



BONSALL
UNIFIED SCHOOL DISTRICT

Bonsall Unified School
District

2019-2020

Employee Handbook

Board of Education

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Dear Newly-Hired Bonsall Unified School District Employee:

Welcome to the Bonsall Unified School District! Each employee in our district makes an important contribution to the education, well-being, and safety of all of our students, and we are glad you have chosen to join our team.

There are many ways for you to find out about your rights, responsibilities, benefits, and other employment information of interest to you as a District employee. This employee handbook provides a general overview of employment, contact information, and policies, as well as links to forms you might need at some time during your employment with us.

I encourage you to attend the new employee orientation and to take advantage of regularly held information sessions on employee benefits. Your supervisor will provide you with additional information directly related to your assignment.

There are several other portals of information you may want to access:

- Dedicated web pages for staff on our District website - www.bonsallusd.com
- Union contracts and union-sponsored websites (as applicable depending on your position)
- New employee orientations and information sessions on employee benefits

Please sign and return the receipt on page 44 showing you received and reviewed the Employee Handbook.

Providing quality customer service to our employees is at the heart of our mission, and we encourage you to contact any one of us from the Human Resources Team to access employee services and resources.

Thank you joining our district and we wish you many productive and memorable years here.

Human Resources

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Employee Handbook Overview

Introduction

This handbook is designed to be a resource guide for all employees of the Bonsall Unified School District (hereinafter "District"). It describes some of the basic terms and conditions of employment with the District. Although not meant to be an exhaustive or exclusive guide to everything an employee need be aware of, it is a helpful tool to be used in conjunction with Board Policies, the Collective Bargaining Agreement of the Bonsall Teachers Association or the California School Employees Association, Local Chapter #703, and additional information supplied by one's supervisor. Therefore, employees are expected to read this handbook carefully, and to know and understand its contents.

Employees should not interpret anything in this handbook as constituting an offer of employment, creating a contract of employment, or guaranteeing either continued employment or benefits. It does not create or define any legal rights of District employees, nor does it impose any legal duty upon the District. This handbook fulfills the District's legal obligation to inform you annually of several policies, procedures, and unit member responsibilities. Should any of the information presented in this handbook conflict with State or Federal Law, Board Policies of the District, or with the respective Negotiated Agreements, the laws, policies, or agreement will be deemed to be correct.

This handbook is the property of the District, and it is intended for the personal use and reference by employees of the District.

Handbook Revisions

The District and its Superintendent or designee reserve the right to add, amend, change, or eliminate the practices and policies referred to in this handbook at their discretion. The District also reserves the right to interpret the provisions of this handbook. Although every effort has been made to ensure the accuracy of this information, changes may unexpectedly occur over time. Therefore, this employee handbook will continue to be updated periodically. It is recommended that you regularly check the most recent version of the handbook for the most up-to-date information, which can be viewed on the District's website.

Handbook Acknowledgment

Please complete and sign the Handbook Acknowledgment Form on Page 44 and Emergency Card on Page 40. Both the Acknowledgment Form and the Emergency Card must be turned in to your supervisor and will remain at your site. Copies of the two documents will be sent to the Human Resources Department.

Leadership

The Governing Board is composed of five elected members who represent the District's community. The Board sets district educational goals and makes policy decisions on a variety of business and curricular matters. They also appoint our Superintendent to administer all programs of the district according to the policy directives of the Board.

The Governing Board generally meets monthly. All employees and members of the public are welcome to attend these open forums.

Superintendent

The Superintendent is the Chief Administrator of Bonsall Unified School District. The Superintendent is appointed by the Governing Board to administer the many programs of the district according to board policy directives.

District Administrators

Various district administrators are responsible for such areas as business and facilities, human resources/personnel, student services, special education, transportation, maintenance and operations, state and federal projects, technology, food service, and other areas.

Principals

The principals are responsible for all certificated and classified employees at the school site, and the implementation of the curriculum and instructional program and student activities.

Vision Statement

We believe that students in the Bonsall Unified School District Must be exposed to instructional programs that reflect a student centered learning environment, are rigorous, yet positive in nature, and focus on student achievement.

Mission Statement

The mission of the Bonsall Unified School District, in partnership with the home and our richly diverse community, is to provide a program dedicated to academic excellence and support for all students, enabling them to acquire the skills to meet present needs and the further challenges in a complex and changing society.

Philosophy Statement

It is the philosophy of the district that:

1. All students can learn and succeed.
2. Every student in the district, regardless of gender, special needs, or social, ethnic, language or economic background has a right to a high-quality education that challenges the student to achieve to his/her fullest potential.
3. The future of our nation and community depends on students possessing the skills to be lifelong learners and effective, contributing members of society.
4. A safe, nurturing environment is necessary for learning.
5. Parents/guardians have a right and an obligation to participate in their child's schooling.
6. The ability of children to learn is affected by social, health and economic conditions and other factors outside the classroom.
7. Early identification of student learning and behavioral difficulties contribute to student success.
8. Students and staff respond positively to high expectations and recognition for their accomplishments.
9. Continuous school improvement is necessary to meet the needs of students in a changing economy and society.
10. The diversity of the student population and staff enriches the learning experience for all students.
11. A highly skilled and dedicated staff has a direct and powerful influence on students' lives and learning.
12. A high level of communication, trust, respect, and teamwork among board members and the Superintendent contributes to effective decision making.
13. The community provides an essential resource to the educational program
14. Effective communication with all stakeholders helps build support for the schools.
15. Accountability for the district's programs and operations is shared by the entire educational community, with the ultimate accountability resting with the Board as the basic embodiment of representative government. (BP 0100)

Code of Ethics: Certificated Employees

The Governing Board expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students. The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by professional associations to which they may belong. (BP 4119.21)

Code of Ethics of the Education Profession

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

Principle I. Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
 - a) Exclude any student from participation in any program
 - b) Deny benefits to any student
 - c) Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage
8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

Principle II. Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons. In fulfillment of the obligation of the profession, the educator:

1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
2. Shall not misrepresent his/her professional qualifications
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
5. Shall not assist a non-educator in the unauthorized practice of teaching
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
7. Shall not knowingly make false or malicious statements about a colleague
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

(E 4119.21)

Code of Ethics: Classified Employees

The Governing Board expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his /her responsibilities and should focus on his/her contribution to the learning and achievement of the district students. The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by professional associations to which they may belong.

(BP 4219.21)

As a Classified School Employee I will:

1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service -- to the end that others may emulate my example.
2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
3. Be just in my criticism and be generous in my praise; to improve and not destroy.
4. At all times be courteous in my relations with students, parents, teachers and others.
5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.
6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.

7. Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
8. Always uphold my obligations as a citizen to my nation, my state, my school district and my community, and give them unswerving loyalty.
9. Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.

Source: California School Employees' Association; (BP 4219.21)

Professional Standards for Educational Leaders

Preamble

The administrator(s) at a school site have numerous responsibilities that ultimately lead to the improvement of the performance of all students in the school. By acquiring the skills, attitudes and behaviors as outlined in the following Professional Standards for School Leaders, students have the best opportunity to achieve the mission and vision of the district and to meet the expectations of high standards for student learning.

