

Major changes to be aware of:

New: Section XIV Distance Learning

1601.0 – Phase I Distance Learning MOU

1602.0 – Student Behavior Expectations for
Online Learning

1603.0 – Student Expectations in a Virtual
Environment

1604.0 – Attendance for
Synchronous & Asynchronous
Learning

1605.0 – Tech Support Hotline

TEACHER HANDBOOK

2020-2021



ESCONDIDO UNION HIGH SCHOOL DISTRICT

This handbook is subject to revision. For a current copy of the handbook visit www.euhdsd.org or contact Educational Services at (760) 291-3250.

The information contained in this handbook is accurate as of September 2020. Changes to Board Policy, Administrative Regulations, and Education Code may impact information herein.

ESCONDIDO UNION HIGH SCHOOL DISTRICT

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FOREWORD

September 2020

The Teacher Handbook is a resource to answer questions you may have and to provide guidance to you throughout the year. It references policies adopted by the Board of Education and the administrative regulations developed to implement those policies.

Please become familiar with this handbook. As a certificated employee of the district, you will be expected to work within these established guidelines. Please talk to your principal if you have questions or need clarification.

Working together, we can achieve equitable outcomes for all our students, preparing them to be college, career, and life ready upon graduation. Please see your principal if you have suggestions for revisions or improvements. Thank you for making a difference in our students' lives.

Sincerely,



Anne L. Staffieri, Ed.D.
Superintendent

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SECTION I

ADMINISTRATIVE - TEACHER RELATIONS

101.0 District Organization

The Board of Education is elected as the governing body of the Escondido Union High School District and is responsible for the general control and direction of education in the district. (BB 9000)

101.1 Superintendent

The superintendent is the chief executive officer of the Board. The board delegates to the superintendent the authority to carry out Board decisions and to make and carry out decisions which it delegates. The superintendent shall be fully responsible for the proper use of this authority. (BB 9000)

101.2 Principal

The principal is the educational leader and chief executive of the school. The principal is responsible for the instructional program, pupil services and operation of the school plant. The principal will establish and maintain effective relationships with students, staff, parents, and the community. The principal accepts other responsibilities as assigned. (BP 2100)

101.3 Assistant Principal/Academic Dean

The assistant principals/academic deans work directly under the supervision of the principal. They work in close cooperation with all certificated and classified staff. As assigned, they assist the principal in the supervision of any school activity or instructional program. (BP 2100)

101.4 Associated Student Body Activities Advisor

The Associated Student Body activities advisor is responsible for coordinating all school co-curricular activities and for providing effective communication about these activities with administration, faculty, student body, and community. The advisor shall be directly responsible to the principal. The advisor performs other general duties and responsibilities common to all teachers, as applicable.

101.5 Certificated Personnel - Teachers

A. Brief Description of Position:

As part of a secondary teaching assignment, the teacher shall teach students in grades 9-12 and shall assist in other programs, activities and responsibilities, as assigned by the site administrator. The secondary teacher is responsible directly to the site administrator.

B. Major Duties and Responsibilities of the Secondary Teacher:

1. Develops and teaches skills and knowledge in the assigned areas utilizing courses of study adopted by the Board of Trustees. To allow for and to encourage flexibility, teachers may develop individualized performance goals and objectives which would fulfill the adopted course of study.

2. Provides for individualized and/or group instruction in order to adapt the curriculum to the needs of pupils with varying intellectual abilities, attitudes and cultural backgrounds. Evaluates student performance according to the goals, objectives, and standards that are developed for the individuals or groups being instructed.
3. Instructs students in citizenship, moral and ethical values, manners and basic communication skills and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district.
4. Provides a learning environment in which emphasis is placed upon the development of a positive self-concept.
5. Supervises each class period and establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
6. Utilizes bulletin boards and displays pertinent materials, including student work, to enhance the learning environment.
7. Provides progress reports and student grades in accordance with the adopted District grading policy.
8. Administers standardized tests according to district policy.
9. Maintains professional competence through in-service activities provided by the district and in self-selected professional growth activities.
10. Attends and participates in all appropriate staff meetings, department meetings within the school of assignment and/or on a district level.
11. Exhibits professional cooperation with school personnel as shown through following proper channels of communications, filing of reports, willingness to participate on committees, and participation in curriculum and other departmental programs.
12. Seeks administrative approval when arranging for visitors or speakers and planning and conducting field trips.
13. Participates cooperatively with the principal or designee to mutually develop the system by which she/he will be evaluated in conformance with the district's uniform guidelines for evaluation and assessment.
14. Attempts to identify and assess student learning needs and problems and takes action to inform parents and the appropriate school personnel of those needs and problems.
15. Attends and participate in IEP's, SST's, and parent conferences.

