

Burbank Unified School District 2021-2022

Employee
Handbook

BURBANK UNIFIED SCHOOL DISTRICT

Employee Handbook

Board of Education

Steve Frintner, President

Charlene Tabet, Vice President

Steve Ferguson, Clerk

Dr. Armond Aghakhanian, Member

Dr. Emily Weisberg, Member

Superintendent

Dr. Matt Hill, Ed.D.

1900 West Olive Avenue • Burbank, CA • 91506
Phone 818.729.4400 • Fax 818.729.4483

Table of Contents

Employee Handbook Overview	3
Mission Statement	3
Why Are We Here?	3
Professional Standards	6
Dress and Grooming	8
Identification Badges	8
Customer Service	9
District Information	10
Employee Documents	10
Employee and Supervisor Relationship	11
Employee Responsibilities and Expectations	11
Aesop Absence and Substitute System	12
Annual Employee Notification	13
Communicable Disease Control Information	13
Injury and Illness Prevention Program (IIPP)	15
Mandated Suspected Child Abuse Reporting	17
Tobacco-Free Schools District Policy	18
Drug and Alcohol Free Workplace	18
Sexual Harassment	18
Sexual Harassment Policy	19
Temporary Light Duty Program	20
Workers' Compensation	21
Leaves of Absence	25
Resignations and Retirements	25
Volunteer Guidelines	26
Access to Student records	27
Employee Use of Technology Policy	28
Cell Phone Usage Guidelines	29
Telephone and Voicemail Guidelines	29
E-Mail Protocol for Effective Communication	31
Due Process Protections and Complaints	32
Complaint Procedures	33
Employee Property Reimbursement	35
Loaning Out of District Equipment	35
Instructional and CSEA Work Calendars	36
Payroll and Pay Stub Information	36
Benefits Program	36
Additional Information You Need To Know	36
Emergency Preparedness Information	37
Emergency Telephone Line Locations	40
Radio Communications	41
Notification of Suspension	42
Annual Fraud Reporting Notification	44

Employee Handbook Overview

This handbook is designed to be a resource guide for all employees. Please use it in conjunction with Board Policies, Collective Bargaining Agreement of the Burbank Teachers Association or the California School Employees Association, Local Chapter #674, and with additional information supplied by your supervisor.

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 Burbank Unified School District, or with the respective Negotiated Agreements, the laws, policies, or agreement will be deemed to be correct.

This employee handbook will continue to be a working document and it will be updated annually. The handbook can be viewed on the District's website.

Please complete the Emergency Card and sign the Handbook Acknowledgment Form. The Emergency Card must be turned in to your supervisor and will remain at your site.

Mission Statement

The Burbank Unified School District, in partnership with parents, families, students, and the community, guarantees the effective use of all available resources to create, provide, and support quality instructional programs, services, and environments. Every student will develop skills, knowledge, attitudes, and behaviors in order to be a responsible, productive citizen and a lifelong learner in a diverse and changing global society.

Why Are We Here?

- To accomplish the mission by providing quality customer service to our internal and external customers
- To be part of a highly effective team that works together to achieve the District's mission
- To maximize our resources in providing the services that support quality instruction
- To perform at an optimal level and make a commitment to continuous improvement

Core Values Statement and District Wide-Goals for 2021-2022

The Board of Education adopted the Core Values Statement and the District-Wide Goals for 2021-2022. The Core Values and District Goals are designed to guide the District to meet the expectation set by the Board. The Superintendent, Departments and Supervisors are using these guiding principles to establish department and site goals to increase efficiency and effectiveness as they meet student achievement and performance of adults.



Core Values Statement

WE HOLD HIGH EXPECTATIONS AND STANDARDS FOR THE ACADEMIC AND SOCIAL DEVELOPMENT OF ALL STUDENTS AND THE PERFORMANCE OF ADULTS.

WE GIVE STUDENTS THE OPPORTUNITY TO ACHIEVE SUCCESS IN THEIR CHOSEN ENDEAVORS AND TO CREATE A DESIRE TO BE LIFELONG LEARNERS.

INCREASING STUDENTS' PROFICIENCY WILL IMPROVE THEIR QUALITY OF LIVING FOR A LIFETIME.

- All students can learn and achieve. Each student at every level:
 - ...will demonstrate respect of self, others, and the community.
 - ...will encounter a rigorous and engaging curriculum.
 - ...will experience a variety of instructional strategies.
 - ...will build high self-esteem through success in personal achievement.
 - ...will have opportunities to engage in enriching extra- and co-curricular activities.
- Family involvement greatly enhances the success of children in school.
- Highly skilled and effective teaching, combined with positive personal attitudes and relationships, are the essential factors in a successful classroom learning experience.
- The entire community and all of its organizations and agencies play a vital role in the success of students in school. The schools, parents, and community must provide a social environment which enhances each student's ability to achieve a high level of academic success and physical and emotional well-being. It is essential to collaborate and maximize time, money, and human resources to promote shared responsibility for the health and welfare of all students.
- Our District recruits, hires, and retains highly qualified, talented, and productive staff members. All employees will uphold the highest ethical standards and function on a values foundation of a strong Work Ethic, Integrity, Accountability, Honesty/Openness, Caring, Respect, Fairness, Citizenship, Passion, and Enthusiasm.
- Our District recognizes and appreciates the cultural and human diversity of our students, staff, and families. This diversity offers educational opportunities enhancing respect and success for all.
- Analysis of District budget and programs identifies the priorities for the purpose of preserving District solvency.



Districtwide Goals 2021-2022

Adopted: June 17, 2021

1. ***Students will be career/college ready via high-quality instruction***

- 1.1 Continue to promote a culture of academic success and implement proactive interventions to decrease the number of D and F grades in secondary schools and the number of 1 and 2 grades in elementary schools by 3%.
- 1.2 Increase the number of high school students who have completed a-g requirements for college eligibility by 2%.
- 1.3 Increase student opportunities for achievement and success in Career Technical Education (CTE) classes and programs; increase the number of dual enrollment classes with our community college partners; and expand and strengthen career pathways that lead to work and/or continuing education.
- 1.4 Expand distance learning opportunities (Independent Learning Academy (ILA) for grades 7-12 and independent studies for grades TK-6) to meet the needs of students who do not return to in-person learning.
- 1.5 Increase the percentage of English learner (EL) students reclassified as proficient in English and continue to monitor the progress of students in all academic areas by 2%.
- 1.6 Review and prioritize strategies within all Master Plans and report back to the Board.
- 1.7 Maintain access to visual and performing arts education and implement the BUSD Arts forAll Plan.
- 1.8 Develop interventions and supports for students impacted by COVID.
- 1.9 Form a committee to develop a plan to provide students with up to two years of community college and/or apprenticeship experience before they graduate, with a goal of implementation by 2025-2026.

2. ***Students will be physically, emotionally, and mentally healthy***

- 2.1 Increase mental health resources via a trauma-informed approach (using COVID Stimulus funding) and work with students to communicate resources to increase the percentage of students who report via a survey “my school provides resources for supporting students’ mental health” by 5%.
- 2.2 Continue to implement Positive Behavior Intervention and Supports (PBIS) and other interventions to maintain or decrease absenteeism and suspension rates on the California Dashboard.

3. ***Recruit and retain highly qualified employees***

- 3.1 Develop a plan with the Employee Resource Group (ERG) to recruit, hire, and retain highly qualified, talented, and diverse employees.
- 3.2 Implement professional development focused on Diversity, Equity, and Inclusion.

4. ***Maintain efficient and effective operations***

- 4.1 Work with the Superintendent’s Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District’s financial and budget information.
- 4.2 Continue construction/modernization projects according to the General Obligation Bond Implementation Plan (Measure S).
- 4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.
- 4.4 Evaluate the ongoing role and responsibilities of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.
- 4.5 Develop a process to allow for an innovative and equitable fundraising pathway for new programs.
- 4.6 Review and prioritize strategies within the Communications Plan.

Professional Standards

The Board of Education 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.

(BP 4219.21/4319.21)

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:
 - Exclude any student from participation in any program
 - Deny benefits to any student
 - 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

Source: National Education Association, 1975
(BP 4119.21)

Code of Ethics: Classified Employees

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, the California School Employees' Association proposes this Code of Ethics as a standard for its members.

As a 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)

Dress and Grooming

The Board of Education 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 4119.22/4319.22)

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 Services 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.