Standards

A school administrator is an educational leader who promotes the success of all students by:

1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community
2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth
3. Ensuring management of the organization, operations, and resources for a safe, efficient and effective learning environment
4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources
5. Modeling a personal code of ethics and developing professional leadership capacity
6. Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context

Source: California Professional Standards for Educational Leaders, 2001 (BP 4319.21, Adopted: July 3, 2008)

Equal Employment Opportunity & Nondiscrimination

The District strives to enhance the quality of education and actively promote equal employment opportunities. The Board prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, military and veteran status, sex, sexual orientation, gender, gender identity, or gender expression at any District site and/or activity. The Board also prohibits retaliation against any District employee or job applicant who complains, testifies, or in any way participates in the District's complaint procedures instituted pursuant to this policy.

For a full reading of the District's Nondiscrimination in Employment policy (BP 0410 Nondiscrimination In District Programs And Activities; BP 4030 Nondiscrimination In Employment), visit the School Board Policies webpage on the District website and use the GAMUT service referenced above.

Alternatively, please see the “Policy Against Harassment, Discrimination, and Retaliation” below starting on page 22 for more detail.

Americans with Disabilities Act (ADA) and other Accommodations

Consistent with the law, the District will provide reasonable accommodations for disabled applicants and employees as required by the Americans with Disabilities Act. The District also makes reasonable accommodations for pregnant employees who request an accommodation with the advice of their health care providers for pregnancy, childbirth, or related medical conditions; employees who are victims of domestic violence, sexual assault, or stalking; and applicants and employees based on their religious beliefs and practices. The Human Resources Department handles all known requests for reasonable accommodations.

Anti-Bullying Policy

Every student and staff member has the right to a safe and secure school environment, free of humiliation, intimidation, fear, harassment, or any form of bullying behavior. The District’s Anti-Bullying Policy outlines expectations for student, staff, and community member behavior. Employees who witness incidents of bullying at school are required by this policy to notify the principal or principal’s designee. A specific Bullying Incident Form is available to document such incidents, although it is not required for reporting. Employees should be familiar with the [Anti-Bullying Policy](#) and participate, as appropriate, in creating a school environment free of bullying behaviors. Recommendations for the implementation of this policy are further explained in the Anti-Bullying Board Policy (BP 5131.2).

Employee Conduct

All employees are role models for our students and ambassadors to the Bonsall community and are expected to conduct themselves in a civil and professional manner at all times.

Company Property and Confidentiality

The security of District property is of vital importance to the District. District property includes not only tangible property, like desks and computers, but also intangible property such as confidential information.

Confidential Information

Because of the nature of the District’s business, employees may have access to confidential information about families, students, and other employees. It is critical for the District to preserve and protect these pieces of confidential information. In order to protect individual rights of privacy, it is important that knowledge of confidential information only be shared as needed to provide essential services to students, families, or employees.

Release of Social Security numbers and personal information is prohibited by law and their use is restricted to conducting District business such as processing employees. Information may be released pursuant to a request for public records under the California Public Records Act (Government Code section 6250 *et seq.*), or in compliance with a lawfully issued subpoena.

Obligations on Termination

On termination of employment, whether voluntary or involuntary, all tangible and intangible District property must be returned to the District immediately. This includes documents, material, data files, and records of any kind, including any copies thereof. Also, the former employee must immediately notify the District if he or she has confidential information stored in a personal computer or in a mobile, cloud, or other storage medium, and work with the District to identify all such information and its location, and help ensure it is retrieved and/or permanently deleted by the District.

Dress and Grooming

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

(BP 4119.22, 4219.22, 4319.22)

The District shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 4030 – Nondiscrimination in Employment)

(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)

In addition, the District shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926,12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

Identification Badges

For everyone's safety and to simplify the identification of persons who do not belong on campus, the District provides identification badges for all staff, volunteers, and visitors. Please wear your badge at all times you are on a District property. If a permanent employee should misplace the badge, a new one may be obtained by contacting Human Resources Department for a replacement. Volunteers and visitors who come to your classroom or onto the work site must stop by the main office to sign in and obtain a visitor's badge. Please ask them to do so. All employees are to wear the District badge daily.

Conditions of Classrooms

Teachers and instructional assistants are responsible for the condition of the classroom and the equipment at all times. Prior to the close of school at the end of the day, teachers will hold students responsible for leaving the room clear of the clutter of paper, textbooks, and other items of classroom use. Your principal will give you specific instructions for your classroom. If more than one teacher uses a classroom, this becomes the responsibility of all teachers using the room. On leaving the room for the day, teachers are responsible for closing and locking all doors and windows.

All teachers have keys to the building and their own rooms. They are privileged to use their own rooms at any time if the rooms are not otherwise assigned, but they are responsible for the locking of all doors and windows after the rooms are used. The buildings are community assets. Any modifications to the buildings must have authorization from the principal and his/her administrator and the Maintenance and Operations Department. These guidelines apply to any employee working in offices and other locations.

The District wants to reduce its exposure to risk and liability, so individual personal appliances including toasters, are not allowed in classrooms or individual departments. Any personal appliance brought must be with approval from Administration. During extensive breaks, these appliances must be unplugged to conserve energy.

In addition, any furniture brought into the classroom must first be approved by the principal. This furniture must be lightweight – easy enough for a custodian to move in order to clean the flooring. The furniture must also be of a wood, metal, plastic, or leather material so that it can be cleaned or wiped off easily with water. It should not contain any material that would promote the growth of lice, bedbugs, or other infestations.

The Governing Board authorizes payment up to \$250 reimbursement of employee's personal property that may be stolen or damaged while being used for work related purposes. (BP 4156.3, 4256.3, 4356.3)

No reimbursement shall be made for accidental damage or for any loss due to lack of personal supervision or failure to keep property in a secured area. The maximum payment shall be the amount specified by the district's insurance carrier for such loss or the amount specified in the applicable collective bargaining agreement, whichever is less.

Reimbursement for personal items used for work related purposes shall be made only if:

1. Use of the personal property was approved by the principal, site supervisor or designee before the property was brought to school or district premises
2. At that time, the employee and district representative agreed on the value of the property.

(Education Code section 35213)

District Information

- Additional District information may be viewed on the District's Website
- District Fact Sheet is designed to provide a general overview of the District
- District Directory provides the listing of site locations, maps, and their contact information

Employment Documents

The following are legal compliance forms for conditions required for employment:

- Offer of Employment Contract or Assignment (bargaining unit members & management)
- Department of Justice fingerprint clearance. (AR 4112.5)
- No Sex Offense Violation (Ed Code 44010) or Controlled Substance Violation (Ed Code 44011).
- TB Clearance (to be kept on file). (Ed Code 49406)
- Certificate of a Medical Examination – certificated employees (Ed Code 44839)

- Notice for the Oath of Affirmation. (AR 4112.3)
- Notice of compliance for Equal Employment Opportunities/ADA requirements.
- Acknowledgement of legally mandated employment documents received including:
 - Sexual Harassment Policy
 - Mandated Child Abuse Reporting
 - Nondiscrimination in Employment Policy
 - Hazardous Material Communication Program
 - Tobacco-Free Schools Policy.

