

MANDATED ANNUAL NOTIFICATIONS

Annual Employee Notification

The District is required by Education Code to notify employees annually on Communicable Disease Control Information, Hazardous Materials Communication Program, Mandated Child Abuse Reporting, Tobacco Free Workplace, Drug and Alcohol Free Policy, Employee Assistance Service for Education (not required by Ed Code, but included), Non Discrimination Policy, Uniform Complaint Procedures, Williams Complaint Procedures, Sexual Harassment Policy, Industrial Accident Reporting (not required by Ed Code, but included) and Acceptable Use Policy for Electronic Resources (not required by Ed Code, but included). **Employees are expected to read, comply, and acknowledge receiving this Annual Employee Notification by completing the Annual Employee Notification Acknowledgment form.**

Communicable Disease Control Information

Universal Precautions

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

General Information

1. 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.
2. Hands should always be washed before drinking, eating, and before and after going to the bathroom.
3. If there are open cuts, abrasions or weeping lesions on hands, disposable plastic gloves should be worn.
4. 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, vomitus, urine, feces)

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

1. Wear plastic disposable gloves.
2. Place tissues, paper towels, drapers, pads, gauze, bandages, etc., into a plastic bag, tie the bag, and dispose of these materials daily.
3. Place plastic disposable gloves and bag inside second plastic bag.
4. Tie the bag securely and place into the trash and dispose of daily.
5. 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.)
6. Soak mop in chlorine solution and rinse thoroughly. Dispose of water used for cleaning in toilet or special drain.
7. Remove gloves and wash hands with soap and water.

Laundry Instructions

The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents by 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. More than half of the persons in the United States who have been diagnosed to have AIDS (the advanced stage of HIV infection) have died.

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:

1. Any sexual activity involving direct contact with semen, blood or vaginal secretion of someone who is infected.
2. Sharing intravenous (IV) needles and/or syringes with someone who is infected.
3. Penetrating the skin with needles that have been used to inject an infected person.
4. Direct contact on broken skin or mucous membrane with infected blood.
5. 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).
6. 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:

1. Sexual activity involving semen, blood, or vaginal secretions.
2. Sharing with someone who is infected, unsterile instruments used to penetrate the skin such as those used for tattooing, ear piercing, and razors.
3. Sharing intravenous (IV) needles and/or syringes with someone who is infected.
4. Direct contact of infected blood with mucous membrane of the eye and mouth.
5. Direct contact of infected blood with broken skin (e.g., cuts).
6. Accidental needle sticks with needles containing blood from a virus carrier.
7. Sharing toothbrushes.
8. 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.

Spread of Hepatitis B may occasionally occur in special education settings and classrooms attended by developmentally delayed students who become Hepatitis B carriers while in hospital or residential facilities. The risk of Hepatitis transmission in these special education classroom settings can be almost eliminated by good environmental and personal hygiene (Universal Precautions). Hepatitis B vaccination of susceptible personnel and students can reduce the risk to virtually zero.

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.

As of July 1997, new immunization laws have gone into effect requiring that all students entering preschool and kindergarten be immunized against Hepatitis B. Beginning in July of 1999, all entering seventh graders

will also need to be vaccinated. It is hoped that within six years, the majority of children from birth through age 18 will be immunized against Hepatitis B. 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.

Hazardous Materials Communication Program

In order to maintain a safe and healthful work environment the Culver City Unified School District maintains a Hazard Communication Program that complies with Cal/OSHA General Industry Safety Orders, California Code of Regulations, Title 8, Section 5194. The full program is available on request to all employees or their designated representatives, Cal/OSHA personnel and other authorized persons as required by California law. By making employee safety a high priority for every employee, injuries and illness can be reduced, productivity can be increased, and a safer and healthier environment can be promoted for all individuals at Culver City Unified School District.