C. Other Duties and Responsibilities

1. Assists in the selection of curriculum materials, instructional aide supplies and maintains required inventory controls.
2. Communicates with parents and school counselors to discuss the individual student's progress.
3. Supervises students in out-of-classroom activities during the assigned work day and reports infractions of the school's rules to the appropriate authority.
4. Assists in the enforcement of school rules on campus, before, during and after school.
5. Performs daily attendance accounting using appropriate procedures in a timely manner.
6. Uses appropriate procedures for basic business services as required.
7. Maintains a classroom environment which takes into account sound health and safety practices.
8. Shares in the sponsorship of student activities as requested by the principal.
9. Establishes and maintains regulations and procedures to assure that school-owned materials, equipment and facilities are properly used and cared for by students and staff.
10. Secures the classroom or department workroom upon leaving or at the close of the school day.
11. Ensures that school keys are used **only** by authorized school employees.
12. Shares in the sponsorship of student activities such as school clubs, organizations and school related events.
13. Notifies the office when leaving the campus during the school day.
14. Follows all school and district policies not specifically listed above.
(BP 4000)

102.0

Department Chairpersons

In order to develop a more effective instructional program and to take care of the necessary administrative details involved in the functioning of a department, the appointment of chairpersons has been approved by the administration.

Departments are organized by disciplines. The number of department chairpersons and represented content areas is at the discretion of the Principal and may vary at each site. The procedure for selecting department chairpersons on an annual basis is:

1. Members of department will recommend department chairpersons to principal. If the principal concurs, the appointment is made.
2. If the principal does not concur, the principal meets with department members and discusses appointment and requests members to nominate another person. If nomination is not made within a reasonable time, the principal appoints the department chairperson.

3. Department chairpersons are to be selected on or before May 1 in each school year for service in the ensuing school year. It is recommended that department chairpersons serve no more than the three consecutive one-year terms.

It is not intended that the department chairperson direct the activities of the department. Rather, it is expected that he or she shall be a democratic leader who inspires cooperation and motivates organization, directed toward the improvement of the teaching - learning situation.

4. The duties and responsibilities of a department chairperson are:
 - a. Act as chairperson of regularly scheduled department meetings, keeping accurate minutes and submit copies to the principal.
 - b. Organize the department for the improvement of instruction.
 - c. Assist in the development of program materials.
 - d. Assist in the selection of textbooks and instructional materials.
 - e. Prepare, in cooperation with department members, the department's budget.
 - f. Approve the department's requisition for supplies, texts and equipment.
 - g. Maintain department inventories and assist teachers to maintain room inventories.
 - h. Aid in the interviewing and selection of new personnel for the department.
 - i. Recommend the assignment of the teachers of the department on the master schedule.
 - j. Attend School Curriculum Council meetings.
 - k. Attends and participates in district Subject Area Committee (SAC) meetings.

102.1 School Department Meetings

Department meetings are organized and conducted by the chairperson of each department to meet the needs of the educational program of that department. It is the department chairperson's responsibility to conduct regularly scheduled department meetings at least once each month.

102.2 Districtwide Department Meetings

Districtwide department meetings will be held as needed at a place determined by the facilitator of the Subject Area Committee (SAC). Coordination of special curricular areas is promoted through these meetings.

103.0 Instructional Program Review Committee

Instructional Program Review Committee meets as necessary to review curriculum and textbook adoptions for the district.

104.0 Faculty Meetings

Regular faculty meetings will be held monthly during the school year. All teachers are required to attend. In case of unavoidable absence, prior approval must be secured from the principal.

105.0 New Teacher Meetings

An in-service training period of new teachers will be held for orientation, assistance, and review of district and/or site initiatives the day prior to all other certificated staff report day. Trainings may be held at the site and district level. In addition, time will be set aside to meet with ESTA.

106.0 School Publicity

The best publicity a school can receive is through individual students as they attain success and tell others about it. This applies to each and every activity of the school. Also helpful are formal publications initiated at each school including the school website, newspaper, senior newsletters, parent newsletters and other publications. The local media have been very responsive to news articles originating from school activities.

All teachers who sponsor clubs or activities can initiate publicity by writing an article or notifying the district superintendent's office, at (760) 291-3201 of their newsworthy achievements or undertakings. It is hoped each teacher will make it a responsibility to contribute ideas, suggestions, and information to keep the news of the high schools' activities, work and events constantly before the public.

ALL PUBLICITY RELEASES, GENERAL LETTERS OF INFORMATION TO PARENTS OR THE PUBLIC, MUST BE CLEARED THROUGH THE PRINCIPAL'S OFFICE.