Employee and Supervisor Relationship

Your supervisor will work with you to help you perform effectively on the job and to learn your job faster. They will familiarize you with policies, practices and District culture and procedures. Your supervisor will assign your work, introduce you to other employees, orient you to the job responsibilities, explain the regulations concerning lunch breaks, rest periods, reporting absences, scheduling vacations, and explain other job-related information you will need to know. When you want advice on a problem or an answer to a question, your supervisor will be able to help you. If not, he or she will find the answer or direct you to another person who can assist you. Any questions you have about your employment can be answered by the Human Resources Department.

Employee Responsibilities and Expectations

- Attend a mandatory training (bargaining unit and management personnel only; hourly employees not required to attend this training).
- Have a current emergency card on file at the site and in the Human Resource Department.
- Report change of personal information to the Human Resource Department.
- Take responsibility for a healthy, safe, and clean work environment. Think safety—work smart! Contact your supervisor to report any unsafe working conditions. Slips, trips, falls, back, and neck injuries are the greatest frequency of injuries. Be cautious.
- Be familiar with the emergency procedures at your site and the emergency exits.
- Review the Professional Standards: employees will conduct themselves in a professional manner and respect all employees, students, parents, and all external customers.
- Respect and value ALL confidential and private information of both students and employees. A confidential conversation should not be held where others can hear it.
- Do not discuss confidential school business matters outside of work. Even if items are public matters, such information is only to be given out by designated personnel. Requests for personal information about students should be referred to an administrator.
- Be proactive! Take the initiative to communicate with your supervisor if you need assistance.
- Understand your supervisor's expectations; it is essential to have ongoing communication.
- Know the procedures for attendance reporting and signing in, know who to contact if you are out for illness or for any other reason, and know how to access the substitute calling system if a substitute is required (see Frontline information on page 21).
- Review assignment information in the hiring packet, and if you have questions, please ask.
- Understand your job duties and responsibilities based on the job description.
- Understand your job performance as it relates to District, division, site, and personal goals.
- Know your association representative's name and contact information.
- Understand the evaluation process and the timelines. Know who will evaluate you and be familiar with the evaluation form. Review the contract related to evaluations.

Probationary Period

The District attempts to hire the most qualified employees for each position. To ensure this, the District provides for an introductory period of employment for the employee to assess the District and the job content, and for the District to evaluate the new employee and his or her job performance. All new employees must complete to the District's satisfaction an introductory period of probation. Therefore, it is up to each new employee to learn when their respective probationary period ends and to know the process of becoming eligible as a permanent employee.

During the probationary period, an employee may be discharged by the District for any reason and without advance notice. Similarly, the employee may resign employment for any reason without advance notice during this period. Furthermore, at the District's discretion, a classified employee's introductory period may be extended one or more times. On successful completion of the introductory/probationary period, an employee is eligible to become a regular employee, but this does not guarantee employment for any specific duration.

Employee Conduct and Potential Discipline

The Governing Board desires that all employees exhibit professional and appropriate conduct and serve as positive role models at school and in the community. Unacceptable conduct shall be subject to disciplinary action in accordance with the law, collective bargaining agreements, board policies, and administrative regulations. The Superintendent or designee has developed administrative regulations that identify types of misconduct and possible consequences. Disciplinary actions may include but are not limited to: verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, and dismissal.

The Superintendent or designee may take disciplinary action as he/she deems appropriate in light of the particular facts and circumstances involved. He/she shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented. (BP 4118)

The following may result in disciplinary action, up to and including discharge:

- Violation of the District's policies or safety rules;
- Insubordination;
- Poor attendance;
- Possession, use or sale of alcohol or controlled substances on work premises or during working hours;
- Unauthorized possession, use or sale of weapons, firearms or explosives on work premises;
- Poor performance;
- Theft or dishonesty;
- Physical harassment;
- Sexual harassment;
- Disrespect toward fellow employees, visitors, or other members of the public;
- Negligence; and
- Willful acts of misconduct

These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors, applicable policies, and collective bargaining agreements.

Because the District is a public employer, all individuals working in the District hold a public trust. Therefore, employees should avoid placing themselves in situations where they appear to be using a District position for personal gain.

(Education Code sections 44932-44933; AR 4218)

Attendance and Punctuality

Attendance and punctuality are important factors for success within our District. We work as a team, and this requires each person be in the right place at the right time. Procedures governing punctuality may vary at each school site. If you are going to be late or absent from work, you must notify your administrator before the start of the workday.

All certificated employees must report to school prior to the start of the first student period and are contracted to work a 7.5 hour workday. Before leaving the campus anytime during the school day, all employees must notify the office. Teachers are required to be present at their respective rooms, and to open them for admission of the pupils, before the time prescribed for commencing school. All teachers shall observe punctually the hours fixed by regulation of the Governing Board and the Collective Bargaining Agreement for opening and closing school.

If you are absent more than five consecutive days, the District may ask that you provide a written physician's statement upon return. If you are returning from a long-term absence, you must provide a physician's statement to your administrator before you return, so that he/she may consider any limitations you may have. Sometimes it may not be possible or safe to permit an employee with certain limitations to return to work. In other cases your administrator may need more specific information from the doctor to evaluate your ability to function safely at your normal tasks. Providing information to our administrator as soon as possible will prevent unnecessary delays in your return to work. (BTA 10.6; CSEA 13)

Annual Employee Notification

The District is required by California Education Code to notify employees annually on Communicable Disease Control Information, the Injury and Illness Prevention Program (IIPP), Mandated Suspected Child Abuse Reporting, tobacco, drug, and alcohol policies, and the sexual harassment policy.

Employees are expected to read, comply, and acknowledge receiving this Annual Employee Notification by signing the back of the attached Emergency Card on page 40 and returning it to their supervisor.

Mandated Suspected Child Abuse Reporting

Definition: Any conduct, acts, or omissions that endanger a child's physical or emotional health and development. A child is under 18 years of age.

Types of child abuse:

- **Physical abuse – non-accidental act resulting in injury;** cutting twisting limbs, shaking, hitting, beating, burning, biting, or any other extreme physical mistreatment. (Report to San Diego County Sheriff's Department at (760) 728-1113.)
- **Sexual abuse** - incest, any forced sexual activity, exposure to sexual stimulation not appropriate of the child's age, sexual exploitation of a minor. (report to BPD)
- **Neglect – negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury has occurred;** pattern of failure to provide for the child's emotional needs. (report to Department of Children & Family Services, DCFS 1-800-540-4000)
- **Emotional abuse** - constantly blaming or demeaning; excessive yelling or shaming; frequently interacts with child in hostile manner. (report to DCFS 1-800-540-4000)

NOTE: It is not up to the reporter to investigate or decide if the child's complaint is valid or not. All BUSD employees are mandated reporters, and must:

- ✓ Report suspected child abuse immediately
- ✓ Prior to calling, make sure to have all information needed to complete the written Suspected Child Abuse Report, (SCAR) http://ag.ca.gov/childabuse/pdf/ss_8572.pdf
- ✓ **Contact site administrator for assistance** > If the mandated reporter has any question – call DCFS- they will advise the mandated reporter.
 - If possible, make report in presence of site administrator or inform site administrator that you are making a report.
 - Site administrator can cover class so reporter can leave their classroom. DCFS handles only in-home abuse.
 - **Physical Abuse and Sexual Abuse – if child is in immediate physical danger** report to the San Diego County Sheriff's Department at (760) 728-1113.
 - Complete on-line SCAR found at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf

and hand deliver to officer (does not need to be in an envelope) or contact DCFS and complete on-line form, see next line below.

