

# EMPLOYEE COMPLIANCE PACKET

Sonora Union High School District Employee and Volunteer:

School board policies and state and federal statutes require that every district employee/volunteer be familiar with certain laws and procedures as a condition of employment each year. You are required to read the enclosed materials, which summarize these policies and laws, and delineate specific responsibilities you have as an employee/volunteer of the Sonora Union High School District.

Following the review of these laws and procedures you are to sign this cover page, detach it from the packet, and submit it to your supervisor. You are highly encouraged to retain the Employee Compliance Packet for future reference. Should you have specific questions about any of these laws or procedures, please contact your immediate supervisor.

The Employee Compliance Packet includes:

- Annual Notice of Non-Discrimination
- Drug and Alcohol-Free Workplace
- Tobacco-Free Schools
- Uniform Complaint Procedures (UCP) Annual Notice and Policy
- Weapons and Dangerous Instruments Policy
- Automatic External Defibrillator (AED)
- Asbestos Management Plan
- District Office Services
- Employee Use of Technology; Acceptable Use Policy and Agreement
- Employee Use of Wireless Internet; Acceptable Use Policy and Agreement

1. *I have received the summaries of laws and policies contained in the Employee Compliance Handbook. I was encouraged to retain the Employee Compliance packet for future reference.*

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

2. *I agree to the terms of the Employee Use of Technology; Acceptable Use Policy and Agreement*

\_\_\_\_\_  
Signature

3. *I agree to the terms of the Employee Use of Wireless Internet; Acceptable Use Policy and Agreement*

\_\_\_\_\_  
Signature

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# EMPLOYEE COMPLIANCE PACKET

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# ANNUAL NOTICE OF NON-DISCRIMINATION

2022-2023 School Year

## Public Notice

### Sonora Union High School District Board of Education Notice of Non-Discrimination

Students, their families, employees and potential employees of the Sonora Union High School District are hereby notified that the Sonora Union High School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, disability, actual or perceived ancestry, gender, gender identity, gender expression, ethnicity, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics, actual or potential parental, family, or marital status, pregnancy or related conditions, in employment, vocational programs, or activities, and provides equal access to the Boy Scouts and other designated youth groups, as set forth in compliance with federal and state statutes and regulations.

Any persons having inquiries concerning Sonora Union High School District’s compliance with Title II, Title IX, CCR Title 5, and/or Section 504 may contact:

<u>Title II, and CCR Title 5</u>	<u>Title IX</u>	<u>Section 504</u>
District Superintendent	Karen Sells	Will Sarkisian
100 School Street	Principal	Associate Principal
Sonora, CA 95370	430 N. Washington St.	430 N. Washington St.
(209) 533-8510	Sonora, CA 95370	Sonora, CA 95370
shssupt@sonorahs.k12.ca.us	(209) 532-5511	(209) 532-5511
	ksells@sonorahs.k12.ca.us	wsarkisian@sonorahs.k12.ca.us

The Sonora Union High School District offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex, or disability in grades 9-12: Agriculture, Construction, Cosmetology, Creative Computer Applications, Culinary Arts, Emergency First Responder, Fire Science, Foods, Health Careers, Home Improvement, Photography, Welding, Work Experience, and XBOX/Introduction to Programming. Persons seeking further information concerning the vocational education offerings and specific pre-requisite criteria should contact a counselor:

Elizabeth Garrett	Courtney Castle	Stacy Kroeze
Learning Director/Middle College	Counselor	Counselor
(209) 532-5511	(209) 532-5511	(209) 532-5511
egarrett@sonorahs.k12.ca.us	ccastle@sonorahs.k12.ca.us	skroeze@sonorahs.k12.ca.us

### **Education Code Section 221.8**

The following list of rights, which are based on the relevant provisions of the federal regulations implementing Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.), may be used by the department for purposes of Section 221.6:

- (a) You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- (b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- (c) You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
- (d) You have the right to apply for athletic scholarships.
- (e) You have the right to receive equitable treatment and benefits in the provision of all of the following:
  - (1) Equipment and supplies.
  - (2) Scheduling of games and practices.
  - (3) Transportation and daily allowances.
  - (4) Access to tutoring.
  - (5) Coaching.
  - (6) Locker rooms.
  - (7) Practice and competitive facilities.
  - (8) Medical and training facilities and services.
  - (9) Publicity.
- (f) You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- (g) You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- (h) You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- (i) You have the right to pursue civil remedies if you have been discriminated against.
- (j) You have the right to be protected against retaliation if you file a discrimination complaint.

### **California Department of Education (CDE), Title IX Gender Equity**

[https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp#:~:text=Title%20IX%20is%20a%20federal,sex%20\(including%20sexual%20harassment\)](https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp#:~:text=Title%20IX%20is%20a%20federal,sex%20(including%20sexual%20harassment))

### **Office for Equal Opportunity**

<https://www.eeoc.gov/office-equal-opportunity>

### **U.S. Department of Education's Office for Civil Rights (OCR)**

<https://www2.ed.gov/about/offices/list/ocr/index.html>

Phone: 1-800-421-3481      Email: [ocr@ed.gov](mailto:ocr@ed.gov)

### **How to File a Complaint with OCR:**

<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

# **DRUG AND ALCOHOL-FREE WORKPLACE**

Board policy, the Drug-Free Workplace Act, and Government Code 8350-8357 establish a drug and alcohol-free requirement that applies to employees while at school or any other district workplace before, during, or after school hours.

Board Policy and Exhibit 4020 (below) provide additional detail. Key words and phrases are noted in **bold** type.

## **Board Policy 4020 Drug and Alcohol-Free Workplace**

10/05/2004

The Governing Board 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 students to and from school or school activities; **any off-school site when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.**

The 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 drugs and alcohol abuse in the workplace
2. The district policy of maintain 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

#### **Exhibit 4020 Drug and Alcohol-Free Workplace**

##### **Notice to Employees**

**YOU ARE HEREBY NOTIFIED that it is a violation of Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.**

**"School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.**

As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Pursuant to California Education Code 44836 and 45123, 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.

Pursuant to Education Code 45123, the district may employ for classified service a person who has been convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. The Board shall determine the type and manner of presentation of the evidence, and the Board's determination as to whether or not the person has been rehabilitated is final.