107.0 Outside Speakers in the Classroom

- a. In order to enhance the educational opportunity and experience available to the pupils of the Escondido Union High School District, the Board of Education approves and encourages the use of community resources for the purpose of instruction when related to the prescribed course of study and under the direct supervision of a certificated employee of the district.
- b. A Speaker's Request form must be completed and approved prior to scheduling a guest speaker.
- c. Speakers or resource personnel invited to the schools are to report to the principal's office to register prior to going to the classroom. (BP 1250)

108.0 Substitute Teachers

- a. Teachers who are going to be absent must call Frontline at 1-800-942-3767 or access online at <http://www.login.frontlineeducation.com/login> as soon as possible so that provision may be made for a substitute teacher and the absence can be correctly recorded on the teacher's attendance record. Teachers must provide lesson plans, seating charts, keys, roll sheets, and grade books. We encourage staff to enter the absence(s) at the earliest date. The latest entry needs to be made prior to 6:00 a.m. on the day of the absence. Absences entered in the morning or late the night before are often NOT filled. This is a hardship for staff, colleagues, and students.
- b. Absences that continue beyond one day must be called in to Frontline by 2:00 p.m. the preceding day, and the principal must be notified so that the substitute can be continued.
- c. The use of substitutes is arranged through the Human Resources Department, specifically by the Frontline system. However, substitutes must report to the site secretary at the close of each day taught to determine whether they are needed for further duty and to have their substitute time sheets signed. (BP 4161.1)
- d. In case of absences, teachers must provide lesson plans, seating charts, keys, roll sheets, and grade books for both substitute and administrators.
- e. Substitute teachers must submit monthly time sheets to Payroll no later than the fifth of the month for the preceding month.

109.0 Emergency Lesson Plans

Each teacher must have on file with the principal's secretary a lesson plan which can be used by a substitute in case the teacher must leave or be absent in an emergency.

109.1 Class Seating Charts

Seating charts for all classes, where such charts are practical, should be prepared, kept up-to-date and always available for substitutes or others needing them.

110.0 Miscellaneous Leaves

The following leaves are available to teachers. Check the current collective bargaining agreement for policies in applying these leaves.

Items with * need documentation such as a medical note, paperwork, or additional information on reason or type of family member.

A medical note or documentation must be provided when requested by an administrator.

Sick – (Employee sick or medical appointments)	ESTA
Personal Necessity – use of sick leave*	ESTA Negotiations
Personal Reasons Leave – use of sick leave*	ESTA Grievance
Pregnancy Disability Leave – 6 weeks paid*	
Pregnancy Disability Leave – use of sick leave*	
Bonding Leave – both parents – use of sick leave*	
FMLA, CFRA (HR documentation needed)*	
Unpaid Leave*	
Bereavement – Need information*	
Jury Duty (no long-term duty)*	
Subpoenaed – Nonparty witness*	
Official Government Order*	
Military Leave*	

A return to work note or medical clearance must be submitted to HR PRIOR to returning to work if an employee has been admitted to a hospital, had a surgical procedure, or returning from a long-term illness or disability leave.

If you have a medical note with restrictions, or you have a short-term injury that restricts you at work, we will meet with you for an interactive accommodations process to review your job, the essential functions, and the support that we can provide to you.

SECTION II

STUDENT ACCOUNTING

201.0 Attendance

Each teacher shall maintain a school register which shall include a record of absence and attendance of each pupil enrolled in the classes taught by the teacher. Teachers' roll books must be kept in addition to computer records. (EC 44809)

Such a record should show the date of all absences and tardies, as well as the students' grades. Teachers shall take roll at the beginning of each class period. This task cannot be delegated to a student. Teachers' roll books are official documents and retained permanently and must be turned in immediately after school closes in June, or at semester's end in December.

In case of teacher absence, the class roll/grade book must be available to administrators and substitute teachers.

202.0 Attendance Controls

Manual Control - All teachers are to require students to have class admittance slips before reentering class after an absence. When the student re-enters class after an absence, sign or initial the admittance slip in the proper place and return to the student. The last teacher to sign the absence report will keep it and return it to the attendance office, either directly or through a student messenger.

Computer Control - Attendance is to be taken online in Synergy at the beginning of each class period.

202.1 Procedure in Keeping Class Roll

The teacher's class attendance accounting report is an official document of the school district and must be kept in a uniform manner. Uniformity enables anyone to properly interpret a teacher's class roll book. Keep attendance as follows:

A legend is available in Synergy for all attendance codes. Teachers may see the legend when viewing attendance reports.

FIELD TRIP - Used when a student is absent from class while on school business. These absences are excused. Lists for athletic field trips are sent to each teacher from the attendance office. Absentee reports are not to be turned in for such absence.

202.2 Tardiness

The most effective way to discourage tardiness is to greet your students as they enter class and begin instruction when the bell rings.

Any student who arrives in class after the bell marking the beginning of the class period has rung is tardy.

The following guideline should be followed to manage tardiness:

1. On the THIRD (3rd) tardy, truancy, or combination of both from a class, the teacher will refer the student to the assistant principal or counselor and notify the parents of the problem. Corrective action I may be issued. (See section 203.1)
2. On the FIFTH (5th) tardy, truancy, or combination of both from a class, the teacher will confer with the student, refer the student to the assistant principal and contact the parent. The assistant principal will set up a parent/teacher/student conference. Corrective Action II may be issued.

