results are not current, or there has been a break in service.

Payroll

For payroll questions, please visit the Payroll website linked to the CUSD website.

Deductions

Income tax, Medicare, and Social Security (for non-STRS members) are deducted from each payroll check varying with the amount earned. The withholding tax statement (W-4) is filed with Personnel Services at time of employment, and is maintained in the Payroll Department.

Retirement Information

Substitute teachers who are already members of the California State Teachers' Retirement System (STRS), will have deductions taken from all earnings.

Substitute teachers may voluntarily request to become members of STRS before 100 days of service. Membership is mandatory after 100 days of service in a school year (July 1st through June 30th) as a substitute teacher. These days need not be consecutive.

If employee does not elect to be a **STRS** member, you will automatically be placed in **PARS**. If you have any questions, please contact PARS directly at 1-800-731-7884.

Equal Employment Opportunity

It is Capistrano Unified School District's policy to ensure Equal Employment Opportunity for all persons regardless of race, color, sex, national origin, religion or physical or mental disability. It is the policy of the District to continue to make positive efforts to upgrade the recruitment, hiring, and promotional practices with the goal of achieving a fully diversified workforce in all levels of employment.

If you have any questions regarding your rights, responsibilities, or salary, please call Personnel Services. Substitute teachers are protected under the following Equal Employment Opportunity Laws and Regulations. A partial list of these includes the following:

- Title VII of the Civil Rights Act of 1964
- Civil Rights Act of 1991
- The Equal Pay Act of 1963
- The Age Discrimination in Employment Act of 1967
- California Administrative Code, Title 2, Division 4, Chapter 5, Section 8101
- Executive Order 11246
- Section 402 of the Vietnam-era Veterans Readjustment Act of 1974
- Sections 503 and 504 of the Rehabilitation Act of 1973
- Americans With Disabilities Act of 1992
- Sexual Harassment laws under Education Code Section 210 et. seq.

Pertinent Codes To Follow

Penal, Education, Business, Professional and California Code of Regulations Title 5

Substitute teachers in the Capistrano Unified School District must be aware of all pertinent sections of the penal and education codes of the State of California as well as some sections of the California Code of Regulations Title 5 and the Business and Professional Code. Several references from these codes are highlighted as examples to assist you in exercising your duties as a substitute teacher.

EC 44014-Assault on Personnel

When any employee of a school district or the office of a county superintendent of schools is attacked, assaulted, or menaced by any pupil, it shall be the duty of such employee, and the duty of any person under whose direction or supervision such employee is employed in the public school system who has knowledge of such incident, to promptly report the same to the appropriate law enforcement authorities of the county or city in which the same occurred. Failure to make such report shall be a misdemeanor punishable by a fine of not more than \$1,000.00.

EC 49073.5 – Pupil Directory Information

- a.) It is the intent of the Legislature that a school district, in adopting a policy pursuant to Section 49073 governing the release of pupil directory information, not purposefully exclude any military services representative from access to that information.
- b.) It is further the intent of the Legislature, in the interest of pupil confidentiality, that school districts minimize the release of pupil telephone numbers in the absence of express parental consent. The Legislature finds and declares that the nondisclosure of pupil telephone numbers will reduce the possibility of harassment of pupils and their families by organizations that receive pupil directory information. 1991

EC 49000-49001 – Corporal Punishment

The Legislature finds and declares that the protection against corporal punishment, which extends to other citizens in other walks of life, should include children

while they are under the control of the public schools. Children of school age are at the most vulnerable and impressionable period of their lives and it is wholly reasonable that the safeguards to the integrity and sanctity of their bodies should be, at this tender age, at least equal to that afforded to other citizens. 1986

- a.) For the purposes of this section “corporal punishment” means the willful infliction of, or willfully causing the infliction of, physical pain on a pupil. An amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section. Physical pain or discomfort caused by athletic competition or other such recreational activity, voluntarily engaged in by the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section.
- b.) No person employed by or engaged in a public school shall inflict or cause to be inflicted, corporal punishment upon a pupil. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing the infliction of corporal punishment upon a pupil attending a public school is void and unenforceable. 1986

CCR Title 5 352 – Detention During Recess or Noon Intermission

A pupil shall not be required to remain in school during the intermission at noon, or during any recess.