Customer Service

Burbank USD Customer Service Goal: **To Exceed Expectations**

All BUSD Staff Members are:

Friendly • Helpful • Respectful • Professional

Burbank USD Customer Service Measures:

Friendly Staff Members:	Helpful Staff Members:	Respectful Staff Members:	Professional Staff Members:
<p>Greet guests within 30 seconds with a smile and friendly welcome.</p> <p>Are eager to help customers and give them their full attention.</p> <p>Answer phones within 3 rings with a smile in their voices.</p> <p>Communicate in a caring manner.</p> <p>Have friendly voicemail greetings that include: An invitation to leave a message, the promise of a quick response, and an alternative number for immediate help.</p> <p>Strive to exceed customer expectations.</p>	<p>Are patient.</p> <p>Are problem-solvers.</p> <p>Have “It is my job” attitudes.</p> <p>Seek out answers for customers, rather than just passing them on to someone else.</p> <p>Respond to calls and emails within one business day.</p> <p>Walk guests to their destinations and introduce them.</p> <p>Try to ensure people to whom they transfer a call are available.</p> <p>Address customer complaints in a timely and fair manner and follow up to ensure concerns have been addressed.</p>	<p>Treat all customers fairly and equally.</p> <p>Treat customers with courtesy and respect.</p> <p>Actively listen to customers and strive to understand their concerns and needs.</p> <p>Acknowledge and apologize when anyone makes a mistake or a customer is inconvenienced.</p> <p>Do not discuss confidential information in public places.</p> <p>Do not engage in gossip or make derogatory remarks about others.</p>	<p>Ensure workplace is neat, clean, attractive and welcoming.</p> <p>Present a professional image that conveys caring, commitment, compassion and confidence.</p> <p>Are knowledgeable about schools, programs and community.</p> <p>Check their email, voicemail & mailbox at least once, preferably twice, each day.</p> <p>Leave an “out of office” voicemail/email message if out for a day or more.</p> <p>Are flexible and open to change.</p> <p>Act with integrity.</p>

Source: Adapted from Hanford Joint Union High School District

District Administration

Matt Hill, Ed.D.	Superintendent
Sharon Cuseo	Assistant Superintendent, Instructional Services
John Paramo, Ed.D.	Assistant Superintendent, Educational Services
Debbie Kukta	Assistant Superintendent, Administrative Services
Sarah Niemann, Ed.D.	Assistant Superintendent, Human Resources
Peter Knapik, Ed.D.	Director, Elementary Education
Stacy Cashman	Director, Student Services
	Director, Special Education and Psychological Services
Rick Vonk	Director, Information Technology and Educational Support
Wendy Heard	Director of Adult School, ILA and FACTS
Kathy Sessinghaus	Director of Food Services

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
- After-hours District emergencies: Night Hotline 818-378-9945
- Weekend District emergencies: 818-400-9322
- Suspected fraud reporting: 800-873-7283
- For specific site information, please contact your supervisor.

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)
- Back screen exam (specified classified positions).
- 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, Injury and Illness Prevention Program, 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 Human Resources Services.

Employee Responsibilities and Expectations

- Have a current emergency card on file at the site and in Human Resources Services.
- Report change of personal information to Human Resources Services.
- 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.
- Know the emergency procedures at your site and be familiar with 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. Confidential conversation should not be held where it can be heard by others.
- Do not discuss confidential school business matters outside of work. Even if items are public matters, such information is given out by designated personnel. Requests for personal information about students should be referred to an administrator.
- Maintain professional standards of dress and grooming that demonstrate your high regard for education, present an image consistent with your job responsibilities and assignment, and do not endanger the health or safety of employees or students during school hours and at school activities. The Board of Education believes that appropriate dress and grooming by district employees contributes to a productive learning environment and models positive behavior. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. (BP 4119.22)
- 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 ill or for any reason and know how to access the substitute calling system if a substitute is required. See Frontline-Aesop information on the following page.
- Review assignment information in the hiring packet...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 the District, division, site, and personal goals.
- Know your association representative's name and contact information. Each employee is provided with his/her respective collective bargaining agreement.
- 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.
- Know when your probationary period ends. Know the process to become eligible as a permanent employee.

Welcome to Frontline (Aesop)

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

How do I interact with Aesop?

You can interact with Aesop on the internet by going to www.burbankusd.org and hovering over the staff tab and going down to Aesop (Frontline) Login or at <http://www.frontlinek12.com/aesop> and by mobile device by typing “m.aesoponline.com” and then clicking on “Or Sign In with Organization SSO”, entering your BUSD email address and clicking on “Go to my organization’s sign on page”. 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.

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

- <http://help.frontlinek12.com/Aesop/wp-content/uploads/2013/08/AesopEmployeeQuickstartFinalEdit.pdf> - This Quick Start Guide is enclosed
- <http://help.frontlinek12.com/Aesop/knowledgebase/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.
- <http://help.frontlinek12.com/Aesop/knowledgebase/employee-web-advanced-training-video/> - This video will show you how to create an advanced mode absence such as multi-day, multi reason, multi times, how to assign a substitute, itinerant schedules, cancel absences by 6pm the night before as well as how to access your absence history.
- For step by step directions regarding all possible types of Aesop transactions, please visit this excellent tool by following this link:
https://help.frontlinek12.com/Employee/HelpGuide/desktop/Printed_Documentation.htm

*In order to access the Frontline (Aesop) system via the computer or Mobile App please remember Burbank is a Single Sign on Organization. From the login page you will need to click the link that says “Sign in with organization SSO” before entering your login information. Your login information for the computer or Mobile App is as follows:

Login ID: Your BurbankUSD email address

Password: The same password you use for your BUSD email address

* In order to access the Frontline (Aesop) system by the (voice) telephone, you will need to enter your ID and PIN numbers as follows:

ID Number: *Your Area Code and Phone Number (ie: 8185555555) no dashes or periods*

PIN Number: *1414 *New Hires only (for security purposes please change PIN number)*

* 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 Frontline (Aesop) system in any way, please contact the names listed below.

- Karen Wrobel
Personnel Technician Certificated
(818) 729-4429
karenwrobel@burbankusd.org
- Cheretta Wade
Personnel Technician Classified
(818) 729-4418
CherettaWade@burbankusd.org

Annual Employee Notification

The District is required by Education Code to notify employees annually on Communicable Disease Control Information, Injury and Illness Prevention Program (IIPP), Mandated Suspected Child Abuse Reporting, Tobacco, Drug, and Alcohol policies, and Sexual Harassment Policy.

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

Communicable Disease Control Information

Universal Precautions

General precautions persons can take to prevent the spread of all infectious diseases.

General Information

- The single most important practice is hand washing. Always wash hands with soap under running water for at least 30 seconds after taking temperatures, examining mouths or weeping eyes, when wiping a runny nose, or helping a student in the bathroom.
- Hands should always be washed before drinking, eating, and before and after going to the bathroom.
- If there are open cuts, abrasions or weeping lesions on hands, disposable plastic gloves should be worn and may be ordered through the District supply catalog.
- Use sanitary absorbent agents specifically intended for cleaning body fluid spills. The dry material is applied to the area, left for a few minutes to absorb the fluid, then vacuumed or swept up.
- If on a rug, a second step is to apply rug shampoo (germicidal detergent) with a brush and re-vacuum. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

Clean-Up of Body Fluids (blood, vomit, urine, feces)

The procedure for cleaning up spills of any body secretions is as follows:

- Wear plastic disposable gloves.
- Place tissues, paper towels, diapers, pads, gauze, bandages, etc., into a plastic bag, tie the bag, and dispose of these materials daily.
- Place plastic disposable gloves and bag inside second plastic bag.
- Tie the bag securely and place into the trash and dispose of daily.
- Clean any soiled surfaces with a disposable towel in a 1:10 solution of chlorine bleach (1-1/2 cups to one gallon of water.) Bleach may be ordered through the District supply catalog.
- Soak mop in chlorine solution and rinse thoroughly. Dispose of water used for cleaning in toilet or special drain.
- Remove gloves and wash hands with soap and water.

Laundry Instructions

The most important factor in laundering clothing contaminated in the school setting is to eliminate of potentially infectious agents by using soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2 cup household bleach to the wash cycle. If material is not colorfast, add 1/2 cup non-chlorine bleach (e.g. Clorox II, Borateem) to the wash cycle.

What is AIDS/HIV Infection?

AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection. The virus attacks the body's immune system, leaving it vulnerable to life-threatening opportunistic infections and malignancies. The virus also may directly attack the central nervous system. Persons infected with HIV frequently have no apparent symptoms and usually appear to be in good health.

How is HIV Infection Spread?

- Everyone infected with HIV, even a person without apparent symptoms, is capable of transmitting the infection. HIV infection is transmitted by:
- Any sexual activity involving direct contact with semen, blood or vaginal secretion of someone who is infected.
- Sharing intravenous (IV) needles and/or syringes with someone who is infected.
- Penetrating the skin with needles that have been used to inject an infected person.
- Direct contact on broken skin or mucous membrane with infected blood.
- Receiving blood transfusions or blood products from someone who is infected (a screening test has been used since 1985 that has reduced this risk to 1 in 68,000 in California (AIDS update, December 1988).
- Being born to an infected mother.

What is Hepatitis B?

Hepatitis B is an infection of the liver caused by a virus present in the blood and other body fluids of infected persons. Not all persons infected with the Hepatitis B vaccine show symptoms of illness. Some persons will have symptoms such as fatigue, mild fever, muscle or joint aches, nausea, vomiting, loss of appetite, and abdominal pain. In some persons, the urine turns dark and the skin turns yellow. The onset of symptoms may take six weeks to six months to appear after transmission. Persons infected with Hepatitis B run a high risk of developing a chronic liver disease such as cirrhosis and/or cancer of the liver.

How is Hepatitis B Spread?

- An infected person can transmit Hepatitis B as long as the virus remains in the blood. Transmission may occur as early as four weeks before any symptoms occur. A small number of people will carry the virus in their blood for years and are known as chronic carriers. Hepatitis B is transmitted by:
- Sexual activity involving semen, blood, or vaginal secretions.
- Sharing with someone who is infected, unsterile instruments used to penetrate the skin such as those used for tattooing, ear piercing, and razors.
- Sharing intravenous (IV) needles and/or syringes with someone who is infected.
- Direct contact of infected blood with mucous membrane of the eye and mouth.
- Direct contact of infected blood with broken skin (e.g., cuts).
- Accidental needle sticks with needles containing blood from a virus carrier.
- Sharing toothbrushes.
- Being born to an infected mother.