3. On the SEVENTH (7th) tardy, truancy, or combination of both from a class, the teacher will confer with the student and refer the matter to the assistant principal. The assistant principal will meet with the student and the parents. Corrective Action III may be issued.

202.3 Unexcused Absence

An unexcused absence is one that occurs without the permission of the student's parent or legal guardian for reasons other than illness, quarantine, funeral, medical, or legal business.

The following EC reference applies to ALL unexcused absences: The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. (EC 48913)

Teachers are encouraged to allow students to make-up all work that can be reasonably provided. In such case, the student will be responsible for all make-up arrangements. Work will be completed within the time specified by the teacher. Failure to do so or excessive absence without make-up may result in a failing grade for the course.

202.4 Truancy

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor of the school. (EC 48260)

The policy outlined under Tardiness should also be followed to discourage truancy. (see section 2022)

203.0 Unsatisfactory Attendance

The teacher's grading policy may include points for daily participation in class activities. Attendance in itself is a significant part of achievement in the class and, as such, of the student's grade. He/she loses instruction and class interaction that is difficult to recover. Although a student cannot receive a lower grade or a failing grade on the basis of excessive absence, his/her level of achievement may diminish because of excessive excuses.

If a student receives an INCOMPLETE at the end of a grading period, the teacher must notify the student at the time the INCOMPLETE grade is issued, and make-up work must be accomplished within six weeks at the end of the grading period in order to receive a grade and credit for such work.

203.1 Telephone Calls to Parents

Communication with parents is a vital part of a student's success. To increase teacher effectiveness and student achievement, teachers will be required to phone home when excessive absences/tardies or behavior problems occur. (Excessive absences/tardies are defined as three (3) or more absences/tardies.) Teachers may need to call parents at work or at times other than their prep period in order to reach them. Any problems, including unsatisfactory behavior, must be communicated to the parent before sending a referral to the counselor or the assistant principal's office.

204.0 Passes

No student shall leave class or an activity during school hours without a proper pass. Requests for passes should be carefully judged in order to cut down the number of students leaving classes. Each student must have in his/her possession a valid teacher issued pass when out of class.

204.1 Off-Campus Permits

A pupil may not leave the school premises at break, lunch, or any other time before the regular hour for closing school, except in the case of an emergency, as determined by a site administrator or with the approval of the principal of the school. (Calif. Adm. Code, Title V, Sec. 303)

Whenever a student needs to leave school, he/she must FIRST obtain an off-campus pass from the health office, the attendance office, or an administrator.

205.0 Work Permits

Work permits are necessary for all minors under eighteen years of age. Students may obtain further information concerning work permits in the Career Center.

206.0 Change of Program Procedures

Changes in a student's program may only be made through the student's counselor and after parent contact.

TEACHERS ARE NOT TO CHANGE STUDENTS FROM ONE CLASS TO ANOTHER. THIS IS AN ADMINISTRATIVE RESPONSIBILITY.

207.0 New Students

Teachers and students are asked to make every effort to get acquainted with new students and make them feel welcome. The teacher can help a new student make a smoother transition to the class by introducing him or her to other students. Every effort should be made to encourage a friendly relationship between students.

208.0 Student Withdrawals

Before a student may withdraw from school, written authorization from the parent or guardian must be given to the school. Students must report to the counseling office to complete the checkout process prior to withdrawal.

SECTION III

STUDENT CONTROL AND DISCIPLINE

301.0 Discipline - An Educational Program

The Escondido Union High School District philosophy of discipline is based on the concept that discipline is a necessary part of the total educational process. Stated in greatly simplified terms - discipline is a "learned" behavior. A student is taught to behave according to a prescribed set of rules. Discipline situations are considered opportunities for teaching a student the kind of attitudes and behaviors that will contribute most to his/her development. The work of the disciplinarian is not one of repression and authoritarianism, but one of education. The ultimate goal is self-discipline.

The function of student-control regulation shall be to train our students in good study habits and in attitudes of good citizenship that will cause them to be considerate of the welfare of their fellow students and be law-abiding with respect to rules and regulations of the school and society. Staff shall use preventative measures and positive conflict resolution techniques wherever possible. (BP 5744)

302.0 Need for a Disciplinary Process

The role of the school in the disciplinary development of a student is limited by the California Education Code and various court decisions. There are those students who resist every effort put forth by school personnel involved in the disciplinary process. Despite California's strict compulsory education laws, public education is not an absolute right, and may be denied those who fail to perform duties required for school attendance.

A school district must protect the learning rights of the majority of pupils by eliminating from school those pupils whose conduct defies all efforts toward correction and persistently take an unreasonable amount of time teachers and administrators should devote to those attempting to learn. To forestall the final act of expulsion from school by due process of law, the Escondido Union High School District has developed the policy that a student is given every opportunity to correct behavior patterns before severe punishment is necessary.