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

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

The Assistant Superintendent- Business Services has the authority and the responsibility for implementing and maintaining this Hazardous Materials Communication Program for the Culver City Unified School District. 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 a 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:

1. Implementation and maintenance of the Hazardous Materials Communication Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid, including emergency procedures.
4. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
5. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
6. Proper reporting of hazards and accidents to supervisors.
7. Hazard communications, including worker awareness of potential chemical hazards, and proper labeling of containers.

8. 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 Maintenance, Operations, and Transportation (MOT).

District-wide Material Safety Data Sheets (MSDS) are available in the Purchasing Services Department. Site-specific MSDS files/binders are available at each site. Facilities Services MSDS files/binders are available at MOT.

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:

1. When observed or discovered; and
2. 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:

1. Report all accidents, injuries/illnesses and exposures to your supervisor, administrator and/or Business Department immediately after occurrence.
2. Secure and complete the necessary paperwork including State and District forms with your supervisor or administrator and submit to the Business Office.

Procedures for investigating workplace accidents and hazardous substance exposures include:

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

Mandated Child Abuse Reporting

All Culver City Unified School District employees are mandated to report suspected child abuse.

Child abuse is legally defined as any act of omission or commission that endangers or impairs a child's physical or emotional health and development. Categories include:

- **Physical abuse:** unlawful corporal punishment or injury.
- **Physical neglect:** general and severe neglect.
- **Sexual Abuse:** Sexual assault; exploitation.
- **Emotional maltreatment/deprivation:** willful cruelty or unjustifiable punishment.

Indicators of suspected child abuse are listed below to assist in recognizing potential or existing problems.

- **Physical Abuse:**
 - Bruises, burns, abrasions, lacerations or swelling caused by other than accidental means.
 - Belt buckle marks, handprints, bite marks and pinches.
 - History of recurring injuries.
 - Unexplained injuries: conflicting explanations or reasons for injury.
- **Emotional Abuse:**
 - Child is frightened of parents/caretakers or at the other extreme is overprotective of parents/caretakers. Child is frightened of going home.
 - Child is extremely passive, overly compliant, apathetic, withdrawn or fearful or at the other extreme, excessively aggressive, destructive or physically violent.
 - Child is clingy and forms indiscriminate attachments, or is wary of physical contact.
- **Physical Neglect:**
 - Child is lacking adequate medical or dental care.
 - Child is often sleepy or hungry or appears malnourished.
 - Child is often unsupervised. The conditions in the home are unsafe or unsanitary.
- **Sexual Abuse:**
 - Child makes statements about sexual activity with parents, relatives, friends of the family or other adults. Unusually seductive with classmates and/or adults.
 - Child shows an early or exaggerated awareness of sex.
 - Child is known to be a victim of other forms of abuse.

As mandated reporters for suspected child abuse you are NOT investigators. Culver City Police and the Department of Children & Family Services are child protective agencies and as such, are required to investigate reports of suspected child abuse.

Culver City Unified School District has procedures for reporting child abuse. See the following page.

Culver City Unified School District **Procedure for Reporting Child Abuse**

Child Abuse is defined as physical, sexual and mental abuse, and neglect, perpetrated by an adult or an older child. Sibling rivalry is not considered as child abuse.

All District employees are mandated by law to report orally and to file a written report within 36 hours when the staff member has suspicion or knowledge of such abuse.

Employees are not required to prove suspicions nor are they to conduct an investigation regarding their suspicions. Reporting is an individual responsibility. Employees are required to report even if the suspected victim is not under their jurisdiction. All reports are kept confidential and may be disclosed only to persons or agencies to whom disclosure of the identity of the reporting party is permitted under PC 1116. All persons reporting suspected child abuse are immune to liability (PC 11172). Any person who has suspicion or knowledge of abuse and does not report it is liable to a fine of \$1000 fine and/or six months in jail confinement.