How Can HIV and Hepatitis B Infections Be Prevented?

A vaccine for Hepatitis B is available from health care providers. The cost of the vaccine is often covered by the employee's individual health care plan. Workers determined to be at high risk by their employers may be eligible to receive the vaccine through their employer.

Since sexual intercourse and sharing of intravenous equipment are the major behaviors that transmit the viruses that cause Hepatitis B and HIV infections, abstinence from these activities eliminates the major risk of exposure for most people. Mutually monogamous sexual relationships between uninfected partners are safe. Properly used condoms combined with water-based lubricants containing spermicides greatly reduce the risk of transmission during sexual intercourse with an infected person. Intravenous equipment and any equipment used to penetrate the skin should not be shared. For persons

who continue to share intravenous equipment, cleaning with household bleach solution and rinsing with water can also reduce transmission by this route.

HIV infection, Hepatitis B, and several other viruses are transmitted through sexual intercourse, sharing of blood, and from infected women to their babies during pregnancy or at the time of birth. Essentially all risk of these infections is outside of the work and school environments. However, there is some, although very small, risk of blood exposure at work and at school. Carriers of these viruses do not often show outward signs of infection and often are not aware of being infected themselves. Therefore, ALL blood or blood-containing body fluids must be considered potentially infectious.

With current immunization laws, all students are immunized against Hepatitis B, with the exception of students whose parents have signed waivers against immunizations. The only risk of Hepatitis B virus and HIV exposure in the school setting is with direct exposure of infected blood to broken skin or mucous membranes. Unbroken skin is an extremely good barrier to these viruses. Strict adherence to Universal Precautions is recommended to protect the worker from exposure to both Hepatitis B and HIV virus.

Injury and Illness Prevention Program (IIPP)

In order to maintain a safe and healthful work environment the Burbank Unified School District has developed an Injury & Illness Prevention Program (IIPP) for all employees to follow. By making employee safety a high priority for every employee, injuries and illnesses can be reduced, productivity can be increased, and a safer and healthier environment can be promoted for all individuals at Burbank Unified School District.

Diligent implementation of this program will produce many benefits for Burbank Unified School District and its employees. Most notably it will:

- Protect the health and safety of employees.
- Decrease the potential risk of disease, illness, injury, and harmful exposure to District personnel.
- Reduce workers' compensation claims and costs.
- Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reducing the need to find and train replacement employees.
- Improve employee morale and efficiency as employees see that their safety is important to management.
- Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

The site or department IIPP Implementation Official has the authority and the responsibility for implementing the District IIPP and the site or department Site Safety Official has the responsibility of maintaining the IIPP. All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIPP.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid, including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tends to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the areas of our workplace. Report any workplace hazards to your supervisor, administrator or Facilities Services.

District-wide Material Safety Data Sheets (MSDS) are available in the Purchasing Services and online at MSDSonline.com . Site-specific MSDS are available online at MSDSonline.com with a binder maintained in the site office and main custodial room.

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

When observed or discovered; and

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Accident/Exposure Reporting and Investigation

Procedures for reporting workplace accidents, blood borne pathogens, bodily fluids and hazardous substance exposures include:

- Report all accidents, injuries/illnesses and exposures to your supervisor, administrator and/or Human Resources Services immediately after occurrence.
- Contact Company Nurse to report incident at (877) 518-6702
- Secure and complete the necessary paperwork including State and District forms with your supervisor or administrator and submit to Human Resources Services.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

Mandated Suspected Child Abuse Reporting

All Burbank Unified School District employees are mandated to report suspected child abuse. All employees will participate annually in Child Abuse Mandated Reporter Training. (BP 5141.4)

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 Burbank Police Department, BPD-see below for details)
- ⊙ **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 BPD. All schools call BPD (818) 238-3000.
 - 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 Los Angeles 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 (818) 729-4502.

Tobacco-Free Schools Policy

Burbank Unified is a Tobacco-Free District that offers cessation services for all staff members.
(BP 3513.3)

The Burbank 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 Burbank schools are tobacco free and we appreciate the cooperation of parent and community participants in providing a tobacco free environment for our students.

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 District also offers a number of cessation services including the Behavioral Health Employee Assistance Program (EAP) offered through CIGNA. Other District health benefit providers (for example, Kaiser) offer tobacco cessation classes, and smokers are urged to contact either the local Cancer Society, or the Smoker's Helpline: 1 (800) NO BUTTS for cessation services.

Thanks to all Burbank Unified School District employees for your help in complying with this requirement.

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)

Sexual Harassment

The Board of Education prohibits sexual harassment 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 and administrative regulation.

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

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, the 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 filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

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.

(BP 4119.11(a), 4219.11, 4319.11)

Sexual Harassment Policy

Sexual harassment is considered to be any unwanted, unwelcomed, or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable. The key word in defining sexual harassment is **unwelcome**. The Burbank Unified School District has a **zero tolerance for any form of sexual harassment**.

(BP 4119.11)

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
- 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 suggestions of a sexual nature	gestures/looks staring/leering posters/photos drawings of sexual nature e-mails cartoons sexting	cornering pinching grabbing touching assault hugging 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 email.

Temporary Light Duty Program

The Burbank Unified School District provides all disabled applicants and employees with Reasonable Accommodation as defined by the Fair Employment and Housing Act (Government Code § 12940).

General Information Regarding BUSD's Temporary Light Duty Program:

- Regardless of the length of the leave, all employees who have been off from work due to a workers' compensation leave (industrial injury) are to report to Human Resource Services prior to returning to work. No employee will be allowed to return to work unless first cleared by Human Resource Services to do so.
- All employees desiring to return from a personal medical leave with functional limitations / work restrictions must first report to Human Resource Services and provide a Certificate to Return to Work, or Further Treatment form. Form is available in Human Resource Services or on the District's website.
- Employee requests for return to work with functional limitations / work restrictions can take up to 5 working days for processing. Employees can ensure a timely return to work by providing Human Resource Services with a Certificate to Return to Work or Further Treatment form prior to the desired return to work date.
- During the period of time it may take to identify temporary modified or alternate work assignments, employees will remain off from work utilizing personal leave available and appropriate leaves.
- Work restrictions will be discussed with the injured/ill employee and with the site/department supervisor to ascertain if modified work (work in current classification) can be provided. If not, alternate work (performing miscellaneous work outside of current classification) will be explored.
- If modified or alternate work is not available employee will remain off work, utilizing all available leaves, including Family Medical Leave (FMLA).
- If employee is unable to return to work before all paid leaves are expired, the employee will be contacted to discuss extended unpaid leave options and the need for long term reasonable accommodation in alternate work.
- An employee who remains off work due to functional limitations / work restrictions that cannot be reasonably accommodated is required to continue to provide medical certification for all days missed from work to their site and Human Resource Services/Payroll.
- If a supervisor is concerned that an employee may be too injured or ill to perform all of the functions of the job without impacting performance expectations or their safety, the employee will be sent to meet with Human Resource Services to discuss any need for reasonable accommodation. This can occur even if an employee has not requested accommodation or submitted a medical note stating functional limitations / work restrictions. (cf. 4113.4, 4032)
- Should an employee's condition change such that the temporary work restrictions become permanent, Human Resource Services will engage with the employee in a more formal interactive reasonable accommodation process to determine what reasonable accommodations may be available to support the employees permanent/long-term work restrictions. Reasonable accommodation in modified work, leave extensions or reassignment options will all be explored in accordance with the state and federal laws and District policies and regulations. (cf. 4032, 4113.4, 42 U.S.C. § 12101, et seq., Gov. Code § 12940)
- Employees should refer to their respective contracts for additional information regarding situations where Human Resource Services may request additional medical information prior to returning an employee back to their workplace.

Workers' Compensation

- In the case of an emergency, call 911 immediately.
- Report all incidents/injuries/illnesses believed to be work-related to your supervisor/administrator immediately. If your supervisor/administrator is unavailable, contact the Employee Injury/Illness Prevention Technician in Human Resources to report the incident. Your supervisor/administrator or EIIP Technician will assist you with the completion of claim and incident report forms.
-
- Contact Company Nurse at (877) 518-6702 to report all work-related injuries/illnesses. The District's search code is SLF03.
-
- If medical attention is required, authorization for medical treatment at Concentra (Burbank) or another appropriate medical facility will be provided. If treatment is required after the Burbank facility's hours, treatment will be provided in their Van Nuys location or the nearest Emergency Room. Work with your supervisor and Company Nurse if you require transportation to/from your initial visit. Transportation will be coordinated.

<p>Concentra 2550 North Hollywood Way, Suite 100 Burbank, California 91505 (818) 524-3730 M – F 8:00 a.m. – 5:00 p.m. Parking validation is provided. Transportation is available for initial visit.</p>	<p>Concentra 16300 Roscoe Blvd., Suite 1-A Van Nuys, California 91406 (818) 893-4426 M – F 7:00 a.m. – 7:00 p.m. S – S 7:00 a.m. – 3:00 p.m. Transportation is available for initial visit.</p>
--	---

- Claims for Workers' Compensation (dates of injury after July 1, 2017) are managed by third party administrator, Sedgwick, formerly York Risk Services Group

· Sedgwick
 · P.O. Box 619079
 · Roseville, CA 95661
 · (866) 221-2402

- Burbank 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 Employee Injury/Illness Prevention Technician in Human Resources Services.
- You may pre-designate a qualifying personal physician/medical group to treat you in the case of a work-related injury (LC 4600). 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.
- Contact the Employee Injury/Illness Prevention Technician in Human Resources Services at (818) 729-4416

Pre-Designation of Personal Physician Form

In the event you sustain an injury or illness related to your employment, you may be treated for such injury/illness by your personal medical doctor (M.D.) or doctor of osteopathic medicine (D.O.) or medical group if: You have health care insurance for injuries/illnesses that are not work-related, the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records; your “personal physician” may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominately for non-occupational illnesses and injuries; prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury/illness, (2) your personal doctors’ name and business address, and (3) your doctor’s signed agreement to treat in the case of a work-related injury. Pre-Designation is optional.