EC 44807.5 – Detention During Recess

The governing board of a school district may adopt reasonable rules and regulations to authorize a teacher to restrict for disciplinary purposes the time a pupil under his or her supervision is allowed for recess.

PC 653b – Loitering

Every person who loiters about any school or public place at or near which children attend or normally congregate, or who reenters or comes upon such school or place within 72 hours, after being asked to leave by the chief administrative official of that school or, in the absence of the chief administrative official, the person acting as the chief administrative official, or by a member of the security patrol of the school district who has been given authorization, in writing, by the chief administrative official of that school to act as his or her agent in performing this duty, or a city police officer, or sheriff or deputy sheriff, or CHP officer, or California State Police Officer, is a vagrant, and is punishable by a fine of not exceeding \$1,000 or by imprisonment in the county jail for not exceeding six months, or by both fine and imprisonment.

As used in this section, “loiter” means to delay, to linger, or to idle about any such school or public place without lawful business for being present. Am. 992

EC 52720 – Daily Performance of Patriotic Exercises in Public School

In every public elementary school each day during the school year at the beginning of the first regularly scheduled class or activity period at which the majority of the pupils of the school normally begin the school day, there shall be conducted appropriate patriotic exercises. The giving of the Pledge of Allegiance to the Flag of the United States of America shall satisfy the requirements of this section.

Such patriotic exercises for secondary schools shall be conducted in accordance with the regulations which shall be adopted by the governing board of the district maintaining the secondary school. 1976

EC 51240 – Religious Beliefs and Training

Whenever any part of the instruction in health, family life education, and sex education conflicts with the religious training and beliefs of the parent or guardian of any pupil, the pupil, on written request of the parent or guardian, shall be excused from the part of the training which conflicts with such religious training and beliefs. As used in this section, “religious training and belief” includes personal moral convictions. Am. 1973

EC 51500 – Race, Color, Creed, Handicap, National Origin or Ancestry

No teacher shall give instruction nor shall a school district sponsor any activity which reflects adversely upon persons because of their race, sex, color, creed, handicap, national origin, or ancestry. Am. 1987

EC 48910 – Suspension by a Teacher

a.) A teacher may suspend any pupil from the teacher’s class, for any of the acts enumerated in Section 48900, for the day of suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or principal’s designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

b.) A pupil suspended from class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day, this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

c.) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the principal’s designee for consideration of a suspension from the school. Am. 1983

EC 48913 – Make-up Work by Suspended Student

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. 1983

CCR Title 5 305 – Pupil Responsible for Care of Property

A pupil who defaces, damages, or destroys any school property or willfully or negligently injures another pupil or school employee is liable to suspension or expulsion, according to the nature of the offense.

CC 1714.1 – Liability of Parents

Any act of willful misconduct of a minor which results in injury or death to another person or in any injury to the property of another shall be imputed to the parent or guardian having custody and control of the minor for all purposes of civil damages, and the parent or guardian having custody and control shall be jointly and severally liable with the minor for any damages resulting from willful misconduct.

EC 48905 – Damaging School Personnel’s Property

An employee of a school district whose person or property is injured or damaged by the willful misconduct of a pupil who attends school in such district, when the employee or the employee’s property is (1) located on property owned by the district, (2) being transported to or from an activity sponsored by the district or a school within the district, (3) present at an activity sponsored by such district or school, or (4) otherwise injured or damaged

in retaliation for acts lawfully undertaken by the employee in execution of the employee’s duties, may request the school district to pursue legal action against the pupil who caused the injury or damage, or the pupil’s parent or guardian pursuant to Section 48904. Am. 1983

Community Relations BP 1313(a)

CIVILITY POLICY

Members of CUSD staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, CUSD encourages positive communication, and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school District property, will be directed to leave school or school District property promptly by the Chief Administrative Officer or designee.