The Culver City Unified School District procedures are listed below and must be followed when there is suspicion or knowledge of any abuse or neglect:

- First, **complete a Suspected Child Abuse Report** (11166PC). Forms are available from the site principal, assistant principal, counselor, nurse or secretary. School employees are required to give their name on the form and the school address should be used. (Do not use your home address.)
- Next, call the **Child Abuse Hotline at 1 (800) 540-4000** and give all the information from your form to the person or recording. Write the reference number on the form before directly submitting the form. Note on the form the home language if known. **Mail the form, blue copy only**, directly to the address provided by the hotline. Yellow copy of form is to be retained by the reporting party. Additionally, **make a copy and send the report copy to Pupil Personnel Services, District Office, attention Edith Fernandez**. (If for some reason the agency's mailing address is not provided to you, bring the report to the Pupil Personnel Services Department.)
- If an investigating officer visits the site and wishes to take the report with him/her, make a copy of the report. As stated above, send copy to Pupil Personnel Services and allow the investigation officer to take the copy needed.
- Notify the site principal.
- Do not discuss the reporting with others unless they are involved in making the report.
- If the child is in immediate danger of physical or sexual abuse or the perpetrator is in the proximity, then call the Juvenile Division of the Police Department (310) 837-1221, as well. Please do not call in anonymous reports or follow-up on a report with the Police Department.
- **Do not** put a copy of the suspected child abuse report in the cumulative record file.

If any person suspects or has knowledge that the abuse is continuing, then another report needs to be completed. It is not unusual to notify the police and file a report more than once on the same child. The important factor is that we help to curtail all forms of child abuse.

Tobacco Free Workplace Policy

Culver City Unified is a Tobacco-Free District that offers cessation services for all staff members.

The Culver City Unified School District is a tobacco free district. 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. 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. Tobacco use is prohibited in all facilities owned and/or operated by the Culver City Unified School District, including indoors, outdoors and in all District vehicles whether located on or off the premises. This policy prohibits the use of tobacco products at all times on District grounds. The probation applies to all employees, students and visitors at any activity or athletic event on property owned, leased or rented by or from the District. The District will provide a list of resources to assist individuals who wish to stop using tobacco products. Other District health benefit providers offer tobacco cessation classes. Thanks to all Culver City Unified School District employees for your help in complying with this requirement.

Drug and Alcohol-Free Policy

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

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace. These prohibitions apply before, during and after school hours. A school district workplace is any place where school district work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school 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)

Employee Assistance Service for Education

The Employee Assistance Service for Education (EASE) program is available to all employees and their families. EASE counselors specialize in:

- Family troubles
- Emotional
- Drug/alcohol problems
- Job anxieties and stress
- Grief, loss, transitions

You may contact the EASE by calling 1-800-882-1341. Please feel free to visit their web site at www.lacoe.edu//ease to learn more about the Employee Assistance Service for Education program. Brochures and information are available in the Office of Human Resources.

Non-Discrimination Policy

One of the district's traditions has always been its policy of treating people with respect, dignity, and understanding. The District does not discriminate on the basis of race, creed, religion, ethnic origin, age, sex, disability, or sexual orientation. The District maintains a workplace that is free from drugs and sexual harassment.

Equal Employment Opportunity/ADA

The Culver City Unified School District, an Affirmative Action-Equal Opportunity Employer, does not discriminate 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 in any of its policies, procedures, practices or programs.

Furthermore, the District recognizes the Americans with Disabilities Act (ADA) and acknowledges that reasonable accommodations for the employment of qualified persons with a physical disability or medical condition are necessary. If an employee has been determined to be a qualified injured worker (QIW), pursuant to Labor Code Section 139.5, and thus unable to return to the employee's usual and customary position, with or without restriction, the following procedure shall apply:

- An effort will be made to find another suitable alternative position with the District for which the employee is qualified.
- In the event that no such alternative position can be identified, the employee shall be provided with rehabilitation benefits pursuant to Labor Code Section 139.5.
- Upon commencement of rehabilitation services, such as training and/or placement, the employee shall be deemed to have resigned from the District, and all accrued benefits per the Education Code shall be paid upon resignation.