You may use the following form provided by your employer to provide all information in writing to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury/illness and the above requirements are met.

Medical treatment authorization requirements are consistent with the guidelines for treatment within the MPN. Please contact the Employee Injury/Illness Prevention Technician in Human Resources prior to seeking treatment.



**BURBANK UNIFIED SCHOOL DISTRICT
HUMAN RESOURCE SERVICES**

1900 WEST OLIVE AVENUE • BURBANK • CALIFORNIA • 91506
TELEPHONE (818) 729-4416 • FAX (818) 729-4554

**PLEASE RETURN
COMPLETED FORM TO
HUMAN RESOURCES**

Workers' Compensation: Pre-Designation of Personal Physician

If you have health insurance and you are injured on the job, you have the right to be treated immediately by your personal physician (MD, DO) or medical group if you notify your employer, in writing, prior to the injury. Per Labor Code 4600, **to qualify as your pre-designated, personal physician, the physician must agree, in writing, to treat you for a work-related injury,** must have previously directed your medical care, and must retain your medical history and records. Your pre-designated physician must be a general practitioner, family practitioner, board certified or board eligible internist, pediatrician or obstetrician-gynecologist. Your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multi-specialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries.

This is an optional form that can be used to notify your employer of your personal physician. You may choose to use another form, as long as you notify your employer **in writing prior** to being injured on the job and provide **written verification** that your personal physician meets the above requirements and agrees to be pre-designated. Otherwise, you will be treated by one of your employer's designated Workers' Compensation medical providers.

Employee Name: _____ **Work Site:** _____
Last Name First Name MI

I acknowledge receipt of this form and elect not to pre-designate my personal physician at this time. I understand that I will receive medical treatment from my employer's medical provider. I understand that, at any time in the future, I can change my mind and provide written notification of my personal physician. I understand that the written notification must be on file prior to an industrial injury.

Employee Signature: _____ Date: _____

If I am injured on the job, I wish to be treated by my personal physician, per Labor Code 4600*.

Name of Physician or Medical Group: _____ Phone #: _____

*This physician is my personal physician and has previously directed my medical care and retains my medical history and records.

Street Address: _____

City: _____ State: _____ Zip Code: _____

Name of insurance company, plan or fund providing health coverage for non-occupational injuries or illnesses. This information is a requirement of pre-designation.: _____

Employee Signature: _____ Date: _____

Personal Physician Acknowledgement

The remainder of this form is to be completed by your physician and returned to your Employer.

Per Labor Code 4600, to qualify, a personal physician must meet the criteria outlined above. You are not required to sign this form, however, if you or your designee, do not sign, other written documentation of the physician's agreement to be pre-designated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

Personal Physician Name or Medical Group Name:

I agree to treat the above named employee in the event of an industrial accident or injury. I meet the criteria outlined above. I agree to adhere to the Administrative Director's Rules and Regulations, Section 9785, regarding the duties of the employee-designated physician.

Physician or Designated Employee of Medical Group Signature Date: _____ 07/14

IN CASE OF WORKPLACE INJURY:
ACCION a seguir en caso de un accidente en el trabajo

COMPANY NURSE

Injury Hotline

1-877-518-6702

AVAILABLE 24 HOURS A DAY

- 1. Injured worker notifies supervisor.**
Empleado lesionado notifica a su supervisor.
- 2. Supervisor/Injured worker immediately calls injury hotline.**
Supervisor/Empleado lesionado llama inmediatamente a la linea de enfermeras.
- 3. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.**
Profesional Medico obtiene informacion por telefono y asiste al empleado lesionado en localizar el tratamiento medico adecuado.

EMPLOYER NAME
(NOMBRE DE COMPANIA)

SEARCH CODE
(CODIGO DEL BUSQUEDA)

Burbank USD

SLF03

Notice to Employer/Supervisor:

Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

Visit us online: www.CompanyNurse.com

Leaves of Absence

- Request for Leaves of Absence must be submitted to the Assistant Superintendent, Human Resources Services prior to an employee taking a leave in accordance with BTA or CSEA contract language.
- Child Care Leave: notify Human Resources Services as early as possible so we can assist you.
- Sick Leave
 - Must be reported on your time sheet
 - Request for a substitute must be reported on the Subfinder 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. 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) (BP4161.8)
 - 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 Human Resources Services 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 Services at the completion of his/her contract. Classified employees must notify Human Resources Services upon retirement or resignation and notify their supervisor as early as possible. Formal notice of resignation is required by completing a separation form, available from Human Resources Services or online at <http://www.burbankusd.org/departments/hr/forms/Separation.pdf>. The form shall be processed through the department head and forwarded to Human Resources Services. The employee shall be required to turn in all District items: telephones, keys to any facility or vehicle, computer equipment, identification badges and other school or office property before the final salary warrant will be released.
- Prior to retirement or resignation, retirement benefits, insurance coverage, and unemployment insurance benefits may be discussed with the Lead Benefits Technician.
- 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 the appropriate District agent upon checkout.

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 not considered volunteers by this definition and are not required to be screened.

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.

Types of Volunteers:

Under Direct Supervision of a Certificated Employee: (May not work unsupervised with children.)

General School Volunteer – Volunteering during school hours performing duties such as breakfast/lunch assistants, and classroom aides/helpers, library, playground supervisors.

Activities Volunteer – Volunteering after school hours working 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 Arts
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 Resources Services 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 Resources Services. 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.

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

(BP 4040)

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.

Laws for cell phone use while driving:

Two laws (SB 1613 and SB 33) dealing with the use of wireless telephones while driving prohibit drivers from using a wireless telephone while operating a motor vehicle unless the driver uses a hands-free device. Drivers who violate the laws will face a base fine for a first offense and additional increased fine for each subsequent offense. The law does allow for a driver to use a wireless telephone to make emergency calls to a law enforcement agency, a medical provider, the fire department, or other emergency services.

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.

Telephone and Voicemail Guidelines

You are representing both the Burbank Unified School District and your school or department. Customer service is all about the positive attitude we embrace when dealing with the community and staff members. Please follow these protocols when answering the telephone and using voice mail.

Telephone Protocols:

Answer Promptly	Before the third ring, if possible
Personal Greeting	When answering the telephone, state your school/department, your name, and a warm greeting like "may I help you?" For instance, "Technology Services, Jane speaking, may I help you?"
With a Visitor and the Telephone Rings	Ask the visitor to wait just a moment Ask the caller to hold or if you can call him or her back because you are with someone else Help the visitor and then help the person on the telephone or call them back

On the Telephone and a Visitor Walks In	<p>Ask the person on the telephone if you can put him or her on hold for a moment</p> <p>Ask the visitor to have a seat and you will be with them after you finish this call</p> <p>Help the person on the telephone. At a minimum, the “walk-in” person must be acknowledged</p>
You are on the Telephone and a Second Line Rings	<p>Ask the first caller if he or she can hold because your other line is ringing</p> <p>Answer the second line and ask if they can please hold or if you can call him or her back because you have one call ahead of them.</p> <p>Go back to the first caller. When finished help the second caller or call him or her back</p>
Taking Messages	<p>Be prepared with pen and paper when you answer the phone</p> <p>When someone is out and answering calls for Jane, please state the following: “Sorry, Jane is not available. Is there anything I can help you with?”</p> <p>Ask the caller if you can take a message or if they would like to be transferred to Jane's voice mail?" Always ask first and do not assume the caller would rather go to voice mail</p> <p>Take the telephone number and name of caller (and site, if applicable)</p> <p>The reason for the call, if possible</p> <p>Record the date and time the message was taken, and sign the message or email it to the person</p>
Returning Telephone Calls	<p>As soon as possible, ideally the same day</p> <p>No more than 24 hours should pass AND</p> <p>Do not let the caller “hang” for a weekend</p>

Voice Mail Protocols:

When is the use of Voice Mail Appropriate?	<p>Never during business hours, except for the following: Department meeting, site training session, or other reason involving the entire staff</p> <p>With supervisor’s permission (MUST be important)</p> <p>If unable to assist a customer, forward the call to appropriate person who knows what is going on</p>
How often is Voice Mail Checked?	Everyday and as soon as the word, “MESSAGE” is displayed on the telephone screen, the red/green light is on, or you hear a stuttered dial tone when you lift the receiver
Voice Mail Greeting	Do not leave a reason why you are not present in the office for your standard greeting
Designate an Alternate Person to Speak with in your Message	<p>Check with your principal or supervisor for who will be your backup or alternate person</p> <p>Sample: Hi, you have reached Linda at Emerson Elementary School. Please leave a message and I will get back to you as soon as possible. If you need to speak with someone immediately, please dial extension ##### for ____ (that person’s name), for further assistance.”</p>
Alternate Greetings	<p>The voice mail system allows you to leave an alternate greeting for anything out of the norm</p> <p>For instance, if Jane was out on jury duty, holiday, or on vacation, she would set up an alternate greeting to let the caller know she is out of the office. In larger offices, it is expected that others in the office or department would answer the telephone when a person out</p>
Use of Passwords on Voice Mail	<p>No secret passwords to access your voice mail</p> <p>Give your voice mail password to your supervisor</p>

E-mail Protocol for Effective Communication

Because e-mail has become an essential means to communicate and conduct business, the District has compiled the following list of guidelines and expectations for all e-mail users. As a District employee, when you are provided with an e-mail account you are expected to use it and respond to your business related e-mails in a timely manner. As you use e-mail, please be aware that there are dangers in today's cyber-world. Do not respond to unknown e-mails and beware of hidden readers because you may never know who will read the content of your e-mail because e-mail is not private. To use e-mail effectively, please observe the following recommendations:

Be Clear with Your Message

- Use good judgment as to when to use an e-mail and when to make a phone call or have a face-to-face conversation.
- Use a good descriptive subject title in the e-mail that is appropriate for your message.
- Does the message require a formal attachment or is the e-mail message alone appropriate?
- Be clear. There is always the chance that someone will misinterpret your message.
- The type of e-mail message you send is a reflection of your character.
- Is this a personal e-mail? If so, you should not use email on company time or equipment.