Those immediately involved in the disciplinary process are the teacher, the counselor, the assistant principal, the principal, the Superintendent and the Board of Education. Teachers should be aware that California Constitution, Article 1, Section 28(c) provides that:

"All students and staff of public, primary elementary and junior high and senior high schools have the inalienable right to attend campuses which are safe, secure and peaceful."

It shall be the duty of each employee of the school to enforce the rules and procedures on school discipline adopted under this section. (EC 35291.5)

303.0 The Role of the Classroom Teacher

The teacher's primary responsibility is to his or her class as a whole. In the role of disciplinarian, the teacher must play a more significant part than just eliminating a problem case. Students must be taught to behave. Regardless of subject matter, student discipline must be a major concern of the classroom teacher. The most effective way to manage student behavior is to structure your classroom for success. The teacher should understand the basic principles of behavior modification, restorative practices, maintain high expectations for student academic and behavioral performance and interact positively with students and parents.

There are certain initial steps in the disciplinary process that the teacher must take in handling the student who is not responding to teacher implemented interventions. The first step is to discuss the situation with a student preferably away from other students. If the situation continues, a call to the parents or guardians may prove effective. At all times, the teacher should document the problems and note actions taken. If the unacceptable situation continues after the preceding steps have been taken, a referral along with documentation should be sent to the student's counselor or assistant principal.

304.0 The Role of the Counselor

As disciplinarian, the counselor does not necessarily assume an authoritarian role. By means of counseling skills and techniques, the counselor's primary task is to teach the student the necessary controls for good self-regulation. The counselor interprets school policies for the student and tries to provide corrective emotional experiences that will enable and encourage the student to talk out feelings and hostilities rather than act them out.

The counselor must record the results of his or her contacts with the student and student's parents or guardians. These records are to be added to the cumulative folder initiated by the referring teacher. Counselors should record in the Student Information System all student disciplinary and disciplinary support referrals and interventions that are either initiated by the counselor or made as a response to a referral from certificated teaching staff. These records should include any appropriate notations documenting referrals to student support teams, student mediation meetings, IEP meetings, or students referred for 504 plans, referrals made to assistant principals, community agencies, etc. Such notations should include a record of parent contacts and notations as appropriate from follow-up parent conferences.

If counseling has not benefited the student, referral must be made to the assistant principal and all records turned over to him/her.

305.0 The Role of the Assistant Principal

The assistant principal's function in the disciplinary process must be authoritarian in nature. At this referral point, the misbehaving student may be assigned an appropriate intervention. In the latter event, the student's future behavior should be structured to ensure conduct acceptable to the school administration. Consequences must be clearly outlined as they relate to legal and moral responsibilities of the school, student, and parent or guardian.

306.0 The Role of the Principal

The function of the principal in the disciplinary process shall be that of final review before very severe consequences shall be initiated for the removal of the student from school.

307.0 Detention

Teachers should consult the assistant principals regarding the school's detention system. A teacher may conduct his/her own detention program in accordance with the following:

1. A pupil shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day. (CAC Title 5, Sec 353)
2. A pupil shall not be required to remain in school during the intermission at noon, or during any break. (CAC Title 5, Sec 352)
3. If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee speaks to the parent/guardian.

Saturday School

Saturday School is held as needed on each of the comprehensive school sites. Students may be assigned to Saturday School by an administrator for violation of school rules as stated in the Student Handbook under Group III.

308.0 School Detention Program

Students may be assigned to the School Detention Program for violations of school rules, as stated in the Student Handbook.

309.0 Grounds for Suspension

Suspension shall be imposed only when other means of correction and/or intervention fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

309.1 Grounds for Suspension and Possible Expulsion

A pupil may 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 one or more of subdivisions 1 to 21 inclusive:

A pupil may 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 (s) but not K, inclusive:

1. Caused, attempted to cause, or threatened to cause physical injury to another person and/or willfully used force or violence upon the person of another, except in self-defense.

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(s))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any 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.

3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any 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.

4. Unlawfully offered, arranged, or negotiated to sell any 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 any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

5. Committed or attempted to commit robbery or extortion.

6. Caused or attempted to cause damage to school property or private property.

7. Stolen or attempted to steal school property or private property.

8. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, vapor products/e-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.

9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety **Code**.
11. Knowingly received stolen school property or private property.
12. 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.
13. 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**.
14. 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.
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
16. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
17. Engaged in an act of bullying
18. Made terrorist threats against school officials and/or school property (Education Code 48900.7)
19. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)
21. Intentionally harassed, threatened or intimidated a student, group of students, or school district personnel to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment (Education Code 48900.4)

If a pupil is found to have violated Education Code 48900 a-e or that it has been determined that the pupil's presence causes a danger to persons or property, then that pupil may be suspended upon the first offense. Suspension is intended to correct pupil behavior when other means fail to bring about proper conduct.