- **Neglect and Emotional Abuse** – if child is not in immediate danger report to DCFS 1 (800) 540-4000. They will give you a 19 digit number to be used to complete the on-line SCAR at <https://mandreptla.org/index.asp?OpenStatus=Return>

✓ *Items below apply to all reports:*

- In the field, Mandated Reporter Category, insert “Educator”
- Once completed, print and sign the form
- Send a copy of all SCAR’s in a sealed envelope to the Director of Student Services
 - Student Services shall complete annual statistical report to the San Diego County Office of Education
- Reporter may keep a copy but the document **must be kept confidential**.
- **SHALL NOT** be placed in cum or with any other student records

Administrator may keep a separate secure file for child abuse reports

If you have ANY questions or problems with reporting, call Student Services (760) 631-5218.

Tobacco-Free Schools Policy

Board Policy 3513.3 defines the District policy and states that violations of this policy by District employees will be met with progressive disciplinary measures.

The Bonsall Unified School District became tobacco-free on July 1, 1995. In order to receive funding from any State or Federal categorical program, the District must sign assurances that all buildings, vehicles, properties, and activities will be tobacco-free. Notices are posted at each site to remind our parents and community visitors that we are tobacco free. Announcements are made at all activities sponsored by the school district that Bonsall schools are tobacco free and we appreciate the cooperation of parent and community participants in providing a tobacco free environment for our students.

Drug and Alcohol-Free Workplace Policy

The Board of Education 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 sites 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.

(BP 4020)

Welcome to FRONTLINE

Bonsall Unified School District utilizes Frontline, formerly known as Aesop, an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. The Frontline system is available 24 hours a day, 7 days a week and can be accessed via internet and phone.

How do I interact with Frontline?

You can interact with Frontline on the internet at app.frontlineeducation.com.

Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online as well as how to set up your Preferred Substitute List (and Favorite Five)

You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences, review and change personal information and check absence reasons balances and to review upcoming absences. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

You have access to Frontline Education's FREE mobile app, which can be downloaded at either the Apple Store or Google Play Store. Users will need their Frontline ID (FLID) to complete the app login process.

After installing the app, users will be asked for a 4-digit invitation code: **7354**.

Mobile App for Employees

<https://help.frontlineeducation.com/hc/en-us/articles/115006775767>

Download Mobile App from Apple Store

<https://itunes.apple.com/us/app/frontline-education/id1160398526?mt=8>

Download Mobile App from Google Play Store

<https://play.google.com/store/apps/details?id=com.frontline.frontlinemobile&hl=en>

The following are links to videos and other training tutorials that will help you navigate Frontline:

Employee Quick Start Guide:

[http://help.frontlinek12.com/WebNav/Docs/EmployeeQuickStartGuide\(English\).pdf](http://help.frontlinek12.com/WebNav/Docs/EmployeeQuickStartGuide(English).pdf)

Employee-Web-Basic-Training-Video- This video will show you how to Log in to Aesop, create an absence, view and edit personal information as well as how to change your PIN number.

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265807>

*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.

Should you experience difficulty using the Aesop system in any way, please contact the names listed below.

Kelly Permito, Administrative Assistant, Human Resources
(760) 631-5218 x 1013
kelly.permito@bonsallusd.com

Policy Against Harassment, Discrimination, and Retaliation

The District is committed to providing a workplace free of unlawful harassment, discrimination, and retaliation in accordance with applicable laws. This includes sexual harassment (based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), as well as discrimination based on such factors as sex, race, color, religion, ancestry, national origin, ethnic group identification, age (40 years and older), mental disability, physical disability, any legally-protected medical condition, genetic information, marital status, sexual orientation, gender (either expression or identity), immigration status, or association with a person or group with one or more of these actual or perceived characteristics.

Furthermore, the District prohibits and does not condone sexual harassment and the harassment of any individual on any of the other bases listed above. The District also prohibits retaliation against a person who reports or assists in reporting suspected violations of this policy, cooperates in investigations or proceedings arising from a violation of this policy, or engages in other activities protected under this policy. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs.

Harassment Defined

Harassment is generally defined as verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile working environment, or that interferes with an employee's work performance, and that is based on a protected status. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission or rejection of the conduct is used as the basis of an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and may include, but is not limited to, the following (when based upon an employee's protected status as noted above): slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings, or cartoons, violating someone's personal space, foul or obscene language, leering, stalking, staring, noises, unwanted or offensive letters or poems, offensive e-mails, texts, or voicemails.

Sexual Harassment Policy

The Board of Education prohibits sexual harassment (unwanted, unwelcome, or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable) of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy.

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

- Providing training to employees in accordance with law and administrative regulation;
- Publicizing and disseminating the district's sexual harassment policy to staff;
- Ensuring prompt, thorough, and fair investigation of complaints; and

- Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, principal, district administrator, or Superintendent.

A supervisor, principal, or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be resolved in accordance with the District’s procedure for complaints regarding discrimination in employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

The District has zero tolerance for any form of sexual harassment. Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

How do you know if it is sexual harassment?

If someone’s words or actions are unwelcome or offensive to you, make you feel uncomfortable or threatened, or affect your job performance, then it may be sexual harassment and should be reported to your immediate supervisor for investigation.

- Employee to student sexual harassment is not tolerated and may lead to disciplinary action (BP 5145.7)
- Student to student sexual harassment should be reported to the site administrator.
- Contact your immediate supervisor or Human Resources if the harassment involves your supervisor.

Forms of sexual harassment

Verbal	Non-Verbal	Physical
threats or insults; offensive comments; offensive jokes; pressure for dates; propositions; or suggestions of a sexual nature	gestures/looks; staring/leering; posters/photos; drawings of a sexual nature; e-mails; cartoons; or sexting	cornering; pinching; grabbing; touching; assault; hugging; or kissing

Be careful. You may never know who is offended by your comments or action. Nothing employees do at work is really ever “private” including: conversations, telephone calls, websites visited, or e-mail. Also, sexually harassing conduct can be a person of either the same or opposite sex, and need not be motivated by sexual desire to violate this policy.

Workplace Violence

Statement of Policy: The District recognizes that workplace violence is a concern among employers and employees nationwide. The District is committed to providing a safe, violence-free workplace. In this regard, the District strictly prohibits employees, consultants, customers, visitors, or anyone else on District premises or engaging in a District-related activity from behaving in a violent or threatening manner. Moreover, the District seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior.

Definition

Workplace violence includes, but is not limited to, the following:

1. Threats of any kind;
2. Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
3. Other behavior that suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of District property, or a demonstrated pattern of refusal to follow District policies and procedures;
4. Defacing District property or causing physical damage to the facilities; or
5. With the exception of security personnel, bringing weapons or firearms of any kind on District premises, in District parking lots, or while conducting District business.