Practice E-mail Etiquette to Build Relationships

- Be polite and remember the golden rule "Type unto others as you would have them type unto you."
- Start your e-mail with Hello, Hi, Dear, or a simple greeting.
- End your e-mail with Thank You, Sincerely, Take it easy, a gentle good bye.
- Do not e-mail or respond when angry or upset. It is best to cool off and re-read the e-mail.
- Do not send an urgent e-mail and expect everyone to act on it immediately.
- Do not forward e-mail without the permission of the author.
- Keep editorial comments to yourself.

Consider the Following when Sending E-mail to a Group

- Is this message appropriate to the group?
- Should every member of the group receive this e-mail?
- Does this message apply to the members of this group?
- Must you feel obligated to read and respond to a group message? No, however, if you need to respond, only respond to key personnel not the entire group.
- Do not forward e-mails to groups unless you have interacted and made a response.
- Behave properly with list serves and groups.

Manage your E-mail

- Appropriate e-mail should be viewed and responded to within 24 hours.
- As a courtesy, if you are not able to respond within 48 hours, set e-mail to auto-reply and re-direct your customer to someone in the department or site who can assist them.
- E-mail should not be read during instructional time or when participating in a meeting.
- Parents and students may send you an e-mail. This message should be treated as if you received a phone call. It requires a timely response and should not be substituted for a parent conference if one is requested.
- Only reply to the sender, not to all.
- CC only when you wish to inform others and when you do not expect them to respond.
- Do not print every e-mail, this is wasteful. Organize your e-mails into folders.
- Delete and purge e-mails and folders once a week, including the sent e-mails folder.

Employ These Top E-mail Etiquette Tips

- Remain gender neutral.
- Keep harassment and discrimination policies in mind.

- Do not use e-mail to let off steam.
- Control the urge to “flame” a conversation. This is a lose-lose situation.
- Never reply to spam and do not e-mail the world.
- Copy with care; Reply-to-all with care
- Be cautious when sending attachments.
- Edit your e-mail before you hit send. Resist the urge to capitalize.

Be aware of Spammer’s Favorite Tricks

- Phony Subject Line
- Numeric Address Formats
- Celebrity Subject Headers
- Dictionary Spam
- Doubtful content
- Fake unsubscribe links
- Phony return address
- Forged headers
- Common Categories

Know and Observe E-mail Laws

- Employee’s e-mail is the property of the employer, including the use of personal e-mail accounts such as Yahoo, Hotmail, and Google, etc... on company computers.
- E-mail is like a postcard – anyone can read it.
- E-mail is vulnerable while in transit.
- E-mail can be subpoenaed; not only yours but anyone with whom you communicate.
- E-mail has an indefinite shelf life – there is no such thing as deleted e-mail.

Review Employee Technology Use: Board Policy 4040

- 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 which may be revoked at any time.
- 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.
- All employees should have read and signed the District’s Technology Use policy.

We hope these e-mail guidelines are helpful as everyone in the District makes an effort to communicate effectively and continue to build and improve our customer service.

Due Process Protections and Complaints

Non-Discrimination

The Burbank Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on disability, gender, gender identify, gender expression, genetic information, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. It is the policy of the District to provide to every person equal opportunity to receive an education as required by federal and/or state law. Complaints may be filed under the District’s Uniform Complaint Procedures, in accordance with Board Policy 1312.3: Community Relations – Uniform Complaint Procedures and Administrative Regulations 1312.3 (Uniform Complaint Procedures) and 1312.4 (Williams Uniform Complaint Procedures). Copies of the District’s Uniform Complaint Procedures are available free of charge at the District Office or at the school office.

Non-Discrimination In Employment Policy

The Board of Education 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, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation 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. Any district employee who engages or participates in unlawful discrimination, or who aids, abets, incites, compels or coerces another to discriminate, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(BP 4030)

Complaint Procedures

Complaint Procedure: Employee to Employee

If any employee perceives comments, gestures or actions deemed to be offensive from any other employee, including supervisors or members of management, the employee should notify the immediate supervisor, or the Assistant Superintendent, Human Resources Services. Immediate supervisors will promptly report any complaint to the Director, Human Resources Services. No employee is required to file any complaint with the alleged harasser.

The complainant may present such complaint orally or in writing. However, if the complaint is not resolved informally, the complainant must present such complaint in writing to the Assistant Superintendent, Human Resources Services. The statement shall be a clear, concise statement of the complaint and the circumstances involved. The District will promptly and thoroughly investigate any complaints of harassment, and will take immediate action to resolve such complaints (BP 4144).

Filing a Complaint, Uniform Complaint Procedures

The District is primarily responsible for compliance with state and federal laws and regulations. The District has established procedures to address unlawful discrimination and complaints alleging violations of state or federal laws governing the following educational programs:

- Adult Basic Education established pursuant to Education Code (EC) Sections 8500 through 8538 and 52500 through 52616.5;
- Consolidated Categorical Aid programs listed in EC Section 64000(a);
- Migrant Education established pursuant to EC Sections 54440 through 54445;
- Career Technical Education established pursuant to EC Sections 52300 through 52480;
- Child Care and Development programs established pursuant to EC 49490 through 49560;
- Special Education programs established pursuant to EC Sections 56000 through 56885 and EC Sections 59000 through 59300;
- Complaints which allege unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, gender, race, ancestry or physical or mental disability, in program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance;

Unresolved complaints from Administrative Regulation 1312.4: Procedure for Complaints Concerning Instructional Materials, Facilities, Teacher Vacancy and Misassignment, and CAHSEE (California High School Exit Examination) Intensive Instruction and Services (EC Section 35186);

Non-compliance with school safety planning requirements of Title IV of the NCLB (20 USC Section 7114(d) (7)) pursuant to EC Section 32289).

Complaints may be filed under the District's Uniform Complaint Procedures. Copies of the complaint procedures are available free of charge at the District Office or at the school office.

The District shall promote programs which ensure that discriminatory practices are eliminated in all District activities (EC Section 56501). You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA). A handicap or limited English language skills will not be a barrier to District programs. The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. If you wish further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer.

District's Uniform Complaint Officer

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

Burbank Unified School District
1900 West Olive Avenue, Burbank, California 91506
(818) 729-4451

You may contact the school office or the District office to obtain a copy of the District's complaint procedures. Copies of the District's complaint procedures and forms are available free of charge on the District's Website at: <http://www.burbankusd.org/Modules/ShowDocument.aspx?documentid=361>

Complaints made under this procedure shall be directed to the Uniform Complaint Officer, who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure (UCP) should be completed within 60 days unless otherwise indicated.

You may contact the UCP Officer to obtain a copy of the complaint process.

The Superintendent or designee shall determine whether the complainant and the District representative will participate in mediation to resolve the complaint prior to a formal investigation.

Each complaint shall be investigated by the Superintendent or designee.

The Superintendent or designee shall prepare a proposed written decision containing findings and disposition of the complaint. The Superintendent or designee shall provide a copy of the proposed decision to the complainant and the District representative and shall place the matter of the proposed decision on the agenda for the Governing Board.

The complainant has a right to appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of the decision. The complainant is required to specify if the District used incorrect facts or misinterpreted the law to arrive at its decision.

There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside the District's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to, injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

- **American Civil Liberties Act 504** – Office of Civil Rights
- **Child Abuse** – Department of Social Services, Protective Services Division, or law enforcement
- **Discrimination/Nutritional Services** – U.S. Secretary of Agriculture
- **Employment Discrimination** – Department of Fair Employment and housing, Equal Employment Opportunity Commission
- **General Education** – Burbank Unified School District
- **Health and Safety/Child Development** – Department of Social Services
- **Student Records** – Family Policy Compliance Officer (FPCO), U.S. Department of Education

(20 USC 11138; CFR 300.510-511, 300.513; EC Sections 232, 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5CCR 4620-4532)

Complaint Chart

Type of Complaint	Report to	Procedures	Action Steps Discipline
Student Initiated vs. Employee	Student Services Administrator	Follow Student or Employee Handbook	Board Policy & CB Progressive Discipline
Parent Initiated vs. Employee	Principal	Follow Uniform Complaint Procedure	Board Policy & CB Progressive Discipline
Employee vs. Employee	Employee Supervisor	Follow Contract Procedure	Board Policy & CB Progressive Discipline
Sexual Harassment Discrimination Retaliation	Human Resource Officer	Follow Penal Code, State or Federal Guidelines	Board Policy & CB Progressive Discipline

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 collective bargaining language.