309.2

Suspension by Teacher (EC 48910)

- a. Upon determining that the pupil has committed any of the acts enumerated in EC Section 48910 and suspending the pupil from his/her class, the teacher shall immediately report the suspension to the assistant principal of the school and send the pupil to the assistant principal for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the Governing Board.
- b. As soon as possible, the teacher shall ask the parent(s)/guardian(s) of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor or a school psychologist shall attend the conference. A school

administrator shall attend the conference if the teacher or parent(s)/guardian(s) so request. The pupil shall not be returned to the class from which he/she was suspended, during the period of suspension, without the concurrence of the teacher of the class and the principal.

- c. A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day, this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.
- d. A student may not be suspended from a class for more than two consecutive days.

310.0 Classroom Management Plan

Listed below are recommended strategies to use to structure your classroom for success. It is suggested that teachers become familiar with these strategies in order to help solve any discipline problems that may arise.

- a. Communicate long and short-term goals of the class to students.
- b. Be sure that the students understand the assignment.
- c. Plan the day's work in advance.
- d. Place time limit on all written work.
- e. Be firm, fair and calm in your dealings with students. Interact positively.
- f. Be in your room ahead of students, greet students as they enter and start classwork at once.
- g. Use affective (I) statements
- h. Keep students working the entire period.
- i. Let your students know exactly what you expect of them regarding classroom regulations and procedures.
- j. Praise noteworthy efforts whenever possible.
- k. Be sure to grade and return all written work turned in by students in a timely manner.
- l. Plan to manage your own classroom. Send students to assistant principal for major infractions only.
- m. Use a seating chart. Learn the names of your students quickly and develop an interest in every student in your class.
- n. Do not make rigid statements. Be sure you can defend statements you make.

311.0 Campus Conduct

In addition to the maintenance of discipline in the classroom, teachers are expected to be alert to conduct in the halls, on the campus, and in the restrooms. Ask firmly, but kindly, for cessation of misconduct whenever observed and report promptly to the assistant principal's office any serious conducts such as smoking, fighting, or destroying of property. In such serious cases, it would be most advantageous if teachers would accompany those guilty of the infractions to the assistant principal's office. This being impossible, securing the names of the guilty persons will aid the assistant principals considerably.

312.0 Student Supervision

State law requires the presence of a certificated person at ALL TIMES when students are in a classroom, on a field trip, or area of a school sponsored activity. The presence of teacher aides or parents DOES NOT suffice as a substitute for this requirement. Teachers cannot delegate their student supervisory responsibility.

313.0 Corporal Punishment

No corporal punishment will be administered by anyone employed by the Escondido Union High School District.

314.0 Closed Campus

All school campuses will be closed from the hour of opening of school in the morning until closing time for the last period of the day. All students must remain on their respective campus during the lunch period.

Note: Medical, dental appointments or emergencies that require the student to be absent from school will be processed through the attendance office.

315.0 Parents, Guardians and Other Visitors

- a. If the parent or guardian seeks to contact a pupil by telephone, it will be permitted only in case of extreme emergency.
- b. If visitors who are not parents or legal guardians come to campus and attempt to make contact with one of the students, it will be permitted only if that person is listed as an emergency contact for the student.
- c. Notes, telephone calls and requests in person to release students from school are permitted only in case of extreme emergency and only with authority.
- d. Any person who is not a student of the public school, a parent or guardian of a student of the public school, or an officer or employee of the school district maintaining the public school, or who is not required by his/her employment to be in a public school building or on the grounds of the public school, and who has entered any public school building or the grounds of any public school, during school hours shall first obtain written permission from the principal or his/her designee to be on campus.

316.0 Assemblies and Activity Periods

All teachers not on preparation time are required to assist in the supervision of all assemblies, rallies and activity periods.

317.0 Fire Drills and Emergency/Disaster Drills

Official fire drills, earthquake, evacuation, and lockdown drills are held each semester according to state regulations. Teachers are to maintain constant supervision of their students during such events. A Crisis Response for Teachers and Emergency Responsibilities Plan will be issued to all teachers and evacuation procedures and routes are posted in each classroom. These plans contain information on what you should do in the case of a specific crisis or disaster. It is your responsibility to familiarize yourself with these plans. Classes are to leave and return in groups quietly and in an orderly manner. Students are not to linger, go to their lockers, stop at drinking fountains, or visit washrooms during fire, earthquake, or bomb threat evacuation drills. Unless otherwise directed, the teacher is to see to it that windows and doors are closed prior to leaving their rooms during a fire/emergency/disaster drill. After you evacuate in an emergency please close doors. During lockdown drills the teacher is responsible for having the class remain secure and quiet. The door is to remain locked and blinds closed until opened by school administration, law enforcement or until the all clear is conveyed to all classrooms.