Pursuant to Education Code 44425, whenever the holder of any credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing has been convicted of a controlled substance offense as defined in Education Code 44011, the

commission shall forthwith suspend the credential. Pursuant to Education Code 44065, the district may not employ non-certificated persons in positions requiring a certificate. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential.

Pursuant to Education Code 44940 and 45304, the district must immediately place on compulsory leave of absence any employee charged with involvement in the sale, use or exchange to minors of certain controlled substances.

Pursuant to Education Code 44940 and 45304, the district may immediately place on compulsory leave of absence any employee charged with certain controlled substance offenses.

**The following drug and alcohol counseling, rehabilitation, and/or employee assistance programs are available locally:**

1. **Tuolumne County Behavioral Health:** at [www.tuolumnecounty.ca.gov](http://www.tuolumnecounty.ca.gov) or 209-533-6245
  - A) Crisis, Assessment & Intervention Program (CAIP)
  - B) Outpatient Mental Health Services
  - C) Outpatient Alcohol and Drug Treatment Services
2. **Maynard Recover Center** at [www.maynords.com](http://www.maynords.com) or 1-800-228-8208
3. **Employee Assistance Program for those that are employed by SUHSD** at [www.achievesolutions.net/cvt](http://www.achievesolutions.net/cvt) or 1-877-397-1032

# TOBACCO-FREE SCHOOLS

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Board policy and legislative mandates prohibit smoking and the use of all tobacco products anywhere, anytime on property that is owned, leased or rented by the district and in the district vehicles or private vehicles that are used to transport students. This ban includes all school buildings, school sites, and school vehicles, by all persons, including employees, students, and visitors attending any activities, athletic events, or meetings.

Board Policy and Administrative Regulation 3513.3 (below) provide additional detail. Key words and phrases are noted in **bold** type.

**Board Policy 3513.3 Tobacco-Free Schools**

**04/27/2021**

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 smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559)**

**These prohibitions apply 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.

**Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)**

**Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)**

- 1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff**
- 2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah**
- 3. Any component, part, or accessory of a tobacco product, whether or not sold separately**

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. (Health and Safety Code 104495)

<b>Administrative Regulation 3513.3 Tobacco-Free Schools</b>	04/27/2021
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### 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 appropriate methods of communication.

The Superintendent or designee shall ensure that 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 him/her 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 PROCEDURES ANNUAL NOTICE**

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## **UCP Annual Notice for 2022 - 2023**

### **SONORA UNION HIGH SCHOOL DISTRICT**

**For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties**

The SONORA UNION HIGH SCHOOL DISTRICT annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures & UCP process.

The SONORA UNION HIGH SCHOOL DISTRICT has the primary responsibility for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful student fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

**We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying** against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

**The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:**

- Adult Education
- Agricultural Vocational Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical Education
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Students in Foster Care, Students Who are Homeless, and Former Juvenile Court Students Now Enrolled in a School District
- English Learner Programs
- Every Student Succeeds Act / No Child Left Behind
- Food Nutrition Services
- Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3);
- Migrant Education
- Physical Education Instructional Minutes
- Reasonable Accommodations to a Lactating Student
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- Student Fees
- Tobacco-Use Prevention Education

A student fee includes, but is not limited to, all of the following:

1. A fee charged to a student as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

3. A purchase that a student is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A student fees complaint may be filed with the principal of a school or our superintendent. A student fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A student enrolled in a school in our district shall not be required to pay a student fee for participation in an educational activity.

A student fee complaint shall be filed no later than one year from the date the alleged violation occurred.

A food nutrition services complaint shall be investigated within the District and a copy of the complaint will be sent to the California Department of Education (CDE) or United States Department of Agriculture (USDA) as required by the CDE Nutrition Services Division.

We shall post a standardized notice of the educational rights of students in foster care, students who are homeless, former juvenile court students now enrolled in a school district, or children of military families as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

**The staff member responsible to receive UCP complaints in our district is:**

**Karen Sells**

**Sonora High School Principal**

430 N. Washington St.

Sonora, CA 95370

(209) 532-5511

ksells@sonorahs.k12.ca.us

**Robert Mayben**

**Alternative Education Principal**

251 S. Barretta St.

Sonora, CA 95370

(209) 532-1587

rmayben@sonorahs.k2.ca.us

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his designee.

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs, student fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

# UNIFORM COMPLAINT PROCEDURES

The Governing Board 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 8200-8488)
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 (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 a 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, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 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. 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
23. 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 that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. (New/revised for 2022-2023 Employee Compliance Packet)**
4. 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.
5. **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 (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE 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) (New/revised for 2022-2023 Employee Compliance Packet)**
6. 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)

7. 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)
8. 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)

## **Administrative Regulation 1312.3 Uniform Complaint Procedures**

10/12/2021

Except as may otherwise be specifically provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying Board policy.

### **Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for **receiving, coordinating, and investigating** complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

#### **Karen Sells, Sonora High School Principal**

430 North Washington Street  
Sonora, CA 95370  
(209) 532-5511  
ksells@sonorahs.k12.ca.us

#### **Robert Mayben, Alternative Education Principal**

251 South Barretta Street  
Sonora, CA 95370  
(209) 532-1587  
rmayben@sonorahs.k12.ca.us

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

### Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational **and graduation requirements** of foster youth, homeless students, children of military families, **and** former juvenile court school students now enrolled in the district, as specified in Education Code **48645.7**, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision

10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district **and district school** web sites and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

### **Filing of Complaints**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. **If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.**

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

### **Mediation**

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall 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 an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

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

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

### **Investigation of Complaint**

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

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

Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

### **Timeline for Investigation Report**

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

### **Investigation Report**

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, and bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, **but not limited to, injunctions, restraining orders or other remedies or orders**, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

### **Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint

5. A copy of the district's UCP
6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

## **Administrative Regulation 1312.4 Uniform Complaint Procedures**

02/23/2021

### **Types of Complaints**

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
  - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
  - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
  - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
  - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
  - a. A semester begins and a teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
  - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any district school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, as defined in 20 USC 6314, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.