2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.

3. When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the Chief Administrative Officer or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and PenalCodes 415.5 and 626.7, if he/she reenters any District facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Chief Administrative Officer or designee may notify law

enforcement officials. An Incident Report should be completed for the situations as set forth in paragraphs 1 and 2; a copy of this report goes to the site Chief Administrative Officer or designee and another to the Family Facilitator.

4. If any individual abuses the privilege of communicating via e-mail, that privilege may be revoked by the Chief Administrative Officer. Abuses are enumerated in paragraphs 1 and 2, but also include inappropriate use of the "copy to:" feature, excessive size or frequency of email.

5. In the event the Chief Administrative Officer concludes that an individual has abused the privilege of communicating via e-mail, he/she will inform the abusing party in writing that all future communication will take place in writing transmitted via the US Postal Service. As an alternative or in addition, the Chief Administrative Officer may, at his/her discretion, arrange face to face meetings to discuss the party's concerns or a pupil's educational program.

Safety and Security

6. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.

7. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on School/District premises or at School/District sponsored activities.

8. An employee, whose person or property is injured or damaged by willful misconduct of a student, may ask the District to pursue legal action against the student or the student's parent/guardian.

Documentation

9. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including

applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident.

EC212.5 – Sexual Harassment

This section applies to students and employees:

"Sexual harassment" means unwelcome sexual advances, request of sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- a.) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- b.) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c.) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d.) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the educational institution. 1984

PC 11166 – Reporting Child Abuse

Requires any child care custodian, medical practitioner, non-medical practitioner, employee of a child-protective agency who has knowledge of or observes child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse, to report the known or suspected instance of child abuse to a child-protective agency immediately, or as soon as possible by telephone, and to prepare and send a written report, thereof, within thirty-six (36) hours of receiving the information concerning the incident.

Workplace Safety

CAPISTRANO UNIFIED SCHOOL DISTRICT

DISTRICT CODE OF SAFE PRACTICES

It is the District's policy that everything possible will be done to protect Employees, Students and visitors from injuries and illnesses. Safety is a cooperative undertaking requiring participation by every Employee. Failure by any Employee to comply with the safety rules will be grounds for corrective discipline up to and including termination. Supervisors shall insure that Employees observe all applicable District and State safety rules and practices and take action as is necessary to insure total compliance.

To carry out this policy, Employees shall:

- Report all unsafe conditions and equipment to your Supervisor immediately.
- Be aware of the potential hazards involving various chemicals stored or used in the workplace.
- Being under the influence of any drugs or alcohol is prohibited.
- Report all injuries and illnesses to your Supervisor immediately.
- Cleaning supplies should be stored away from edible items on kitchen shelves.
- Cleaning solvents and flammable liquids should be stored in appropriate

containers.

- Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
- When working with a VDT (Video Display Terminal), have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
- Never leave lower desk or cabinet drawers open that presents a tripping hazard.
- Use extreme care when opening and closing drawers to avoid pinching fingers.
- Do not open more than one upper drawer at a time, particularly the top two drawers on tall filing cabinets.
- Portable electric tools shall not be lifted or lowered by means of the power cord.
- Horseplay, scuffling, and any other acts which tend to have an adverse influence on the safety or wellbeing of the employees are prohibited.
- Means of egress shall be kept un-locked and well lighted during normal work hours.
- In the event of fire, sound the alarm, follow the company emergency action plan.
- All work areas and classrooms shall be maintained in a neat, orderly manner. Trash and refuse are to be disposed of in designated waste containers.
- Upon hearing the fire alarm, stop work and proceed in an orderly manner to the nearest clear exit and gather at the prearranged designated location.
- Never stack material precariously on top of lockers, file cabinets, workstations or other elevated locations.
- Only trained and designated Employees shall attempt to respond to a fire or other emergency.
- All extension cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
- Inspect motorized vehicles and other mechanized equipment daily or prior to use.
- All exit doors must comply with the fire safety regulations during normal business hours.
- Shut off engine, set brakes, curb wheels and secure vehicle prior to leaving vehicle unattended.