Reporting

If any employee observes or become aware of any of the above-listed actions or behaviors by an employee, student, consultant, visitor, or anyone else, he or she should notify their supervisor and HR immediately.

Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation. The District may, however, need to disclose results in certain circumstances, for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports workplace violence.

Corrective Action and Discipline

If the District determines that workplace violence in violation of this policy has occurred, the District will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, re-assignment, of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the District will take appropriate corrective action in an attempt to ensure that such behavior is not repeated. Under certain circumstances, the District may forego disciplinary

action on the condition that the employee takes a medical leave of absence. Additionally, the District may request that the employee participate in either voluntarily or mandatory counseling.

Workers' Compensation

- In the case of an emergency, call 911 immediately.
- Report all incidents/injuries believed to be work-related to your supervisor/administrator immediately.
- Supervisor/administrator will provide and assist with completion of claim and incident report forms and report incident to Human Resources. The form can be found online at www.bonsallusd.com under the Human Resources Department, Payroll / Benefits page.
- Contact the District Benefits Coordinator at 760-631-5218 x1004 to report all work-related injuries/illnesses.

Bonsall Unified School District has elected to provide you with the choice of a broad scope of medical services for work-related injuries and illnesses by implementing a Medical Provider Network (MPN). For additional information regarding the Medical Provider Network contact the District Benefits Coordinator.

You may pre-designate a qualifying personal physician/medical group to treat you in the case of a work-related injury. Pre-designation must take place prior to your date of injury. Written verification that your personal physician/medical group meets the pre-designation requirements and agrees to be pre-designated must be provided. Inclusion of information regarding your insurance company, plan, or fund providing health coverage for non-occupational injuries/illnesses is required.

All questions can be directed to the Benefits Coordinator at (760) 631-5200 x1004.

Leaves of Absence

Request for Leaves of Absence must be submitted to the Director, Human Resources prior to an employee taking a leave in accordance with BTA or CSEA contract language.

- Child Care Leave: notify Human Resources early as possible so we can assist you.
- Sick Leave
 - Must be reported in Frontline along with a green time off request form
 - Request for a substitute must be reported on the Frontline system unless it is required to be reported directly to the supervisor.
 - One paid sick day per month is accrued for each employee, prorated for hourly employees in proportion to full-time employment.
- Personal Necessity Days (PN)
 - Must be submitted 48 hours in advance to your supervisor, unless they are of an emergency nature as referenced in the CBA. Although supervisor may not need to approve, they must be informed of your intent in a timely fashion.
 - Can be denied if there is a District hardship. Work with your supervisor and don't wait until the last minute to submit the Leave of Absence Form.
- The Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) (BP 4161.8)
 - FMLA and CFRA are designed to assist employees for taking personal time off work when a employee or member of their family has a "Serious Health Condition" (illness, injury, impairment, or physical or mental condition). Leave without pay may be granted for up to 12 weeks.
 - Employee must have a qualifying condition and have met the minimum 1,250 hours in the prior 12 month period to be eligible.
- Employees must notify the Human Resources Department and attach all the necessary documentation required to process a leave request.
- Employees should refer to their respective contract language for additional information. (BP 4161)

Resignations and Retirements

- Any certificated employee resigning from a position will provide a written resignation to Human Resources Department at the completion of his/her contract. Classified employees must notify Human Resources Department upon retirement or separation and notify their supervisor as early as possible. Formal notice of resignation is required by completing a separation form, available from Human Resources Department or online at <http://www.Bonsallusd.org/departments/hr/forms/Separation.pdf>. The form shall be processed through the site principal and forwarded to the Human Resources Department. The employee shall be required to turn in all District items: telephone, keys to any facility or vehicle, uniforms, computer equipment, identification badges and other school or office property before the final salary warrant is released.
- Prior to retirement or resignation, retirement benefits, insurance coverage, and unemployment insurance benefits may be discussed with the Payroll / Benefits Coordinator.
- It is recommended that an employee meet with an STRS or PERS counselor for specific retirement information. The District does not provide STRS/PERS counseling information regarding retirement benefits. Each individual person has a unique situation and the District is not in a position to provide counseling services.
- Keys must be turned in to appropriate District personnel upon checkout.

TB Requirements:

In accordance with the provisions of Section 49406 of the California Education Code, a person shall not be initially employed by the school district, or employed under contract, in a certificated or classified position unless the person has submitted to a Tuberculosis Risk Assessment within the past 60 days and if tuberculosis risk factors are identified, has been examined to determine that s/he is free of infectious tuberculosis by a physician, physician assistant or nurse practitioner. If no risk factors are identified an examination is not required. The Certificate of Completion must also be completed by the physician, physician assistant or nurse practitioner and provided to the District. A person that is subject to these requirements may submit to an examination that complies with CA Education Code 49406 subparagraph (B) instead of submitting to a tuberculosis risk assessment. The examination required by this subdivision shall consist of either an approved intradermal tuberculin test or any other test for tuberculosis infection that is recommended by the federal Centers for Disease Control and Prevention (CDC) and licensed by the federal Food and Drug Administration (FDA). If the test is positive, the test shall be followed by an x-ray of the lungs in accordance with subdivision (f) of Section 12015 of the Health and Safety Code.

Volunteer Guidelines

Definition: A volunteer is a parent, community member, or other adult who assists at a school site or program on a regular or semi-regular basis, usually with an assigned schedule. A volunteer is a person who provides his/her time to the District without pay. Individuals who are at the school to attend or help at a one-time special event involving no unsupervised contact with children are considered guests and are asked to sign in at the school office to obtain a visitor badge.

Types of Volunteers:

Under Direct Supervision of a Certificated Employee: (May not work unsupervised with children.)
General School Volunteer – Volunteering during school hours assisting during breakfast/lunch. Help in the classroom, library, and on the playground.

Activities Volunteer – Volunteering after school hours helping on the campus at events such as booster, parent support clubs or after school clubs.

Not Under Direct Supervision - Coaches of performing arts and athletics, one-on-one tutoring, overnight trips, transporting students.

Volunteer Requirements	Under Direct Supervision (Site Processes)		Not Under Direct Supervision (HR Processes)		
	General School Volunteers	Activities Volunteers	Overnight Chaperones	Coach Athletic	Coach Performing
Volunteer Application and Waiver (to be completed on an annual basis)	X	X	X	X	X
Copy of Driver's License or California Identification Card	X	X	X	X	X
TB Test Results (according to stated requirements)	X	X	X	X	X
Emergency Card	X	X	X	X	X
Volunteer Technology User Agreement			X	X	X
Coaches Code of Ethics				X	X
Certification of Compliance – including copies of applicable information				X	X
Fingerprint Clearance (AB346) DOJ & FBI			X	X	X
Megan's Law Clearance	X	X			
First Aid and CPR Training (encouraged but not required)				X	X
Site-level Approval (Site Administrator)	X	X	X	X	X
District-level Approval (Human Resource Department Administrator)			X	X	X
District-issued Photo ID Badge				X	X
Site-issued ID Badge	X	X	X		
*Medical Provider Network Rights Materials and Acknowledgement Form	X	X	X	X	X

*Medical Provider Network materials contain information about medical care in case of a work-related injury or illness.