## **Forms and Notices**

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

### **Filing of Complaint**

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

### **Investigation and Response**

The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

## **Reports**

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

**COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

Contact information: (if response is requested)

Name (Optional): \_\_\_\_\_

Address (Optional): \_\_\_\_\_

Phone number (Optional): Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

Location of the problem that is the subject of this complaint: \_\_\_\_\_

School name/address: \_\_\_\_\_

Course title/grade level and teacher name: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5; 5 CCR 4683)

A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

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**For complaints concerning Sonora High School:**

**Karen Sells, Sonora High School Principal**

430 N. Washington Street  
Sonora, CA 95370  
ksells@sonorahs.k12.ca.us

**For complaints concerning Alternative Education:**

**Robert Mayben, Alternative Education Principal**

251 S. Barretta Street  
Sonora, CA 95370  
rmayben@sonorahs.k12.ca.us

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

The Governing Board recognizes the need to establish a process to allow employees and job applicants to have their concerns heard in an expeditious and unbiased manner. The Board expects that employees will make every effort to resolve complaints and disagreements informally before filing a formal complaint.

The Board prohibits retaliation against complainants. The Superintendent or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

All matters related to a complaint shall be kept confidential and any document, communication, or record regarding the complaint shall be placed in a separate file and shall not be placed in an employee's personnel file.

**Administrative Regulation 4144 Complaints**

06/26/2012

Except as specified below, the following procedure shall be used for any complaint by an employee alleging misapplication of the district's policies, regulations, rules, or procedures or for "whistleblower" complaints by an employee or job applicant regarding an improper district activity including, but not limited to, an allegation of gross mismanagement, a significant waste of funds, an abuse of authority, or a specific danger to public health or safety.

Complaints alleging unlawful discrimination on any basis specified in the district's nondiscrimination policies, including complaints of sexual harassment, shall be resolved in accordance with the district's procedure for complaints regarding discrimination in employment.

Complaints regarding unlawful discrimination in district programs or the district's failure to comply with state or federal laws regarding educational programs shall be resolved in accordance with the district's Uniform Complaint Procedures. Complaints regarding sufficiency of textbook materials, teacher vacancy or misassignment, an urgent or emergency facility condition, or the failure to provide intensive instruction to students who did not pass the high school exit examination by the end of grade 12 shall be resolved in accordance with the district's Williams Uniform Complaint Procedures. (Education Code 35186; 5 CCR 4621)

For complaints regarding working conditions or other subjects of negotiation, the employee shall use the grievance procedure specified in the applicable collective bargaining agreement.

Any of the time limits specified in this procedure may be extended by written agreement between the district and complainant.

**Step 1: Informal Complaint Process**

Prior to instituting a formal, written complaint, the employee shall first discuss the issue with his/her supervisor or the principal of the school where the alleged act took place. Formal

complaint procedures shall not be initiated until the employee has first attempted to resolve the complaint informally.

## **Step 2: Site Level Formal Complaint Process**

If a complaint has not been satisfactorily resolved through the informal process in Step 1, the complainant may file a written complaint with his/her immediate supervisor or principal within 60 days of the act or event which is the subject of the complaint. If an employee fails to file a written complaint within 60 days, the complaint shall be considered settled on the basis of the answer given at the preceding step.

In the written complaint, the employee shall specify the nature of the problem, including names, dates, locations, witnesses, the remedy sought by the employee, and a description of informal efforts to resolve the issue.

Within 10 working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. Within five working days after the meeting, he/she shall prepare and send a written response to the complainant.

## **Step 3: District Level Appeal**

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file the written complaint with the Superintendent or designee within five working days of receiving the written response from the immediate supervisor or the principal. The complainant shall include all information presented to the immediate supervisor or principal at Step 2.

Within 10 working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation, including reviewing the investigation and written response by the immediate supervisor or principal at Step 2, and shall meet with the complainant in an effort to resolve the complaint. Within five working days after the meeting, he/she shall prepare and send a written response to the complainant.

## **Step 4: Appeal to the Governing Board**

If a complaint has not been satisfactorily resolved at Step 3, the complainant may file a written appeal to the Board within five working days of receiving the Superintendent or designee's response. All information presented at Steps 1, 2, and 3 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a written report describing attempts to resolve the complaint and the district's response.

The Board may uphold the findings by the Superintendent or designee without hearing the complaint or the Board may hear the complaint at a regular or special Board meeting. The

hearing shall be held in closed session if the complaint relates to matters that may be addressed in closed session in accordance with law.

The Board shall make its decision within 30 days of the hearing and shall send its decision to all concerned parties. The Board's decision shall be final.



# **WEAPONS AND DANGEROUS INSTRUMENTS POLICY**

The Governing Board desires students and staff to be free from the fear and danger presented by firearms and other weapons. The Board therefore prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at a school-related or school-sponsored activity away from school.

## **Possession of Weapons**

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

Students possessing or threatening others with a weapon, dangerous instrument or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board policy and administrative regulations.

The principal or designee shall notify law enforcement authorities when any student possesses a weapon or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

Upon written permission of the principal or designee and concurrence of the Superintendent, a student may possess a weapon on school grounds when necessary for a school-sponsored activity or class. The principal or designee shall inspect the weapon to ensure that necessary safety precautions have been taken.

The Board recognizes that students age 16 or older may legally possess tear gas or tear gas weapons such as pepper spray for the purpose of self-defense. Students who carry such items at school or school activities shall be subject to suspension and/or expulsion, however, if they use such items improperly or for any purpose other than self-defense.

## **Reporting of Injurious Objects**

The Board encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also include means of informing staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Weapons and dangerous instruments include, but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
2. Knives: any dirks, daggers or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 3-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade (Education Code 48915)
3. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
4. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure or spring action, or any spot marker gun (Penal Code 626.10)
5. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
6. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (Education Code 48900)

If an employee knows that a student possesses any of the above devices, he/she shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

The principal shall report any possession of a weapon or dangerous instrument, including imitation firearm, to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

# **AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)**

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The LIFEPAK defibrillator is an automated external defibrillator to treat victims in sudden cardiac arrest (SCA).

The American Heart Association estimates that in the USA alone, at least 250,000 people die each year of cardiac arrest. Of these, about 10,000 people might have been saved had they received immediate treatment from a defibrillator.

Defibrillation is a relatively simple procedure that involves placing electrode pads on a victim's exposed chest and delivering an electrical shock to the heart.