Uniform Complaint Procedures

Pursuant to Title 5, California Code of Regulations, Section 4600 et seq, any individual, public agency or organization may file a written complaint of alleged noncompliance with the requirements of specified programs or activities, which receive state or federal funding, or a written complaint of unlawful discrimination as set forth in Section 4610, with the District's Uniform Complaint Officer:

Ms. Gwenis Laura
Assistant Superintendent—Educational Services
4034 Irving Place
Culver City, CA 90232
(310) 842-4220, Ext. 4213

If a complainant is unable to put a complaint in writing, District staff will help them file the complaint.

Williams Complaint Procedures

The District shall not illegally discriminate against employees on any basis. Uniform complaint procedures are established to address allegations of unlawful discrimination, as well as complaints alleging violation of state and federal laws and the Williams Settlement. Employees and members of the public may file complaints regarding insufficiency of instructional materials, facilities conditions that pose a threat to health or safety, as well as teacher misassignments. The Governing Board designates the Assistant Superintendent—Educational Services, as the uniform complaint compliance officer to receive and investigate all complaints and ensure compliance with law. Employees may contact the school office or the District office to obtain a copy of the District's complaint procedures. Procedures are also located in the appendix.

NOTICE TO PARENTS/GUARDIANS/PUPILS/TEACHERS

IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS Williams Uniform Complaint Process, Education Code Section 35186(f)

This notice is provided to inform you of the following:

1. Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use in class and to take home or use after class.
2. School facilities must be clean, safe and maintained in good repair.
3. Each class should be assigned a teacher and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English Learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12th grade are to be provided the opportunities to receive intensive instructions and series for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office, principal's office, District office, or downloaded from the school's Web site at www.ccusd.org. You may also download a copy of the California Department of Education complaint from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

Sexual Harassment Policy

Sexual harassment is considered to be any unwanted, unwelcome, or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable. The key word in defining sexual harassment is **unwelcomed**. (BP 4119).

Employee to Employee: How do you know 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.
- Student to Student Sexual Harassment should be reported to the site administrator.
- Contact your immediate supervisor or the Office of Human Resources if the harassment involves your supervisor.

Sexual Harassment Takes Many Forms

<u>Verbal</u>	<u>Non-Verbal</u>	<u>Physical</u>
threats or insults	gestures/looks	cornering
offensive comments	staring/leering	pinching
offensive jokes	posters/photos	grabbing
pressure for dates	drawings of sexual nature	touching
propositions	e-mails	assault
suggestions of a sexual nature	cartoons	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, email that are sent.

Complaint Procedure

If any employee perceives comments, gestures or actions deemed offensive from any other employee, including supervisors or members of management, the employee should notify the immediate supervisor or the Assistant Superintendent--Human Resources. Immediate supervisors will promptly report any complaint to the Assistant Superintendent--Human Resources. 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--Office of Human Resources. 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 4119.11/AR4119.11).

Industrial Accident Reporting

Workers' Compensation

- For an emergency, call 911 immediately.
- Report all injuries to your supervisor/administrator immediately.
- Supervisor/administrator will provide and assist with completion of claim and incident report forms.
- If medical attention is required, authorization for medical treatment at Venice Culver Marina Medical Group, Inc. will be provided through the Business Department (310) 842-4220, Ext. 4217. If after Venice Culver Marina Medical Group, Inc. hours, treatment will be provided at Brotman Medical Center.

Venice Culver Marina Medical Group, Inc. 12212 West Washington Boulevard Los Angeles, California 90066 (310) 391-5241	Brotman Medical Center – Emergency 3828 Delmas Terrace Culver City, California 90232 (310) 836-7000, Ext. 2520
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- You may pre-designate a qualifying personal physician to treat you in the case of a work-related injury (LC 4600: See below). Pre-designation must take place prior to your date of injury. Written verification that your personal physician meets the requirements and agrees to be pre-designated must be provided.
- Contact Mary Soto, Business Department, (310) 842-4220, Ext. 4217 for further information.
- Claims for Workers' Compensation are managed by third party administrator, Keenan & Associates.