- Inspect pallets and their loads for integrity and stability before loading or moving.
- Stairways shall be maintained free of any material that can be tripped over, and all areas under stairways that are egress routes shall not be used to store materials.
- Do not use compressed air for cleaning clothing unless the pressure is less than 10 psi.
- Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places deemed to be “confined spaces” unless authorized to do so.
- When carrying material, caution shall be exercised in watching for and avoiding obstructions, loose materials, etc.
- Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperature lines.
- Appliances such as coffeepots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
- Do not stack material in an unstable manner.
- Report any exposed wiring and cords that are in disrepair or have deteriorated insulation so they can be repaired or replaced promptly.
- Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
- Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
- Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
- Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the guard.
- Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
- Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screw drivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
- All tools and equipment shall be maintained in good condition.
- Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
- All designated aisles must be kept clear at all times.
- Only appropriate tools shall be used for a specific task.
- All spills shall be wiped up immediately.
- Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
- Do not use any portable electrical tools and equipment that are not grounded or double insulated.
- Wear hearing protection in all areas identified as having high noise exposure.
- Only authorized persons shall operate machinery or equipment.
- Goggles or face shields must be worn when grinding.
- Do not use any faulty or worn hand tools.
- Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy for one person to lift. Use the team concept to move heavy objects.
- Guard all floor openings with a cover, guardrail, or equivalent.
- Do not enter into a confined space unless tests for toxic substances, explosive concentrations and oxygen deficiency have been monitored.
- Always keep flammable or toxic chemicals in closed containers when not in use.
- Do not eat in areas where hazardous chemicals are present.
- All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
- Loose or frayed clothing, long hair, dangling ties, finger rings shall not be worn around moving parts of machinery or other areas where they may become entangled in the moving parts.

Safety Rules

EMPLOYEE GROUP:

Science Teachers

The following outlines the minimum Code of Safe Work Practices for the employee classification of science teachers. As operations change or new equipment and processes are introduced into the workplace, the safe work practices will be modified and updated.

Workplace Practices:

- Report all unsafe conditions to supervisor as soon as identified.
- Report all injuries and illnesses as soon as they occur.
- Employees shall avoid floor chemical storage (even temporarily).
- Employees shall not use the top shelves for chemical storage.
- Storage of chemicals above eye level is prohibited.
- Chemicals and flammable liquids are to be stored by compatible groups versus storage by alphabetical arrangement.
- Only trained and designated employees may attempt to respond to a fire or other emergency (this classification of employee should receive fire extinguisher training).
- Prior to any handling of chemicals, the employee will review current material safety data sheets.
- When conducting laboratory experiments, select the proper glassware for the experiment.
- Employees shall follow safe practices for cutting, cleaning and disposing of glassware.
- Employees are prohibited from pipetting by mouth.
- Employees shall demonstrate due care when working with animals, syringes and centrifuges.

Workplace Conditions:

- Chemical storage areas shall be provided with suitable storage shelves that are secured to the walls.
- Acids shall be stored in approved acid storage cabinets.
- Flammable liquids shall be stored in approved flammable liquid cabinets.

Personal Protective Equipment:

- Employees must wear eye and face protection, respiratory protection and body protection when handling chemicals, acids, and flammables.
- Employees must use laboratory hoods when conducting experiments that utilize toxic chemicals.

Capistrano Unified School District is an Equal Employment Opportunity employer and encourages disabled, minorities, and women to apply.