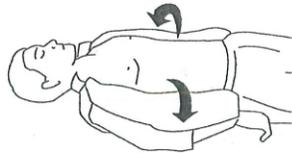
If not treated, sudden cardiac arrest (SCA) will cause death. In an SCA situation, it is important to remember to immediately call for help and activate your emergency response system.

After electrode pads are applied to the victim's chest, the defibrillator analyzes the victim's heart rhythm. If a shockable rhythm is detected, the defibrillator will either deliver an intense pulse of electricity (shock) to the heart muscle. The defibrillator delivers shocks through the electrode pads on the victim's chest.

The LIFEPAK defibrillators are indicated for use on students/staff in cardiac arrest. The patient must be unresponsive (unconscious), not breathing normally, and showing no signs of circulation (for example, no pulse, no coughing, or no movement).

**Located in the Sonora High School Office, the Cassina High School Office and outside of the Athletic Director's Office is the LIFEPAK CR Plus Automatic External Defibrillator.**

**Each employee and volunteer needs to read the following page and become familiar with how to use the Automatic External Defibrillator (AED). Voice instructions guide the responder through the defibrillation process.**



Expose the patient's chest. If the patient's chest is excessively hairy, shave the hair. If the patient's chest is dirty or wet, wipe the chest clean and dry.



Hold down the left side of the electrode packet with one hand and pull the red electrode packet handle down with the other. The electrode packet will tear open.

Tear open the packet completely and remove the electrode pads. A small piece of the packet will remain attached to the defibrillator.



Remove the electrode pads, one at a time, from the blue plastic.



Apply the electrode pads to the patient's exposed chest, as shown.



Listen to the voice prompts and do not touch the patient unless instructed to do so.



Always check to be sure that no one is touching the patient and that nothing is in contact with the patient before pressing the SHOCK button when instructed (semiautomatic model), or whenever the defibrillator indicates it is preparing to deliver a shock (automatic model).



If the patient starts moving or breathing, keep the electrode pads on the patient and connected to the defibrillator. Place the patient in the recovery position, if possible, as instructed in your training.

3 Using the LIFEPAK CR Plus Defibrillator

# ASBESTOS MANAGEMENT PLAN

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Under the Asbestos Hazard Emergency Response Act (AHERA) the District is required to notify you annually of the presence of asbestos-containing materials that have been identified at Sonora High School and Cassina High School. Asbestos is a common construction material found in many building products.

**If asbestos-containing materials are not disturbed, such materials are generally not considered a risk to building occupants.**

July 1, 2022

To: Students, Parents and District Employees

From: Ed Pelfrey, District Superintendent  
Sonora Union High School District

Subject: Asbestos Activities, Summer 2022

In 1987 Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) to establish requirements for management of asbestos in public and nonprofit elementary and secondary schools. The act set standards for training, maintenance, abatement, inspections, surveillance, notifications and record keeping. A compliance program was initiated by the district in 1989. For all schools containing asbestos, periodic surveillance of known or assumed asbestos containing materials is conducted at six month intervals to determine any change in condition. Deterioration or damage is corrected through the AHERA operations and maintenance program, and preventive maintenance is routinely performed. AHERA requires that this annual notice be promulgated to advise parents, students and staff of the status of the asbestos program.

In the previous 12 months, no areas were noted at any site accessible to students and staff that required any action other than normal maintenance and custodial care. No asbestos abatement activities are planned for the coming year.

Documents kept in school administrative offices include the asbestos management plans, inspection reports and records of surveillance, training, maintenance and abatement. Copies of the plan may be obtained for a nominal charge. If you have any questions about the asbestos program or the Asbestos Hazard Emergency Response Act (AHERA), please contact the Environmental Protection Agency directly at (800) 368-5888.

# DISTRICT OFFICE SERVICES

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100 School Street

Monday through Friday, 7:30 am to 4:00 pm

Phone: (209) 533-0423 or 533-8510

Fax: (209) 532-4513

**KIM EVANS** – Chief Business Official (CBO), VOIP Ext 5011

[kevans@sonorahs.k12.ca.us](mailto:kevans@sonorahs.k12.ca.us)

- Auditors
- Budget
- Business Office Supervisor
- Negotiations
- State Financial Reports - Attendance, Categorical, Budget, Interims, Actuals
- Census Day (CBEDS)
- Credentialing
- Human Resources
- Property & Liability Insurance

**NANCY DAVENPORT** – Accounts Payable, Payroll & Benefits, VOIP Ext 5014

[ndavenport@sonorahs.k12.ca.us](mailto:ndavenport@sonorahs.k12.ca.us)

- Payroll / Timesheets – Subs, Extra-pay, Stipends
- Annual Contracts / Units Contracts
- Health Benefits / Open Enrollment
- Leaves of Absence, Vacation, Sick, Differential, FMLA
- Worker’s Comp – Nurse-On-Line – authorization, generates claim
- Salary Advancement

**NANCIE WEISER** – Accounts Payable & Human Resources / Personnel, VOIP Ext 5015

[nweiser@sonorahs.k12.ca.us](mailto:nweiser@sonorahs.k12.ca.us)

- Personnel: Job Postings, Applications, Hiring Procedures, Volunteers, Coaches
- Accounts Payable
- Accounts Receivable
- Reimbursements / Petty Cash
- Certificate of Insurance
- Conference / Travel

**JOSH MARTIN** – Accounts Receivable & Purchasing, VOIP Ext 5013

[jmartin@sonorahs.k12.ca.us](mailto:jmartin@sonorahs.k12.ca.us)

- Requisitions
- Purchasing
- Accounts Receivable – Fees, Invoicing, Payments

**CINDY COSTELLO** – Administrative Assistant to the Superintendent, VOIP Ext 5012

[ccostello@sonorahs.k12.ca.us](mailto:ccostello@sonorahs.k12.ca.us)

- Agreements: Leases and Services
- Board of Trustees: Board Policies, Resolutions, Board Meeting Agendas
- Employee Compliance Packet
- Employee/District Agreements and MOUs
- Negotiations Secretary
- Superintendent and Board of Trustees Secretary
- Student Matters: Expulsions, Interdistrict Transfers



100 School Street, Sonora, California 95370

**Superintendent's Office**

Phone (209) 533-8510

Fax (209) 532-4513

[shssupt@sonorahs.k12.ca.us](mailto:shssupt@sonorahs.k12.ca.us)

[www.sonorahs.k12.ca.us](http://www.sonorahs.k12.ca.us)

**Business Office**

Phone (209) 533-0423

Fax (209) 532-4513

[dbo@sonorahs.k12.ca.us](mailto:dbo@sonorahs.k12.ca.us)

*"Preparing every student for success by cultivating personal excellence."*

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July 1, 2022

To: All District Employees  
From: Kim Evans  
Subject: **Procedures for Medical Treatment for Work-Related Injury/Illness**

Attached are procedures and information regarding Worker' Compensation benefits for work-related injuries/illness. In order to provide immediate appropriate medical care and to control the high cost of workers' compensation coverage, the District has established procedures for the handling of work-related injury/illness.