Site identification must be worn while volunteering. This identification will be provided by the site coordinator or Human Resource Department. A volunteer walk-on coach (athletic or performing arts) is required to wear a photo identification badge.

Access to Student Records

The Board of Education recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law. Access to student records means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Ed Code 49061)

The Superintendent or designee shall establish regulations governing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect and copy student records and shall protect the student and the student's family from invasion of privacy.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level. The Custodian of Records for the District is the Director of Student Services. The Principal is Custodian of Records at their site. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records.

Student records are any items of information other than directory information, gathered within or outside the district that are directly related to an identifiable student and maintained by the district or required to be maintained by an employee in the performance of his/her duties. Any information maintained for the purpose of second-arty review is considered a student record.

Employees may only access student records if they have relevant legitimate educational interest. This means you must be the student's teacher, counselor, psychologist or other employee assigned to provide educational services to the student and have a legitimate reason to review the records. To inspect, review or obtain copies of student records, authorized persons shall submit a request to the "Custodian of Records." (Ed Code 49076) If you have any questions, please contact the site custodian of records.

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Both parents must notify the district in writing, that such an agreement has been made. (Ed Code 49061) Any person or agency granted access is prohibited from releasing information to another person or agency without written permission from the parent/guardian or adult student. (Ed Code 49076)
(BP 5125)

Access to Individualized Education Plans (IEP)

Level of Access	Site Admin	Special Ed Teacher	General Ed Teacher	Clerical Staff	Special Ed Aid
May have a copy of the IEP	Yes	Yes	*Yes		
May have a copy of only: goals, accommodations & modifications in IEP					*Yes
May <u>make</u> copies of the IEP.	Yes	Yes		*Yes	

* Only the general education teacher or aide of the student, not just any general education teacher or aid. This also indicates the clerk responsible for maintenance of records and transcripts not just any clerk at the site.

Employee Use of Technology Policy

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

Employees shall be responsible for the appropriate use of technology and shall use the District's technological resources only for purposes related to their employment. Such use is a privilege and is not a right of any person, which may be revoked at any time. All other uses of the District computing and network resources are strictly prohibited. As a condition of using the District's computing and network resources, every user shall read and sign the appropriate Acceptable Use of Technology agreement provided by the District. Any user who does not sign an Acceptable Use of Technology agreement shall not be permitted to use the District's computer and network resources.

The District's computer resources, files, and all users' accounts are the property of the District. There is no right to privacy in the use of these resources or users' accounts, and the District reserves the right to monitor and access information on these systems and in users' accounts for determining whether any violations have occurred. Users are only authorized to use computer resources and information to which they have been given specific permission to access. If users encounter or observe violations in system or network security, they shall immediately report the violation to the manager of that system, an administrator, or supervisor, and shall immediately exit that portion of the system.

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority. To ensure proper use of the system, the Superintendent or designee may monitor the district's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. If passwords are used, they must be given to the Superintendent or Designee upon request.

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

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

Cell Phone Usage Guidelines

Employee cell phone use:

Private cell phone use (including texting and email messaging) should be restricted to employee break and lunch time. The personal use of cellular phones and other electronic devices during the employee work hours is considered inappropriate and should be for emergencies only. Employees are encouraged to allow the voicemail function on their cellular phones to record personal messages during work time. At no time, except in the event of an emergency, should cell phone use disrupt classroom instruction.

District personnel driving district vehicles:

The law does provide an exception for those operating a commercial motor truck or truck tractor (excluding pickups), to use a two-way radio operated by a "push-to-talk" feature. Otherwise, motorists must abide by the hands-free legislation.

E-mail and Voicemail

Email and voicemail are common forms of communication among employees, and between employees and the public we serve. A mini phone directory can be found in the appendix. A full phone directory is printed at the beginning of each school year and available online.

The District uses Google's Gmail platform to host email addresses. Each employee is assigned an email address following this standard protocol: `firstname.lastname@bonsallusd.com`.

Help requests for technical questions or problems can be submitted by the school office managers online.

Voicemail is an essential service for communicating effectively across our many school sites and departments and externally to our families and community. All District phone lines are equipped with voicemail service. Since many of our employees are not available at a desk to answer the phone, it is important that departmental staff and parents/guardians can leave voicemail messages for staff that will be received in a timely manner.

In an effort to embody the WE CARE principles, employees are encouraged to check and respond to email and voicemail regularly and to provide their phone and email contact information to those who may need it.

All employees are required to read and sign the Acceptable Use Agreement for Technology. The full Agreement with signature page is included at the end of this handbook.

Staff Social Media Guidelines

Purpose for Staff Social Media Guidelines

Bonsall Unified School District (BUSD) realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of staff, students and parents engaging, collaborating, learning and sharing in these digital environments is a part of 21st century learning. Therefore, BUSD supports the use of online social media to facilitate District programs, departments and school sites in building a more successful parent, community, student and staff network.

The purpose of this document is to promote awareness of how our personal use of social media can impact the professional aspect of our lives and to offer some best practices/protocols.

What Is Social Media?

“Social Media” includes the various online technology that enable people to communicate easily over the internet to share information, resources, and opinions. Social media can include text, audio, video, images, podcasts, and other multimedia communications. These websites usually allow interaction through user-generated content.

Example of social media sites include:

- Facebook (<http://www.facebook.com>)
- Flickr (<http://www.flickr.com/>)
- Twitter (<http://www.twitter.com>)
- Instagram (<http://www.instagram.com>)
- YouTube (<http://www.youtube.com>)
- LinkedIn (<http://www.linkedin.com>)
- Blogs (Web Logs)

Staff Responsibility

Social media can be a powerful communication and educational tool for staff, students and parents.

Please remember that the lines between public and private, personal and professional are sometimes blurred in the digital world. By virtue of identifying yourself as a BUSD employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at BUSD.

Therefore, BUSD requires staff with a personal online presence to be mindful of the information they post. Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. Please be aware that even if you delete that information, it still may be accessible on the Internet for a longer period of time.

While staff members enjoy free speech guaranteed by the First Amendment to the United States Constitution, certain types of communication, typically by virtue of their subject matter, may not fall within that same criteria. This is particularly true with those related to duties as an employee of the District (*Coomes, supra, quoting Lane v. Franks (2014) 134 S.Ct. 2369, 2379.*)

Free speech protects individuals who want to participate in social media, but the laws and courts have ruled that school districts can discipline employees if their speech, including online postings that can potentially disrupt school operations.

When using District technology (i.e. technology owned and provided by the District), electronic communication is governed by the BUSD's acceptable use policy, which will be enforced. Staff should not expect privacy in the contents of their personal files on the District's network or other District technology, including email. District technology is to be used primarily for District business. Use of District technology is a privilege, not a right.

Use of personal technology (i.e. non-District technology and personal online accounts) may violate the BUSD's acceptable use policy if the District reasonably believes the conduct or speech will cause actual, material disruption of school activities or a staff member's ability to effectively perform his or her job duties.

General Guidelines for Using Social Media

The following are general guidelines for using social media whether personally or professionally.

Be Transparent

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work, and what you do.