Teachers must take their class roll/grade books with them outside the building so students can be accounted for.

318.0 Classroom Doors Are To Be Locked

Classroom doors are to be locked when a teacher leaves the room. Students are not allowed in a room unless a teacher is present. Do not give keys to students.

319.0 Duties of a Dance Chaperon

Student dances are conducted primarily for the pleasure of high school students; all school rules and regulations are in effect. In addition, all attendants at dances are subject to the school rules and any other rules deemed necessary by the site administration.

Chaperons are asked to adhere to the following:

- a. Be sure to attend the dance for which you are scheduled or check with the assistant principal if for some reason you are unable to attend and wish to change assignments with another teacher.
- b. Chaperons should assist in maintaining order and should see to it that the student dance rules are enforced.
- c. Chaperons are on duty from the beginning of the dance until dismissed by administration.

SECTION IV

STUDENT EVALUATION

401.0

Reporting Pupil Progress

- A. It is the policy of the Board of Education that teachers make timely reports to the parents/guardians of each pupil, in readily understood terms, of the most complete and accurate information possible regarding both the pupil's academic and citizenship progress.
- B. By the end of the first week of the beginning of a new course, the teacher will issue orally and in writing, to each pupil, a complete explanation of his/her grading policy including definitions of all grading symbols to be used in evaluating the pupil's progress. This explanation shall be repeated at regular intervals throughout the course. Grading practices and procedures will reflect consistent application of reasonable criteria including the results of tests, the completion of daily class assignments, classroom participation, projects, and homework.
- C. The school year is divided into six (6) week grading periods for reporting pupil progress and two (2) semesters/terms for assigning permanent grades and credits earned.
- D. Teachers will issue progress notices showing the cumulative academic and citizenship grades, absences and tardies of pupils at the end of each six-week grading period. At the end of each semester, teachers will issue report cards showing all of the above as well as the number of credits which the pupil has earned.
- E. Grades may not be used for disciplinary purposes; they must reflect academic achievement. Therefore, a pupil may not receive a lower or a failing grade on the basis of excessive absence. However, excessive absence may result in diminishing achievement that will be reflected in the pupil's grade.
- F. With regard to physical education classes, a pupil may not receive a lower or a failing grade on the basis of his/her failure to wear STANDARDIZED physical education attire. The pupil may receive a lower or a failing grade if he/she fails to participate in class activities and/or wears clothing which is unsuitable for participation in athletic activity. Suitability for activity shall be determined according to safety factors and the type of clothing worn. Color, style, and/or brand of clothing shall not be among the criteria used to determine eligibility.
- G. The following symbols will be used to record pupils' academic grades: (see also section 502.3)

A	Superior	4 grade points
B	Better Than Average	3 grade points
C	Average	2 grade points
D	Below Average	1 grade point
F	Failure	0 grade points
I*	Incomplete, without final mark; to be replaced by final mark of A-F	

NM	No Mark	0 grade points (not included in GPA)
Pass	Pass (for pass/fail)	0 grade points (not included in GPA)
Fail	Fail (for pass/fail)	0 grade points (not included in GPA)
WP	Withdraw/Pass	0 grade points (not included in GPA)
WF	Withdraw/Fail	0 grade points
NC	No Credit	0 grade points (not included in GPA)

*Requires principal's approval prior to use. An "Incomplete" shall be given only when a student's work is not finished because of illness or other excused absence. The principal or designee must approve all "Incomplete" grades prior to the grade being submitted. If not made up within six weeks, the "Incomplete" shall become an F.

A "No Mark" shall be given only when circumstances have not allowed the student to be enrolled in class long enough to earn credit or the student has not yet completed the required work and will continue to complete. A student will have no longer than the subsequent semester/term and summer session to complete the work required. (Summer session and fall semester/term or winter semester/term and summer session) If the work is not completed by that time, the "No Mark" will be replaced with an "F".

If more than one teacher is involved, both teachers will provide input for determining the final grade and sign the grade change/credit completion form. The "No Mark" will be replaced with the final grade and posted during the semester/term the "No Mark" was given.

Grade Weighting

UC Designated Honors/Advanced Placement Classes and a maximum of four UC/CSU transferrable community college courses from the EUHSD designated list or four approved college or university courses.

A = Superior	5 grade points
B = Better Than Average	4 grade points
C = Average	3 grade points
D = Below Average	1 grade point
F = Failure	0 grade points

Withdrawal from Classes (see also section 502.2)

A student who drops a course during periods 1 through 6 during the first 20 school days of the semester may do so without any entry on his/her permanent record card. A student who drops a course during periods 1 and 6 after the first 20 school days of the semester shall receive a W/F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances. In such cases the student may receive a W/P. Principal or administrative designee may assign partial credits based on the exit grade, as determined by the teacher of record, in lieu of W/P (Education Code 49066).