1. **Notify your supervisor IMMEDIATELY.**
2. **Report the injury/illness by calling the Company Nurse On-Call (1/877/223-9311).** If you are unable to call the Company Nurse On-Call due to the nature of your injury/illness, it is your supervisor's responsibility to call the Company Nurse On Call for you. In situations that are life-threatening or need immediate medical attention, an ambulance will be summoned (call 911) and your supervisor will report to the Company Nurse On-Call. (Note: Reporting an injury/illness to the Company Nurse is important because it triggers a series of reports such as the Authorization to Treat and First Report of Injury.) **Your supervisor will notify the District Office of the work-related injury/illness.**
3. **Report to the Designated Clinic/Physician/Hospital you are referred to by the Company Nurse On-Call.** The Company Nurse On Call is an RN and will gather information regarding your injury/illness, triage the situation and recommend self-treatment for a *First Aid* type injury/illness or refer you to a designated clinic, physician or hospital. If you have a designated doctor for work-related injury/illness on file at the District Office, tell the Company Nurse On-Call. The Company Nurse On-Call can verify your designated doctor status with the District Office.
4. **A state Worker's Compensation Claim Form (DWC-1) will be provided to you by the District Office.** You will need to review and complete the employee section (lines 1-7), sign (line 8), and return to the District Office, attention Isabel Valadez.
5. Obtain a **Work Status Report** from the clinic, physician, or hospital you were referred to or taken to. **A copy of the Work Status Report must be provided to the District Office as soon as possible.** If you are unable to return to work, ask the clinic/physician/hospital to fax a copy of the Work Status Report to the District Office (fax: 532-4513), attention Isabel Valadez.
6. **Obtain a NEW Work Status Report each time you see a doctor for a follow-up or if you see a different approved physician for the work-related injury/illness.** Make sure copies of ALL Work Status Reports are sent to the District Office.

7. **If you are unable to return to work** due to the nature of your work-related injury/illness, you will be contacted by a Return to Work Coordinator from the Tuolumne JPA.
  
8. **The District Worker's Compensation Insurance Carrier is LWP Claims Solutions**, P O Box 349016, Sacramento, CA 95834.
  
9. **If you have any questions regarding a work-related injury/illness**, feel free to call Nancy Davenport (533-0423, x 4) or Kim Evans (533-0423 x 2) at the District Office.

#### **Employer Designated Physician/Facilities**

The District is permitted by statute to control medical treatment of a work-related injury/illness for the first thirty (30) days after the reported injury or illness. The list of Tuolumne JPA medical providers designated for the purpose of medical care in the event of a work-related injury/illness is attached.

#### **Employee Pre-Designated Physician**

Employees who have notified the District in writing (see attached *Employee Pre-Designated Personal Physician Notification Form*) may be immediately treated by their designated physician once the District has verified the physician is able and willing to treat an industrial injury/illness. Labor Code Section 4600 defines personal physician as “... the employee's regular physician and surgeon . . . who has previously directed the medical treatment of the employee and who retains the employee's medical records, including his or her medical history.”

**If you wish to designate a personal physician for work-related injury/illness, please complete the attached Employee Pre-Designated Personal Physician Notification Form.** Completed forms should be sent to the attention of Isabel Valadez, SUHS District Office. We forward the form to your designated physician for approval. If you are a substitute teacher, please note your mailing address and phone number.

**Please be aware if you choose to pre-designate a personal chiropractor** on the attached form, **you MUST see one of the District's designated clinics, physicians, or facilities** for your initial treatment. Should you desire a change to a designated chiropractor after your initial treatment by one of the District's designated clinics, physicians or facilities, you will need to notify the claims adjuster, Cassandra, at LWP Claims Solutions (916/609-3677).

**If you DO NOT pre-designate a personal physician**, after the initial treatment with one of the District's designated clinics, physicians or facilities, you may request a one-time change of physician by notifying the claims adjuster (Marci Oyler, at LWP Claims Solutions (916/609-3615).

#### **First Aid Treatment**

The District is permitted by statute to treat certain work-related injuries as a first aid claim. A first aid claim is defined as any one-time treatment, and any follow-up visit, for the purpose of observation of minor scratches, cuts, burns, splinters, etc., which do not ordinarily require medical care. Such one-time treatment and follow-up visits for the purpose of observation is considered first aid even though provided by a physician or registered professional personnel. (*Defined under Regulation 14311[c]*). **Treatments that require a prescription drug(s) filled at a pharmacy, injuries that result in work restrictions that cause modification to the employee's assigned duties for the remainder of the shift on the date of injury, or illness/injury due to a serious exposure to a hazardous substance DO NOT qualify as a first aid claim.**



**TUOLUMNE JPA DESIGNATED FACILITIES  
FOR WORK RELATED INJURIES**

**HOSPITALS**

**Adventist Health Sonora**

1000 Greenley Rd.,  
Sonora, CA 95370  
209-536-5034

**Mark Twain St. Joseph's Hospital**

768 Mountain Ranch Road  
San Andreas, CA 95249  
Christopher Krpan, M.D. – Director of Occupational Care  
209-754-2515

**Sutter Amador Hospital**

200 Mission Blvd.  
Jackson, CA 95642  
209-223 -7500

**Barton Memorial Hospital**

2170 South Avenue  
South Lake Tahoe, CA 96150  
Occupational Medicine  
530-541-3420 ext. 5882

**Carson Valley Medical Center**

1107 North Highway 395  
Gardnerville, NV 89410  
775-782-1500

**IMPORTANT: UNLESS AN EMPLOYEE HAS ON FILE A REQUEST TO BE  
TREATED BY HIS/HER OWN PHYSICIAN, PAYMENT WILL NOT BE MADE  
OTHER THAN TO THE DISTRICT'S DESIGNATED PHYSICIAN/FACILITY:**