Always a District Employee

Again, the lines between public and private, personal and professional are blurred in the digital world. You will always be considered to be a District employee. Whether it is clearly communicated or not, you will be identified as an employee of BUSD in what you do and say online.

Because online content can be spread in mere seconds to a mass audience, the District encourages employees to be reflective and ask themselves before posting any information online whether they would be comfortable having this information printed in the newspaper alongside their photo. In other words, if you don't want it on the 10:00 news – it may not be wise to share it online.

Another good rule of thumb is if you would not bring it into the classroom, do not post it online.

School Values

Represent the District's values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships. Do not denigrate or insult others including students, staff, administrators, parents, community members or other districts. Consider carefully what you post through comments and photos.

Build Community/Positively Represent the School District and your Profession

Represent the District and the students and parents you serve in the best light. Respect the privacy and the feelings of others. Under no circumstance should offensive comments be made about students or colleagues (including administrators) nor the District in general. Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offence. Your posts and comments should help build and support the school community. Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you and others post, even if on a personal page, be certain it is accurate and appropriate. It is a good idea to monitor your profile page to ensure that all material posted by others doesn't violate these guidelines. Once posted you can't take it back.

Share your Expertise

Write what you know to be accurate. Add value to the discussion. Post something useful. Provide worthwhile information and perspective. A school district's most valuable asset is its staff. What you publish may reflect on the school. Speak in the first person with your own voice and perspective.

Respect and Responsibility

Employees, parents, and students reflect a diverse set of customs, values, and points of view. Be respectful of others' opinions in your posts and comments. You are responsible for the content you post. Do your tags, descriptions, and image portray you and the District in a professional manner?

Own and Correct Mistakes

If you make a mistake, admit the mistake and correct it quickly. Share your error with your administrator and Personnel Services so they can help address the issue effectively. Clearly state if you've corrected a previous post. Even though damage may have been done, it is best to admit your mistake and correct it. Apologize if appropriate.

Confidential Information

Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks. Do not write about colleagues or students without their expressed permission.

School Logos

Obtain permission from the Superintendent before using any school or District logos or images. School and District logos may only be used in a professional capacity.

Posting Photos or Movies without Permission

Do not post or tag photos or movies of others without their permission. Photos of students are prohibited unless there is written permission on file. If you have questions in this regard, please contact the Student Services Department.

Responding to Negative Comments and Criticism

How you respond to a negative comment or criticism will say more about you and your character than what you post. When in doubt, it's best not to give it credibility by acknowledging it with a response publicly; perhaps a private response would be more appropriate.

Spell Check and Abbreviations

Any online contribution should be well-written. What you post will be online for the world to read. Follow writing conventions including proper grammar, capitalization, and punctuation. Be cautious about using common abbreviations. While your circle of friends may understand what you are saying, you may have readers from across the world who won't understand. When in doubt, define the abbreviation at least once in a post or include a definitions page on your site.

Copyright and Fair Use

Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite your source when quoting. When using a hyperlink confirm that link goes where it should and that the content is appropriate.

Personal Information

Be careful about sharing too much personal information. People seem to share personal information such as their pet names, their parents and children's names, where they grew up, and more. This information may help a hacker guess your passwords. If you share that you will be out of town, a criminal may use this to target your home for a burglary. Do not share with a student your personal problems that would normally be discussed with adults. Be thoughtful and don't share too much information.

Video

The Internet is becoming an increasingly popular educational tool and place to share personally created movies. You are responsible for all you do, say, and post online including video. Anything you post online should represent you in a professional manner as others will see you as connected to the School District. Anything you show in your classroom should be previewed by you in its entirety, prior to any student seeing it. Consult your supervisor if you feel the content may be questionable.

Staff-Student Relations

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers; writing personal letters or e-mails to students; personally texting or calling students, or allowing students to make personal calls to them unrelated to homework, class work, or other school-related business; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing. Employees who post information on Facebook, Instagram, Twitter, Snapchat or similar Web sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, abuse of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials.

Staff Use of Personal Technology and Social Media

Limit On-Duty Use – Staff members are encouraged to limit their personal technology use during duty hours. Use of personal technology for non-District business should be limited to off-duty time and designated breaks.

Student Photographs – Without explicit parental permission, staff members may not send, share, or post pictures, text messages, e-mails or other material that personally identifies District students in electronic or any other form. Staff members may not use images of students, e-mails, or other personally-identifiable student information for personal gain or profit.

Professional Effectiveness – District employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to District students.

Before employees join and participate in an online social network, they should ask themselves whether they would be comfortable if a 'friend' decided to send the information to their students, the

students' parents, or their supervisor. Educators must give serious thought to the implications of joining any online social network.

Responsible Online Identity Monitoring – Employees are encouraged to monitor their 'online identity' by performing search engine research on a routine basis in order to prevent their online profiles from being fraudulently compromised or simply to track information posted about them online. Often, if there is unwanted information posted about the employee online, that employee can contact the site administrator in order to request its removal.

Friending District Students – Employees should not have online interactions with students on social networking sites outside of those forums dedicated to academic use. District employees' social networking profiles and personal blogs should not be linked to District students' online profiles. Additionally, District employees should use appropriate discretion when using social networks for personal communications and should limit this activity to off-duty hours and the use of their own electronic communication devices.

Contacting Students – District employees should never contact students through personal technology and/or personal social media accounts. District employees should only contact District students through District technology for educational purposes.

Please note that it is unprofessional and inappropriate to use e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients and not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e- mailing a message about a student's grades). ^[L]_[SEP]

Complaint Procedures – District complaint policy recommends that every attempt be made to resolve complaints informally and at the lowest level possible. Notifying a supervisor of a concern before it becomes a complaint encourages early resolution.

When informal resolution is not possible, a formal complaint process is in place for parents, students, and community members, as well as for employees. A full detailing of District complaint procedures including the Board Policy on Complaints and Administrative Regulations can be found on the complaint procedures webpage of the District website.

Employment Opportunities

All employment opportunities in the District are advertised through the online services provided by edjoin.org for both certificated and classified positions. The lists of classified position openings are easily accessible with links from the Human Resources Department's webpage.

Additionally, all open classified positions are posted on the bulletin boards in the Human Resources Department. Certificated vacancies are also posted via the Certificated Staff email group.

Classified vacancies are posted at all work locations and distributed via the Classified Staff and Management Team email group and emailed to union presidents. Applications may only be submitted electronically via edjoin.org.

An employee interested in an open position must apply through edjoin.org. The application process and documents required depend on the requirements of the specific position.

Employment Verification

The goal of the Human Resources (HR) Department is to complete Employment Verifications within 3-5 business days during regular work periods. There may be a delay of up to two weeks during peak periods that occur at the beginning and end of the school year. Employment verification requests are not processed during holidays or when the District Offices are closed.

To obtain an employment verification, an employee must provide a signed consent form allowing the District to release employment information, or in the case of a new applicant, for the District to request employment verification from another district or organization. The employee and/or institution must fax the signed permission and verification documents to (760) 631-5219 or bring the Employment Verification request to the Human Resources Department.