(BP 4156.3/4256.3/4356.3 and Education Code 35213)

Loaning Out of District Equipment

Employees shall use District equipment only for school-related tasks. The Superintendent or designee shall ensure that all employees understand that personal use of District equipment is prohibited and that a violation may be cause for disciplinary action.

(AR 3512)

The employee shall assume responsibility for all equipment that is checked out for school related purposes only and the description ID number recorded. In borrowing any equipment, the employee assumes responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, the employee will pay the cost of repairs or replacement. The employee must fill out Board Exhibit Form 3512 "Equipment Loan Form" to be used for business and non-instructional operations equipment. This form may be downloaded from the Human Resources Services website.

Instructional and CSEA Work Calendars

- The Instructional Calendar is adopted annually by the Board of Education. See the District Website for the current school year calendar.
- CSEA Work Calendar: Classified employees work under Basis A, B, C, D, E. Please refer to classified contract language and side letters of agreement for additional information.

Payroll and Pay Stub Information

- Pay Warrants 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.
- [403\(b\) Plan](#)
 - The complete document with instructions may be download from the LACOE website <http://www.lacoe.edu/orgs/168/index.cfm>
 - You must submit the form to the payroll department after completing the form.
- Vacation days: Can only be used in accordance with the Classified Contract.
- With the exception of Children’s Center teachers, vacation days are not available for certificated employees since they work a positive calendar.

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 except Monterey and Adult School.

BUSD provides Medical, Dental, Vision, Life, and a MCC-Employee Assistance Program
Contact Kellie DiPiazza: Lead Benefits Technician, 818-729-4454, for more information.
(See District website for online web addresses.)

Certificated, Classified and Management Benefits

Insurance Plan Summary

Medical: PERS Anthem HMO Select, PERS Anthem HMO Traditional, PERS Blue Shield Access+ HMO, PERS Blue Shield Net Value HMO, PERS Health Net Salud y Mas, PERS Health Net SmartCare, PERS Kaiser, PERS Unitedhealthcare, PERS Choice 80/20, PERS Select 80/20, PERS Care 90/10

Dental Plans: Delta (PPO), PMI (HMO)

Vision: Vision Service Plan

Life Insurance: Basic and Supplementary

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 space have an “Emergency Procedures” (rainbow flip chart) posted. Familiarize yourself with the contents and locations of these flip charts 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 (911)

Dial 911 for emergency services

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 Superintendents 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)

When Disaster Strikes While School IS NOT In Session

If the emergency occurs when employees are at home in the evening, on the weekend, holiday or some other time when school is NOT in session, employees are to secure their homes and family members and report in the following manner:

Superintendent; Director of Facilities; All Assistant Superintendents; and Director of Student Services:

The above-referenced individuals will report to the District Service Center building located at 510 South Shelton Street, to form and dispatch building inspection teams. NOTE: The Superintendent; Director of Facilities; Assistant Superintendents; and Director of Student Services will be in touch via cellular telephones and radios.

District Facilities Services Personnel:

District Facilities Services personnel are to report to the District Service Center building located at 510 S. Shelton Street for direction and assignment of duties from either the Superintendent; Director of Facilities;

Assistant Superintendents; or Director of Student Services. Building inspection teams will be formed and dispatched to the sites in a timely manner. Signs will be posted at the main entrance at each site indicating the safety status of the buildings and that a District inspection team has been through. If the disaster occurs after regular working hours and before 11 PM the District Custodial Supervisor (night) will begin a radio check (from the base station located at the District Service Center (Channel 1) to all sites where custodial staff are on duty; and notify the Superintendent and/or Director of Facilities of their status. Site custodial personnel will respond to the radio check in numerical order. If however, the telephone system is in operation, and it is during regular working hours, the Custodial Supervisor will attempt to call each site in numerical order. Also, it is imperative that site radios are accessible to night staff. In the event of non-earthquake emergencies, employees should call the Custodial Supervisor at (818) 378-9945 (2:30 pm - 11 pm) to report the problem. He will investigate the problem and call the appropriate emergency personnel.

Site Principals/Staff (Employee Hotline):

In the event of a severe earthquake, site personnel will call the District's emergency information hotline 800-399-7977 to determine if their buildings are safe for entry, keeping in mind that it will take several hours, or possibly days, for building inspections to occur.

If site personnel report directly to the site, **NO ENTRY TO BUILDINGS IS TO BE ATTEMPTED UNLESS THERE IS A POSTING BY INSPECTION PERSONNEL ENSURING THE PREMISES ARE SAFE. UNDER NO CIRCUMSTANCE IS ANYONE TO ENTER BUILDINGS ALONE.**

Administrative Site Personnel:

Administrative site personnel, with the exception of those assigned to the City EOC, may call the District's emergency information hotline at 800-399-7977 for instructions. Be aware that it will take time to gather information and record it on the hotline. If land lines or cell phones are not working, be aware that pay telephones will be re-activated first; therefore, if possible, employees should attempt to locate and use a pay telephone for this purpose. Those persons assigned to the City EOC are to report to that location as soon as possible following the event.

Communications:

Use information on local news stations to determine road conditions. Telephones will be used when possible to contact employees, but past experience has shown that the telephones do not always work. Facilities Services personnel will be communicating via two-way radios or cell phones. When it is determined the need exists, the District EOC will be activated. Local and emergency information within the City of Burbank will be provided through radio station 1620 AM ("BAM 1620").

Building Evacuation vs. Site Evacuation:

Please use the term building evacuation when referring to students and staff leaving the building(s) after emergencies or disasters. The term site evacuation should be used when referring to students and staff leaving one site for an alternative location. Using the correct terminology will facilitate accurate communications with the media.

When Disaster Strikes While School IS In Session:

If the employee is at a school site when a major incident occurs, follow building evacuation procedures and go to the pre-designated assembly area and take a staff and student accounting. The Disaster Bin should be opened immediately and a command post and medical area established. Employees will assume their pre-assigned duties according to the site and District Disaster Plan. A building inspection must be done before search and rescue teams enter any buildings, to determine that the buildings are safe for entry.

Re-Entering Buildings

Individual sites shall follow their emergency preparedness plans - look for the obvious: fire, smoke, structural failure of buildings, gas leaks (do not turn off gas unless you detect an odor of gas), water running out of buildings or on grounds, electrical shorts, loose mission-type roofing tiles, etc. As the situation allows, the

District Service Center personnel will conduct building inspections in a timely manner, posting applicable notices at each site after inspections have been completed.

Release of Students to Authorized Persons During An Emergency

As soon as all students have been accounted for, students may be released to authorized persons (as listed on emergency cards). No other release approval is required. The following procedures should be followed:

1. Establish a release gate.
2. Confirm that students recognize the requesting individuals and feel secure in their custody.
3. Require the requesting individuals to sign for the student(s).
4. Ensure that all records are kept on students leaving the campus.

Release of Employees:

In the event of a disaster during normal working hours, all Burbank Unified School District employees shall initially remain at work. However, the B.U.S.D. also recognizes and supports the concept that the safety of an employee's family is important. To that end, an organized schedule for employee release following a disaster will be established within each site. The release schedule will allow employees to return home to check on the welfare of their family. Once the employee has checked on the status of his/her family and condition of his/her residence, the employee is expected to return to work so that other employees may be released to check on their families.

District Emergency Operations Center (EOC):

When building evacuation procedures (at the Administration site) have been completed, the District EOC will be put into operation. Following roll call, the District's appointed Liaison to the City team will proceed to the City EOC for direction. The District's radio operators will conduct a site roll call, contacting each site in each sector, to obtain a status code, after which, follow up status reports will be done. (A site radio sector channel listing is attached). When reporting the site status on the radio system to the District EOC, please be concise and to-the-point so that the need for assistance and resources can be determined and accurate information can be documented. Each site must adhere to protocol on the radio and respond when contacted, by identifying the site name and/or radio unit number so that communication proceeds in a timely manner.

NOTE: All programs (Adult, CDS, New Vista, OCLC, Child Care, ROP, etc.) at individual sites will participate together in emergency or disaster events. Any questions regarding your location in the assembly area should be directed to the site administrator.