Revised 10/22/2019



## TUOLUMNE JPA DESIGNATED FACILITIES FOR WORK RELATED INJURIES

### Clinics

#### **Indian Rock Prompt Care**

14540 Mono Way  
Sonora, CA 95370  
209-532-3167

#### **JobCare**

19747 Greenley Rd  
Sonora, CA 95370  
209-536-3780

#### **Sutter Occupational Health**

8170 Laguna Blvd., #114  
Elk Grove, CA 95758  
916-691-5952

#### **Occupational Health Services**

840 S. Fairmont Ave., Ste. 9  
Lodi, CA 95240  
209-333-1751

#### **Co Occupational Medical Partners**

1801 E. March Lane, Bld D, Suite 480  
Stockton, CA 95210  
209-954-3200

#### **Arnold Medical Center**

2182 Highway S 4  
Arnold, CA 95223  
209-795-4193

#### **Copperopolis Medical Center**

3505 Spangler Lane, Suite 400  
Copperopolis, CA 95228  
209-785-7000

#### **Plymouth Health Care**

9279 Locust Street  
Plymouth, CA 95669  
209-245-6968

#### **Trinity Urgent Care & Occupational Health**

##### Stockton

10200 Trinity Parkway, Suite 202  
Stockton, Ca. 95219  
209-233-3004

##### Elk Grove

7811 Laguna Blvd, Suite 161  
Elk Grove, CA. 95758  
916-877-7778

#### **Angels Camp Prompt Care**

23 North Main St.  
Angels Camp, CA 95222  
209-736-9130

#### **Co Occupational Medical Partners**

1341 Historical Plaza Way  
Manteca CA 95336  
209-824-1893

#### **Lodi Memorial Hospital Occ Health**

800 S Lower Sacramento Rd.  
Lodi, CA 95242  
209-333-3131

#### **Carson Valley MC Occ Health & Urgent Care**

897 Ironwood Dr  
Minden, NV 89423  
775-782-1615 or 775-782-1610

#### **Angels Camp Medical Center**

222 S. Main Street  
Angels Camp, CA 95222  
209-736-0813

#### **Valley Springs Medical Center**

1919 Vista Del Lago Dr.  
Valley Springs, CA 95252  
209-772-9538

#### **San Andreas Medical Center**

704 Mountain Ranch Road, Suite 103-104  
San Andreas, CA 95249  
209-754-4564

#### **Oak Valley Occupational Health**

1420 W. H Street  
Oakdale, CA 95361  
209-848-4180

(Prompt Care facilities are for initial visit only)

**IMPORTANT: UNLESS AN EMPLOYEE HAS ON FILE A REQUEST TO BE TREATED BY HIS/HER OWN PHYSICIAN, PAYMENT WILL NOT BE MADE OTHER THAN TO THE DISTRICT'S DESIGNATED PHYSICIAN/FACILITY**

Revised 10/22/2019

## PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- on the date of your work injury you have health care coverage for injuries or illnesses that are not work related;
- the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- your “personal physician” may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for nonoccupational illnesses and injuries;
- prior to the injury your doctor agrees to treat you for work injuries or illnesses;
- prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name and business address.

You may use this form to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

### NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

#### Employee: Complete this section.

To Sonora Union High School District: If I have a work-related injury or illness, I choose to be treated by:

Name of Doctor (MD, DO, or medical group): \_\_\_\_\_

Street Address, City, State, ZIP: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Employee Name (Please print): \_\_\_\_\_

Employee Address: \_\_\_\_\_

Name of Insurance Company, Plan, or Fund providing health coverage for nonoccupational injuries or illnesses:

\_\_\_\_\_

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

#### Physician: I agree to this Predesignation:

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

(Physician or Designated Employee of the Physician or Medical Group)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

Title 8, California Code of Regulations, section 9783  
(Optional DWC Form 9783 July 1, 2014)

**NOTICE OF PERSONAL CHIROPRACTOR OR PERSONAL ACUPUNCTURIST**

If your employer or your employer's insurer does not have a Medical Provider Network, you may be able to change your treating physician to your personal chiropractor or acupuncturist following a work-related injury or illness. In order to be eligible to make this change, you must give your employer the name and business address of a personal chiropractor or acupuncturist in writing prior to the injury or illness. Your claims administrator generally has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your claims administrator has initiated your treatment with another doctor during this period, you may then, upon request, have your treatment transferred to your personal chiropractor or acupuncturist.

**NOTE:** If your date of injury is January 1, 2004 or later, a chiropractor cannot be your treating physician after you have received 24 chiropractic visits unless your employer has authorized additional visits in writing. The term "chiropractic visit" means any chiropractic office visit, regardless of whether the services performed involve chiropractic manipulation or are limited to evaluation and management. Once you have received 24 chiropractic visits, if you still require medical treatment, you will have to select a new physician who is not a chiropractor. This prohibition shall not apply to visits for postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers' Compensation's Medical Treatment Utilization Schedule.

You may use this form to notify your employer of your personal chiropractor or acupuncturist.

**Your Chiropractor or Acupuncturist's Information:**

\_\_\_\_\_  
**(Name of chiropractor or acupuncturist)**

\_\_\_\_\_  
**(Street address, city, state, zip code)**

\_\_\_\_\_  
**(Telephone number)**

Employee Name **(please print):**

\_\_\_\_\_

Employee Address:

\_\_\_\_\_

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

Title 8, California Code of Regulations, section 9783.1  
(Optional DWC Form 9783.1 Effective date July 1, 2014)