Keenan & Associates
P.O. Box 4328
Torrance, California 90501
(310) 212-0363

Workers' Compensation: Pre-Designation of Personal Physician Form

If you are injured on the job, you have the right to be treated by your personal physician 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, obstetrician-gynecologist or multi-specialty medical group, whose practice is predominantly for non-occupational injuries or illnesses.

Pre-designation is optional. Pre-designations remain in effect until such time as an alternate pre-designation is received. It is not necessary to repeat the pre-designation on an annual basis if your physician remains the same and continues to meet the stated requirements.

EMPLOYEE USE OF TECHNOLOGY

Governing Board 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 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.

- (cf. 0440 – District Technology Plan)
- (cf. 1113 – District and School Web Sites)
- (cf. 4032 – Reasonable Accommodation)
- (cf. 4131 – Staff Development)
- (cf. 4231 – Staff Development)
- (cf. 4331 – Staff Development)
- (cf. 6162.7 – Use of Technology in Instruction)
- (cf. 6163.4 – Student use of Technology)

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.

- (cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

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.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography, and that the operation of such measures is enforced. The superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777;47 USC 254)

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 known to the Superintendent or designee so that he/she may have system access.

The Superintendent or designee shall establish administrative regulations which outline employee obligations and responsibilities related to the use of 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.

- (cf. 4118 - Suspension/Disciplinary Action)
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

EMPLOYEE USE OF TECHNOLOGY

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.

(cf. 4112.9/42112.9/4312.9 - Employee Notifications)

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.

(cf. 4143/4243 – Negotiations/Consultation)

Legal Reference:EDUCATION CODE

51870-51874 Education technology

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 internet safety policy and technology protection measures, E-rate discounts

UNITED STATES CODE, TITLE 206751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act,
Title II, Part D

6777 Internet Safety

Management Resources:CDE PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1994

CDE PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information-Resources

WEB SITESCDE:<http://www.cde.ca.gov>CSBA: <http://www.csba.org>Federal Communications Commission:<http://www.fcc.gov>U.S. Department of Education: <http://www.ed.gov>American Library Association:<http://www.ala.org>

Policy

adopted: October 21, 1997

Policy

revised: May 22, 2007

CULVER CITY UNIFIED SCHOOL DISTRICT
Culver City, California

EMPLOYEE USE OF TECHNOLOGY

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or on-line services in accordance with Governing Board policy and the user obligations and responsibilities specified below.

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. Employees shall use the system responsibly and primarily for work-related purposes.
(cf. 6162.7-Use of Technology in Instruction)

Employees may use the internet for personal use only if such use is incidental and occurs during duty-free time.

3. Employees shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.

(cf. 4030 – Nondiscrimination in Employment)
(cf. 4031 – Complaints Concerning Discrimination in Employment)
(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)
4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.
5. Copyrighted material shall not be placed on the system without the author's permission. Employees may download copyrighted material only in accordance with applicable copyright laws.

(cf. 6162.6 – Use of Copyrighted Materials)
6. Employees shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or the data of any other user, including so-called "hacking."
7. Employees shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

EMPLOYEE USE OF TECHNOLOGY

8. Users shall report any security problem or misuse of the services to the Superintendent or designee.
(cf. 6163.4 – Student Use of Technology)
9. Employees are expected to communicate in a professional manner. Employees must adhere to confidentiality and privacy rules.
10. The use of Account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or dismissal from employment from the School District, or criminal prosecution by government authorities. The School District will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.
11. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

Regulation

Reviewed: October 21, 1997

CULVER CITY UNIFIED SCHOOL DISTRICT
Culver City, California

Regulation

Revised: May 22, 2007