Employee Property Reimbursement

The Board of Education authorizes the Superintendent or designee to pay the cost of replacing or repairing employee personal property, except cash, which has been stolen or intentionally destroyed or damaged while being used for work-related purposes.

No reimbursement shall be made for accidental damage or for any loss due to lack of personal supervision or failure to keep property in a secured area. The maximum payment shall be the amount specified by the district's insurance carrier for such loss or the amount specified in the applicable collective bargaining agreement, whichever is less.

(cf. 3515.4; cf. 5131.5)

Reimbursement for personal items used for work-related purposes shall be made only if:

- Use of the personal property was approved by the principal, site supervisor or designee before the property was brought to school or district premises
- At that time, the employee and district representative agreed on the value of the property
- Reimbursement shall be in compliance with existing policy. (BP 4156.3/4256.3/4356.3 and Education Code 35213)

Instructional and Employee Work Calendars

- The Instructional Calendar is adopted annually by the Board of Education. See the District Website for the current school year calendar.
- Employee Work Calendar: Please refer to contract language and side letters of agreement for additional information.

Payroll and Pay Stub Information

- Paychecks are distributed to your prime job location
- Direct Deposit is encouraged and can be submitted to payroll.
- Time Sheets: Must be submitted with authorized signatures to Payroll for warrants to be issued.
- PERS Deduction: Classified employees can get more information at (<http://www.calpers.ca.gov>)
- STRS Deduction: Certificated employees can get more information at (<http://www.calstrs.com>)
- State and Federal Taxes are deducted based on your W-4 form.

- Credit Union deductions are available. Payroll has these forms.
- Vacation days: Can only be used in accordance with the Classified Contract.

Overtime

Overtime pay for non-management classified employees must be pre-approved by a site administrator. Paid work time for classified employees must be completed at the respective school or district department and not from home.

Payroll

The Payroll Department is responsible for processing payments for salaried and hourly employees as well as making any adjustments or changes to deductions, tax withholding, and other pay related services.

Benefits Information

The District's primary responsibility is to make sure that all eligible employees are provided the opportunity to enroll in the appropriate plan(s). Benefits are prorated for less than Full Time Equivalence (FTE) positions and are not available for hourly positions.

BUSD provides Medical, Dental, Vision, and Life. Contact the Payroll and Benefits Coordinator, 760-631-5200 x1004, for more information. See the website for additional information.

Additional Information You Need to Know

It is the responsibility of your supervisor to keep you informed of new and/or revised policies. Student Information or photos cannot be released to any person. See your supervisor for assistance.

Release of Social Security numbers and personal information is prohibited by law and is restricted to conducting District business such as processing employees.

Transporting Students

Appropriate forms must be on file at the site level Students cannot transport other students.

Approval of outside speakers, visitors, and supplemental material handouts must meet board policies and approved by the site administrator.

Political activities are not permitted on District property including use of District communication system and email.

Right to Due Process

Employees have the right to due process for disciplinary action. You have the right to read the complaint, respond before action is taken, and you have the right to appeal. Review your respective contract language.

Emergency Preparedness Information

Each student and staff location has an "Emergency Procedures" posted. Familiarize yourself with the contents and locations procedures throughout your site as they provide guidance for a variety of events.

Calling 911 for Emergency Services

Please be aware there are no restrictions for dialing 911 for emergency services from any telephone within the District. However, it is critical to inform the main office at your site after dialing 911 in order for staff to be aware of the situation and to direct emergency services to your location.

Steps to access 911 from your workplace:

ALL SITES: Both classrooms and offices (9-911)

Press 9 (to obtain an outside line), then press 911 for emergency services (9-911)

After placing the call, inform the office of the situation, so they can have someone go outside to meet emergency services personnel and to direct them to your location

Have the office inform the Superintendent's Office.

Important:

If you accidentally dial 911, DO NOT hang-up the telephone. You MUST inform the emergency operator there is no emergency. Operators are very friendly and would really appreciate letting them know you dialed 911 by accident. If you hang up the telephone, police will be dispatched to investigate. They have no idea if there is an actual emergency or if it was an accident. We do not want to impact their limited resources with false alarms.

Legal Obligation To Serve As Disaster Service Workers

"All public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law." GOVERNMENT CODE OF THE STATE OF CALIFORNIA (Chapter 8, Division 4, Title 1, Section 3100)

Employee Emergency Card

Please return this form to the Human Resources Office

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell Phone #: _____

E-Mail Address: _____

In the event of an emergency, please list the names and telephone numbers of two individuals you would like us to contact:

Emergency Contact #1:

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Work Phone #: _____ Cell Phone #: _____

Emergency Contact #2

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Work Phone #: _____ Cell Phone #: _____

Do you give us permission to transport you to the nearest medical facility should you incur serious illness or injury during normal work hours?

Yes No

If yes, please indicate the name and contact telephone number of the physician or health care provider that you would like for us to contact:

Name: _____

Home Address: _____

City: _____ State: _____

Work Phone #: _____

Cell Phone: _____

Employee Use of Technology

Bonsall USD E 4040 Personnel

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (EMPLOYEES)

The Bonsall Unified School District authorizes district employees to use technology owned or otherwise provided by the district as necessary to fulfill the requirements of their position. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all employees to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use of the system.

Each employee who is authorized to use district technology shall sign this Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

Definitions

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.

Employee Obligations and Responsibilities

Employees are expected to use district technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology. The district is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of district technology.

The employee in whose name district technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.

Employees are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
4. Engage in unlawful use of district technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers)
7. Install unauthorized software
8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice

Privacy

Since the use of district technology is intended for use in conducting district business, no employee should have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by an employee on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If an employee uses a personally owned device to access district technology or conduct district business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Records

Any electronically stored information generated or received by an employee which constitutes a district or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - District Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

Reporting

If an employee becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the Superintendent or designee.

Consequences for Violation

Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee's access to district technology and/or discipline, up to and including termination. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Employee Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement, BP 4040 - Employee Use of Technology, and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology or when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

A breach of this Agreement may lead to revocation of access privileges, disciplinary action, up to and including dismissal, and/or appropriate legal action. I have read, understand, and will abide by the above agreement, all applicable District Board Policies and Regulations, Technology Services Department Official Procedures and Protocols, and applicable state and federal laws, when using computer and other electronic resources owned, leased, or operated by the Bonsall Unified School District. I understand that this agreement will be in effect during the entire time of my employment with the District. Any subsequent changes to the agreement will be posted online and will be communicated electronically to employees and will be sent to employees for signature.

Employee Acknowledgment

(To be signed and returned to the District Office.)

I hereby acknowledge that it is my responsibility to access the Bonsall Unified School District Employee Handbook online. My signature below indicates that I agree to read the Handbook and abide by the standards, policies and procedures defined or referenced in this document. The Employee Handbook, Board Policies and Guidelines are available on the District's website at www.bonsallusd.com. The information in this Handbook is subject to change. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation. My signature on this form is acknowledgment that I agree that I am legally responsible for any fines or fees charged to the school District incurred by me (an example may be a traffic citation, e.g. a parking ticket, received as a result of my operation of a District motor vehicle) or reduction in salary for breach of contract. If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this Handbook, the contract shall govern with respect to that issue.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date