**SONORA UNION HIGH SCHOOL DISTRICT – EMPLOYEE CHECKOUT FORM  
2022-2023 School Year**

Employee Name: \_\_\_\_\_

**Please hand this form to Nancy Davenport in FL3 when the sheet is completed.**

- |   |                                     |
|---|-------------------------------------|
| 1. Library books, and audio/visual materials and equipment turned in.                           | _____                               |
|   | Library Technician                  |
| 2. Building Keys (#'s _____)<br>Returned Date: _____  | _____                               |
|   | M&O Manager or Designee             |
| 3. Padlock Keys (#'s _____)<br>Returned Date: _____   | _____                               |
|   | M&O Manager or Designee             |
| 4. Transportation Keys (#'s _____)<br>Returned Date: _____                                      | _____                               |
|   | Transportation Director or Designee |
| 5. Chromebook (# _____)<br>Returned Date: _____   | _____                               |
|   | Principal's Secretary or Designee   |
| 6. Radio (# _____)<br>Returned Date: _____  | _____                               |
|   | M&O Manager or Designee             |
| 7. Clothing ( _____)<br>Returned Date: _____  | _____                               |
|   | Supervisor/Manager                  |
| 8. All Grades Turned In (Certificated Only)   | _____                               |
|   | IT Manager or Designee              |
| 9. All Leave Requests Turned In   | _____                               |
|   | Payroll and Benefits Specialist     |
| 10. If retiring: _____ Final Paycheck via Direct Deposit<br>_____ Final Paycheck via Live Check | _____                               |
|   | Payroll and Benefits Specialist     |
| 11. Future Contact Information:   |                                     |
| Phone: ( _____ ) _____  |                                     |
| Email: _____  |                                     |
| Address: _____  |                                     |

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# **EMPLOYEE USE OF TECHNOLOGY POLICY/AGREEMENT**

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

**Employees shall be responsible for the appropriate use of technology and shall use district technology primarily for purposes related to their employment. Such use is a privilege which may be revoked at any time.**

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology. Employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

**Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.**

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

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purposes.

**The Superintendent or designee shall notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological**

resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee.

Inappropriate use of district technology 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 regulation.

<b>Administrative Regulation 4040 Employee Use of Technology</b>	06/23/2009
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### **Online/Internet Services: User Obligations and Responsibilities**

Employees are authorized to use the 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 user account to which they have been assigned.
- 2. Employees shall use the system safely, responsibly, and only for work-related purposes. Commercial, political and/or personal use of the system is strictly prohibited. The district reserves the right to monitor any on-line communications for improper use.**
- 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.**
  1. 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 online only in accordance with applicable copyright laws.**
7. Employees shall not intentionally upload, download or create computer viruses and/or

maliciously attempt to harm or destroy district equipment or materials or the data of any other user, including so-called “hacking.”

- 8. Employees shall not install software not licensed to the District without approval of the Superintendent or his/her designee.**
9. Employees shall not read other users’ electronic mail or files. They shall not attempt to interfere with other users’ ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users’ mail.
- 10. Employees must not attempt to gain unauthorized access to the district computer network or to any other computer system through the district system, or go beyond their authorized access. This includes attempts to log in through another person’s account or access another person’s files.**
- 11. 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.
- 12. There is a restriction on personal communication between staff and students on campus via the use of social networking sites.**
13. Users shall report any security problem or misuse of the services to the Superintendent or designee.

## **Employee Use of Technology Acceptable Use Policy and Agreement**

### **Introduction**

1. The Sonora Union High School District is providing Internet and computer network access to its employees, board members, and the district community. The district's computer network has an educational and business purpose. The network has not been established as a public access service or a public forum. The district has the right to place restrictions on use to ensure that use of the system is in accord with the district's educational and business purposes.
2. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the district computer network. Users must have no privacy expectations within the contents of their personal files and records of their online activity while on the district system.
3. The district declares its ownership of the relevant hardware and software and asserts its right to review and exercise its ownership at any time by search of the system and its equipment, and any information on it. Use of the network by staff shall be subject to monitoring and search, and staff must take notice that they have no expectation of privacy in any information contained on district owned equipment.
4. The district makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the district computer network will be error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The district is not responsible for the accuracy or quality of the information obtained through the system. The district will not be responsible for financial obligations arising through unauthorized use of the system. Users will indemnify and hold the district harmless from any losses sustained as the result of misuse of the system.
5. In this policy, the terms Staff and User(s) are synonymous.
6. Violations of this policy will be handled in accord with district policy and the collective bargaining agreement.

### **Educational and Business Purpose**

1. The computer network has been created for educational use and the official business of the district.
  - a. Users may not use the system for commercial purposes, including offering or purchasing products or services.
  - b. Users may not use the system for lobbying activities, as defined under the statute prohibiting use of public funds for lobbying.

### **Discipline for Violation of Policy**

1. The district will cooperate fully with local, state, or federal officials in any investigation relating to any illegal activities conducted through the district computer network.

### **Protections Against Access to Inappropriate Material**

**Inappropriate Material. The district has identified the following types of material as Prohibited, Restricted, and Limited Access Material.**

1. **Prohibited Material**  
Users may not access prohibited material at any time, for any purpose. The district designated the following types of materials as Prohibited: obscene materials, child pornography, material that appeals to a prurient or unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions, material that has been designated as for "adults" only, and material that promotes or advocates illegal activities.
2. **Restricted Material**  
Students may not access material that is restricted at any time for any purpose. Restricted Material may be accessed by staff in the context of specific learning activities that have been approved by the district for legitimate research or professional development purposes. Materials that may arguably fall within the description provided for Prohibited Material that have clear educational relevance, such as material with literary, artistic, political, or scientific value, will be considered to be restricted. In addition, Restricted Material includes materials that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are Restricted unless such sites have been specifically approved by the district.
3. **Limited Access Material**  
Limited Access Material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that are directed by a teacher or during periods of time that a school may designate as "open access" time. Limited Access Material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investments.

If a user inadvertently accesses material that is considered prohibited or restricted, he/she should immediately disclose the inadvertent access in a manner specified by their site or department. This will protect the user against an allegation that they have intentionally violated the policy.

### **Illegal, Unauthorized, and Inappropriate Activities**

1. **Illegal Activities**
  - a. Users must not attempt to gain unauthorized access to the district computer network or to any other computer system through the district system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
  - b. Users must not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. This includes the installation of software not licensed to the District and/or approved by the Superintendent or his/her designee

- c. Users must not use the district computer network to engage in any illegal act, including arranging for a drug sale, the purchase of alcohol, engaging in criminal activity, threatening the safety of a person, etc.
2. Inappropriate Language
    - a. Restrictions against inappropriate language apply to all speech communicated through the district computer network, including but not limited to public messages, private messages, and material posted on web pages.
    - b. Users must not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
    - c. Users must not post information that, if acted upon, could cause damage or a danger of disruption to the business of the district.
    - d. Users must not engage in personal attacks, including prejudicial or discriminatory attacks.
    - e. Users must not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
    - f. Users must not knowingly or recklessly post false or defamatory information about a person or organization.
  3. Plagiarism and Copyright Infringement
    - a. Users must not plagiarize works that they find on the Internet.
    - b. Users must obey copyright laws.