Emergency Telephone Line Locations

SITE	TELEPHONE NUMBER	LOCATION OF PHONE	LOCATION OF PHONE JACK
Disney	818/558-5385	Principal's Office	Behind the fax machine in the office.
Edison	818/558-5644	In the cabinet under the fax machine in the main office	On wall by secretary's desk in office.
Emerson	818/558-5419	Under counter at back wall in office	Black phone jack by office manager's desk
Harte	818/558-5533	Closet in office	Under office assistant's desk
Jefferson	818/558-4635	In the cabinet beneath the printer in main office.	On stainless steel post by office manager's desk
McKinley	818/558-5477	Top drawer of file cabinet to left of secretary's desk in main office	South wall over secretary's desk, main office
Miller	818/558-5460	In cupboard located under counter in main office	Next to office manager's desk, behind shelves in main office
Providencia	818/558-5470	Stockroom - first cupboard on right, top shelf	Behind smallest desk near Fax machine
Roosevelt	818/558-4668	On shelf in closet next to office manager's desk	Underneath office manager's desk.
Stevenson	818/558-5522	On shelf next to the emergency telephone jack	Perpendicular to the East wall going into the principal's office from the main office
Washington	818/558-5550	Phone in closet in main office where office manager is located	By fax machine in main office
Jordan	818/558-4622	In safe in main office	Behind office manager's desk
Luther Burbank	818/558-4646	Small cubicle across from secretary's desk in Principal's office	Small cubicle across from secretary's desk in Principal's office
Muir	818/558-5320	Vault and under office manager's desk	On floor by Attendance Secretary's desk
Burbank High	818/558-4700	Behind office manager's desk.	Behind office manager's desk. Note: (Phone is plugged in at all times)
Burroughs	818/ 558-4777	On shelf in "Safe" Room by Office Manager's Desk.	Behind Office Manager's desk by the Fax
Adult School	818/558-4611	On file cabinet in southwest corner of office by antique wall clock.	Left of secretarial desk in southwest corner of main office, below window.
Monterey	818/558-5455		Telephone line next to Fax line located in office near Fax machine.
Horace Mann	818/558-5540	Bottom shelf, under middle counter in main office	Under secretary's desk in main office
District Office EOC	818/ 558-4705, Ext. 602, 603, 604, 605; 558-4600, 601, 602, 603, 604, 605, 606	In EOC closet located in Board Room "B" on 3 rd floor.	All phone jacks in the floor of the EOC with exception of 4600 & 4601 which are in closet

Radio Communications

THE FOLLOWING INFORMATION IS TO BE USED ONLY IN AN EXTREME EMERGENCY WHEN THE SITE IS UNABLE TO COMMUNICATE WITH THE DISTRICT EOC.

If a site has difficulties getting through to the District EOC, each site may be able to communicate with the following schools on the site channel listed below:

SCHOOL/SITE	DISASTER SECTOR CHANNEL	MAY BE ABLE TO COMMUNICATE WITH THE FOLLOWING SCHOOLS ON THE SITE CHANNEL LISTED BELOW
ADMIN.	8	Jordan (10); Disney (11); McKinley (12)
ADULT	5	Harte (12); Luther (10); Monterey (14); Prov. (11)
BURBANK HIGH	7	Emerson (11); Miller (12)
BURROUGHS HIGH	4	Edison (13); Roosevelt (10); Stevenson (14)
CDS	7	BHS (10); Emerson (11); Miller (12)
DISNEY	8	Jordan (10); McKinley (12); Admin. (10)
DISNEY LK	8	Jordan (10); McKinley (12); Admin. (10)
EDISON	4	JBHS (12); Roosevelt (10); Stevenson (14)
EDISON LK	4	JBHS (12); Roosevelt (10); Stevenson (14)
EDISON PRE-SCH	4	JBHS (12); Roosevelt (10); Stevenson (14)
EMERSON	7	BHS (10); Miller (12); CDS (15)
EMERSON CC	7	BHS (10); Miller (12); CDS (15)
EMERSON LK	7	BHS (10); Miller (12); CDS (15)
FACTS	5	Harte (12); Luther (10); Monterey (14); Prov. (11)
HARTE	5	Adult (13); Luther (10); Monterey (14); Prov. (11)
HARTE CC	5	Adult (13); Luther (10); Monterey (14); Prov. (11)
HARTE LK	5	Adult (13); Luther (10); Monterey (14); Prov. (11)
JEFFERSON	6	Mann CC (10); Muir (11); Washington (13)
JEFFERSON LK	6	Mann CC (10); Muir (11); Washington (13)
JORDAN MIDDLE	8	Disney (11); McKinley (12); Admin. (10)
LUTHER MIDDLE	5	Adult (13); Harte (12); Prov. (11); Monterey (14)
MAGNOLIA PARK	4	Edison (13); JBHS (12); Stevenson (14); Roosevelt (10)
MANN CC	6	Jefferson (12); Washington (13); Muir (11)
MC KINLEY	8	Disney (11); Jordan (10); Admin (10)
MC KINLEY LK	8	Disney (11); Jordan (10); Admin (10)
MILLER	7	BHS (10); Emerson (11); CDS (15)
MILLER LK	7	(BHS 10); Emerson (11); CDS (15)
MONTEREY HIGH	5	Adult (13); Harte (12); Luther (10); Prov. (11)
MUIR MIDDLE	6	Jefferson (12); Mann CC (10); Washington (13)
O.C.L.C.	5	Harte (12); Luther (10); Monterey (14); Prov. (11)
PROVIDENCIA	5	Adult (13); Luther (10); Harte (12); Monterey (14)
PROVIDENCIA LK	5	Adult (13); Luther (10); Harte (12); Monterey (14)
ROOSEVELT	4	Edison (13); JBHS (12); Stevenson (14); Mag. Park (11)
ROOSEVELT LK	4	Edison (13); JBHS (12); Stevenson (14); Mag. Park (11)
STEVENSON	4	Edison (13); JBHS (12); Roosevelt (10); Mag. Park (11)
STEVENSON LK	4	Edison (13); JBHS (12); Roosevelt (10); Mag. Park (11)
WASHINGTON	6	Jefferson (12); Mann CC (10); Muir (11)
WASHINGTON CC	6	Jefferson (12); Mann CC (10); Muir (11)
WASHINGTON LK	6	Jefferson (12); Mann CC (10); Muir (11)

NOTICE TO TEACHERS IN ACCORDANCE WITH
EDUCATION CODE SECTION 49079, BOARD POLICY 4158, 4258 and 4358

In accordance with EC 49079 and Board Policy 4158, 4258 and 4358, your receipt of this document indicates that you have been informed of pupils who have engaged in, or are reasonably suspected to have engaged in, any of the acts described in any of the subdivisions of EC 48900, have had an asterisk placed beside their name in the attendance screen on the Aeries Browser Interface, (ABI). Teachers may review the suspension(s) by reviewing the discipline screen in ABI. Below is Education Code section 48900 listing the grounds for suspension or expulsion of a pupil in subdivisions (a) through (w) and .2; .3; .4 .7 and 48915 (a) and (c).

You are hereby also informed of your responsibility to hold this information in strict confidence. Discussion of this information outside of this process could result in a violation of Federal and State laws concerning the privacy rights to students. If you have specific questions or concerns you may discuss these with the principal. EC 49076, BP 5125

48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1)** Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b)** Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c)** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2(commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d)** Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e)** Committed or attempted to commit robbery or extortion.
- (f)** Caused or attempted to cause damage to school property or private property.
- (g)** Stolen or attempted to steal school property or private property.
- (h)** Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i)** Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j)** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l)** Knowingly received stolen school property or private property.
- (m)** Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n)** Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o)** Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p)** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q)** Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or

disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

EDUCATION CODE SECTION 48900.2 - SEXUAL HARASSMENT In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

EDUCATION CODE SECTION 48900.3 - HATE VIOLENCE In addition, to the reasons specified in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5.

EDUCATION CODE SECTION 48900.4 - HARASSMENT, THREATS, OR INTIMIDATION In addition to the grounds specified in Section 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, or school district personnel that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

EDUCATION CODE SECTION 48900.7 - TERRORISTIC THREATS (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000); with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety

Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained

prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of

the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

Annual Fraud Reporting Notification

BUSD is entrusted each year with not only the care, education and well-being of our students and staff but also the proper stewardship of all district resources. This includes appropriate maintenance and upkeep of facilities and grounds and accountability for all district finances.

To this end, we meet or exceed the state requirements to maintain a 5-Year deferred Maintenance Plan for our buildings. We also have just completed approximately \$250M dollars of modernization and reconstruction of district facilities which was funded over the past 10 years by a combination of local General Obligation Bond, matching state facilities funds, local Developer Fees, City building funds and selected federal facilities funds. BUSD has also begun to study and plan for future facilities improvements and new construction.

Additionally, we meet or exceed the state requirement to account for all our district finances through required use of the state's Standardized Account Code System (SACS). This is required for all school districts and also reviewed and monitored by all County Offices of Education. BUSD also enlists an external auditor to audit all district finances annually and report all findings to the School Board and public.

Finally, it is important to have multiple avenues to hold our systems accountable. We encourage all staff and community members to bring concerns and questions to appropriate school site/district staff and School Board. We also provide an easy and effective tool to report any suspected concerns through use of our BUSD Fraud Hotline. [The number is 1-888-372-8325](tel:1-888-372-8325). Thank you in advance for your care and support of BUSD.

Burbank USD

Board Policy

Use Of Copyrighted Materials

BP 6162.6

Instruction

The Board of Education recognizes the importance of ensuring that the district complies with federal law regarding copyrights. District staff and students are expected to maintain the highest ethical standards in using copyrighted materials.

(cf. 1113 - District and School Web Sites)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 6163.1 - Library Media Centers)

When selecting appropriate supplementary instructional materials, it is each staff member's responsibility to adhere to the provisions of federal copyright law, Board policy, and administrative regulation. The district shall not be responsible for any violation of copyright laws by its staff or students. If a staff member is uncertain as to whether reproducing or using copyrighted material complies with the law, he/she shall contact the Superintendent or designee for clarification and assistance. At no time shall it be necessary for a district employee to violate copyright laws in order to perform his/her duties.

(cf. 4040 - Employee Use of Technology)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.11 - Supplementary Instructional Materials)

The Superintendent or designee shall ensure that the district observes all publisher licensing agreements between vendors and the district, including monitoring the number of users permitted by an agreement. Unless the applicable licensing agreement authorizes multiple users of a single program, the district shall not make multiple copies of a computer program or software. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.

(cf. 0440 - District Technology Plan)
(cf. 3300 - Expenditures and Purchases)
(cf. 3312 - Contracts)
(cf. 6163.4 - Student Use of Technology)

The Superintendent or designee shall ensure that staff and students receive information and training about copyright laws and the penalties for violating such laws.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Legal Reference:

EDUCATION CODE

35182 Computer software

UNITED STATES CODE, TITLE 17

101-122 Subject matter and scope of copyright, especially:

102 Definitions

107 Fair use

110 Limitations on exclusive rights: Exemption of certain performances and displays

COURT DECISIONS

Marcus v. Rowley, (9th Cir., 1982) 695 F.2d 1171

Management Resources:

U.S. COPYRIGHT OFFICE PUBLICATIONS

Circular 21: Reproduction of Copyrighted Works by Educators and Librarians, 1995

WEB SITES

Copyright Clearance Center: <http://www.copyright.com>

Copyright Society of the USA: <http://www.csusa.org>

U.S. Copyright Office: <http://www.copyright.gov>

Policy BURBANK UNIFIED SCHOOL DISTRICT

adopted: March 19, 2009 Burbank, California

Burbank USD

Administrative Regulation

Use Of Copyrighted Materials

AR 6162.6

Instruction

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

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

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

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

Printed Materials

Permitted Uses:

1. Single copies at the request of an individual teacher:
 - a. A chapter of a book.
 - b. An article from a magazine or newspaper.
 - c. A short story, short essay or short poem, whether or not from a collective work.
 - d. A chart, graph, diagram, drawing, cartoon or a picture from a book, magazine or newspaper.
2. Multiple copies at the request of an individual teacher for classroom use, not to exceed one copy per student in a course:
 - a. A complete poem if less than 250 words and if printed on not more than two pages.
 - b. An excerpt from a longer poem, not to exceed 250 words.
 - c. A complete article, story or essay of less than 2,500 words.
 - d. An excerpt from a larger prose work not to exceed 10 percent of the whole or 1,000 words, whichever is less, but in any event a minimum of 500 words.
 - e. One chart, graph, diagram, cartoon or picture per book or magazine issue.

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

Prohibited Uses:

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

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

Sheet and Recorded Music

Permitted Uses:

1. Emergency copies for an imminent performance are permitted, provided they are replacing purchased copies and replacement is planned.

2. Multiple copies (one per student) of excerpts not constituting an entire performable unit or more than 10% of the total work may be made for academic purposes other than performances.
3. Purchased sheet music may be edited or simplified provided the character of the work is not distorted or lyrics added or altered.
4. A single copy of a recorded performance by students may be retained by the district or individual teacher for evaluation or rehearsal purposes.
5. A single copy of recordings of copyrighted music owned by the district or individual teacher may be made and retained for the purpose of constructing exercises or examinations.
6. A single copy of an excerpt that constitutes an entire performable unit (i.e., a movement or aria) may be made, provided it is either:
 - a. Confirmed by the copyright proprietor to be out of print, or
 - b. Unavailable except in a larger work. This may be done by or for a teacher only for scholarly research or in preparation for teaching a class.
7. A single copy of a portion of a sound recording may be made by or for a student, i.e., a song from a record, but not the entire recording. The copy may be used in the educational context in which it was made and may not be sold or performed for profit.

Prohibited Uses:

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

Videotapes, Films, Filmstrips or Slide Programs

Permitted Uses:

1. A single copy of a portion of a copyrighted film or filmstrip may be made by a student for educational purposes if the material is owned by the school which the student attends.
2. A single copy of a small portion of a film or filmstrip may be made by or for a teacher for scholarly or teaching purposes.
3. Selected slides may be reproduced from a series if reproduction does not exceed 10% of the total or excerpt the essence of the work.
4. A slide or overhead transparency series may be created from multiple sources as long as creation does not exceed 10% of photographs in one source (book, magazine, filmstrip, etc.). This may not be done when the source forbids photographic reproduction.
5. A single overhead transparency may be created from a single page of a "consumable" workbook.
6. Sections of a film may be excerpted for a local videotape (not to be shown over cable) if they do not exceed 10% of the total or excerpt the essence of the work.

Prohibited Uses:

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

Appropriate Use of Videos

These regulations are specific and separate from the regulations concerning copyrighted material. In no instance may such materials be presented for recreation, entertainment, fund raising, or time fillers.

1. The Board acknowledges that there is value in offering students a variety of instructional tools which lead to desired learning outcomes. These instructional tools may address the various learning modalities present in classrooms, considering that some students learn better through visual stimuli, kinesthetic experiences, or auditory activities. All instruction and related activities must serve an educational purpose, consistent with district learner outcomes and student expectancies.
2. Supplementary materials can enhance learning. However, teachers must be sensitive to the fact that teaching time is short. When considering the use of videos in the classroom as a tool for instructional enhancement, it is important to draw a distinction between the two types of video which are generally available for showing: those which have been produced for educational purposes, such as documentaries, and those which have been commercially produced for profit to be shown in theaters and later released for home viewing. Many people perceive that watching videos promotes passivity, and therefore their use in the classroom should be limited. In all instances, showing commercial films in their entirety is generally not a good use of instructional time, while showing film clips to punctuate a theme or a concept may be an extremely successful strategy.
3. It is the district's position that showing videos which are directly tied to the curriculum, such as those obtained from the County Office of Education, may complement the instructional program, but should not be shown in lieu of direct instruction. If a teacher is unsure of whether or not a video is appropriate to show to a class, the site principal should be consulted. There may be times that a teacher wishes students to see a commercial video; in this case, a recommendation can go home to parents/guardians for home rental, or it can be shown after school to those who are interested (providing that parental permission has been obtained). Teachers must keep in mind that instructional time must be maximized for optimum learning.
4. When considering the use of videos in the classroom, certain parameters must be observed, namely:
 - a. The instructional appropriateness of the video: Questions to be addressed include, Is this video age appropriate? What is the instructional purpose of showing this video? How will the video enhance the lesson(s) being taught?

- b. The length of the video: How many minutes/class periods will it take to be shown? Is this the best use of classroom instructional time? Could the same objective be obtained if only a portion were shown, instead of the entire video?
- c. Alternatives to showing the video: Often, teachers choose to show a video because of the time of the year. For instance, at the end of the year, textbooks may have been collected or the teacher may feel the students deserve a reward for all their hard work during the school year. Often, videos are left for substitutes to show when teachers are absent from class. Whatever the rationale, showing full length commercial videos is not an appropriate use of classroom time. Alternatives must be provided, such as competitions, speeches, debates, art projects, etc., which tie directly into the curriculum.
- d. The desires of parents/guardians: Communication to parents/guardians is essential. A parent/guardian may prefer to have his/her child read in the library rather than sitting through a class period dedicated to the showing of a video.
5. If a teacher determines that showing a commercially produced-for-profit video is appropriate and will enhance the instructional program, the teacher must first obtain approval from the site principal, and then receive written positive parental permission for each student who will be shown the video. Videos must be G rated for elementary school aged students, and may not exceed PG 13 for middle or high school students.

Notes: The copyright of a film governs its performance (showing) as well as the copying of it. It is permissible to show a film to students using closed-circuit television if the system is confined to one building. Showing a film via closed-circuit television outside the building is not permitted. However, the district has specific regulations concerning the showing of videotapes and commercially produced films. These should be referred to when considering the showing of a video in the classroom.

Radio - Off-Air Taping

Permitted Uses:

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

Prohibited Uses:

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

Television - Off-Air Taping

Permitted Uses:

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed 45 days. All off-air recordings shall be erased or destroyed at the end of the retention period.

Broadcast programs are television programs transmitted for reception by the general public without charge.

2. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary. These recordings may be shown in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar-day retention period.
3. Off-air recordings may be made only at the request of individual teachers, for use by those teachers. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
5. After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for teacher evaluation purposes; i.e., to determine whether or not to include the broadcast program in the teaching curriculum; they may not be used for student exhibition or any other nonevaluation purpose without authorization.
6. All copies of off-air recordings shall include the copyright notice on the broadcast programs as recorded.

Prohibited Uses:

1. Off-air recording in anticipation of teacher requests.
2. Using the recording for instruction after the 10-day use period.
3. Holding the recording for weeks or indefinitely because:
 - a. Units needing the program concepts are not taught within the 10-day use period.
 - b. An interruption or technical problems delayed its use.
 - c. Another teacher wishes to use it, or for any other supposedly "legitimate" educational reason.
4. On occasion a special notice is provided with some materials specifically prohibiting reproduction of any kind. Permission to use any part of such works must be secured in writing from the author or producer in accordance with this regulation.
5. Off-air recordings need not be used in their entirety, but the content of recorded programs may not be altered. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

Software Copyright

Permitted Uses:

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

1. The copy is needed as an essential step in using the computer program with a particular machine. This copy is to be used in no other way.
2. The copy is used for archival or "backup" purposes. This copy may be held only as a file

copy and must be destroyed when the program is no longer rightfully owned by the district unless the copyright owner authorizes its sale, lease or transfer as part of the sale, lease or transfer of the original program. (17 USC 117)

Prohibited Uses:

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

(cf. 4132/4232/4332 - Publication or Creation of Materials)

Regulation BURBANK UNIFIED SCHOOL DISTRICT
approved: June 14, 2007 Burbank, California