## **System Security and Resource Limits**

1. System Security
  - a. Users are responsible for the use of their individual account and must take all precautions to prevent others from being able to use their account, including protecting the privacy of their password.
  - b. Users must preserve evidence of misconduct and immediately notify the Technology Department, if they have identified a possible security problem. Users must not attempt to probe security problems. This action may be construed as an illegal attempt to gain access.
  - c. Users must avoid the inadvertent spread of computer viruses.
  - d. User must not attempt to install, uninstall, change, re-configure, or disable any anti-virus software on any district computer.
  - e. Users must not test or attempt to compromise any Technology Department mechanism unless specifically authorized to do so by the Technology Department. Users must not possess or use software or other tools that are designed to compromise network security.
  - f. Only users approved by the Technology Department may write production computer programs. The construction of spreadsheet formulas or databases is not considered programming for purposes of this document. Both users and programmers must be careful

never to embed user IDs, readable passwords, encryption keys, or other security parameters in any file.

2. Resource Limits.
  - a. Users must not misuse district, school, or personal distribution lists or discussion groups for sending irrelevant messages.
  - b. Users must check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota. Unwanted messages are to be deleted from the Inbox, Sent Message box and trash box on a regular basis. If you have questions about the size of the allocated storage limits please contact the Technology Department.

### **Protection of Student Confidentiality and Privacy**

1. All contracts with third party providers of data management services for the district will be reviewed to ensure compliance with federal and state student privacy and records retention laws.
2. Staff transmission of student confidential information via e-mail must be in compliance with all federal and state student privacy laws.
  - a. E-mail transmission will be utilized only when the circumstances justify the need for immediacy in the transmission of information.
  - b. The "subject line" of the e-mail should provide an indication that the e-mail contains confidential student information.
  - c. A hard copy of any e-mail containing student confidential information will be retained in accord with district student records retention requirements.
3. Teachers will ensure the protection of student personal information when establishing any relationship with a third-party site or system. Before establishing a third party relationship, the teacher must obtain written approval from their site and the Technology Department.

Teachers may require, encourage, or allow students to establish individual accounts on a third party site or system only under the following circumstances:

- a. The establishment of the account is necessary to achieve identified educational purpose.
- b. There is no commercial advertising for youth interest products or services on the third party system.
- c. Student personal information and student use data will not be collected, analyzed, and/or used for commercial advertising or marketing purposes.
- d. A minimum amount of non-identifying information is collected for the purpose of establishing the account.
- e. The third party system has committed to maintain the privacy of any information provided.
- f. The third party system provides a process by which a parent may access, review, and remove their child's account information.

4. Privacy and Communication Safety Standards. Students and staff will abide by the following privacy and communication safety standards when using the district computer network, including use of electronic communications and the web.
  - a. Personal contact information includes the student's name together with other information that would allow an individual to locate the student, including, but not limited to, parent's name, home address or location, work address or location, or phone number.
  - b. It is not permissible to disclose the personal contact information of students, except to educational institutions for educational purposes, career or college development purposes, or with specific approval of the superintendent.
5. The following provisions address the disclosure of student information, posting student-created material, and posting pictures of students on the district web site. Parents must approve such disclosure and posting.

Limited student identification (first name and last initial or other school developed identifier) is permitted. Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification. All student-posted work will contain the student's copyright notice using the limited student identification.

#### **Staff Acceptable Use Policy**

I have read and understand the Staff Acceptable Use Policy and will abide by the provisions and conditions of this document. I agree to report any misuse of the information system to the system administrator or my site administrator. I understand that any violation of the stated provisions may result in disciplinary action, the revoking of privileges, restitution, and/or appropriate legal action.

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Employee Name (Please Print)

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Employee Signature

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Site

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Date

**Sonora Union High School District –  
Employee Use of Wireless Internet;  
Acceptable Use Policy and Agreement**

Sonora Union High School District (“SUHSD”) offers employees access to the district’s wireless network. Each staff member is responsible for his or her use of the system. While using the district’s wireless internet access each user must act in a manner consistent with the guidelines that have been established by the school, the district, and other legal entities. These guidelines have been outlined in the SUHSD Employee Compliance Packet in the Employee Use of Technology Acceptable Use Policy/Agreement (“AUP”). It is the responsibility of all staff members who connect to this system to be aware of his/her responsibilities and all district expectations when connecting to this technology with their personal devices.

**Each employee seeking to connect to the SUHSD wireless network will agree to the following:**

1. Each user will sign an Acceptable Use Policy/Agreement prior to connection with the wireless network with personal devices.
2. Each user agrees that all training and orientation to features and functions on their device are their personal responsibility.
3. Each user agrees to abide by Employee Use of Technology Acceptable Use Policy/Agreement, as found in Sonora Union High School District Employee Compliance Packet.
4. Each user agrees to use the wireless network for work and business related needs. Social-media, device updates, and excessive stream of media should not be conducted over the wireless network. The SUHSD wireless network is not designed for personal use. All network information is tracked and monitored. Therefore, each user agrees to help conserve network resources by using the wireless system in a manner that is considerate of the district bandwidth needs. Use of the wireless network should be limited to classroom and business purposes.
5. Each user agrees to use the district’s wireless network and resources in a manner that is consistent with the mission of the district. The use of SUHSD wireless network for personal use or private gain is prohibited. As well, deliberate tampering or experimentation is not allowed; this includes the use of SUHSD network and resources to illicitly access, tamper with, or experiment with systems outside SUHSD.
6. Each user agrees that all software on any personally owned device connecting to the wireless network shall be properly licensed. The use of non-licensed software violates the AUP.

*The IT department reserves the right to restrict, without notice, any device that is in violation of the Employee Use of Technology Acceptable Use Policy/Agreement.*

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date