- H. Citizenship grades will be determined on the pupil's responsibility, effort, class conduct, and courtesy. The following symbols will be used to record pupil's citizenship grades:

E	Excellent
S	Satisfactory
U	Unsatisfactory

401.1 Incomplete Grade Policy

An "Incomplete" shall be given only when a student's work is not finished because of illness or other excused absence. The Principal or designee must approve all "Incomplete" grades prior to the grade being submitted. If not made up within six weeks, the "Incomplete" shall become an F.

At the end of spring semester, teachers are to submit all make-up work to the Principal's Office PRIOR to teacher checkout. Tests will be administered by the principal and appropriate teacher will grade same at a later date. Teachers are to record the grade change in the counseling office.

401.2 Grade Marking

The following percentages will normally be followed for making grade cards.

A - 90% to 100%
B - 80% to 89%
C - 70% to 79%
D - 60% to 69%
F - Below 60%

401.3 Class Record Books

Each teacher shall keep a record of grades in a record book obtained from the office or directly in the district – provided Student Information System (SIS) or Learning Management System (LMS). Grades should be recorded in a timely manner so that a student's standing can be computed at any time. If using a record book, an explanation of the method of grading should be placed in the front of the grade book. List what each grade represents. Identify the grades for examinations, six-week periods, and semesters.

402.0 Report Card Procedure

Report cards are processed by data processing, and data mark sheets are distributed to teachers by the counseling department along with instructions for use.

403.0 Progress Reports

Student academic progress reports are report cards issued every six weeks at the end of each six-week grading period. The grade issued indicates the cumulative grade to date for both academic progress and citizenship. These reports may be used AT ANY TIME, when determined necessary by the teacher, counselor, or administrator, to warn the pupil and his/her parents/guardians of an impending failure. This deficiency notice should be made to the pupil and his/her parents/guardians long enough before the end of a grading period so that the pupil has adequate time to achieve a passing grade in the course.

If the pupil's grade has dropped to an "F", or if the pupil is in danger of failing a course during the last six weeks grading period, it is the teacher's responsibility to notify the pupil, his/her parents/guardians of this circumstance as soon as possible. A failing course grade for the semester may NOT be issued without a timely prior parent notification.

Teachers shall post report card grades and citizenship marks electronically using the student information system within the designated grading window. The school registrar will announce the opening and closing of the grading window and provide detailed instructions for posting grades.

Procedures for issuing Special Progress Reports (at times other than the end of a six-week grading period):

1. Teacher makes report out in triplicate (form); obtains the student's signature and gives:
 - a. White copy to student with instruction to return to the teacher with parent's signature.
 - b. Pink copy to appropriate counselor for review and placement in student's file.
 - c. Yellow copy for teacher record.
2. The counselor will counsel students who are doing unsatisfactory work in more than one class, and other students, as necessary.

404.0 Weekly Progress Reports

These reports may be used at any time so desired by the teacher, administrator, counselor or parents. These reports indicate the student's academic and citizenship grades during a specific period of time.

We encourage parents to request such reports (weekly) when the progress of their child is not as good as it should be.

These report forms are kept in the counseling office. The student is responsible for obtaining the report form and taking it to his/her teacher. The Weekly Progress Report is a good device to recommend to parents when the student is failing to do homework, etc., and the parent is not aware of such until an official school notice is sent home.

405.0

Letters of Commendation

Teachers are encouraged to send a letter of commendation to the parents of deserving students.

SECTION V

STUDENT GUIDANCE

501.0 Guidance Program

A comprehensive School Counseling and Guidance Program is integral to the school's academic mission to ensure ALL students achieve college and career readiness. Comprehensive and effective school counseling programs are collaborative efforts between the school counselor, parents/guardians and support staff to create an environment that focuses upon student achievement. It ensures equitable access to opportunities and rigorous curriculum for all students to participate fully in the educational process. The core counseling program provides instruction and support to students and families in the domains of academic achievement, college/career preparation, and personal/social-emotional development.

501.1 Secondary Counselors

School counselors value and respond to the diversity and individual differences found in our schools and communities. They provide essential information and services to assist students to reach their personal and academic/career goals. School counselors design and deliver guidance lessons as well as provide group and individual support to students. They help students develop positive attitudes, personal integrity, organizational and goal setting skills, and to accept and prepare for the responsibilities and demands of pursuing college and career goals in a diverse and complex society.

What School Counselors Do

Counselors Help Students:

- Assess their strengths, challenges, talents and abilities
- Choose courses that are right for them
- Develop positive attitudes that build self-confidence and self-esteem
- Keep informed and monitor their progress toward graduation
- Resolve personal problems with family, friends and teachers
- Plan their education to prepare for post high school options

Counselors Help Parents/Guardians:

- By providing information and services on their student's educational progress
- By providing referrals and information about community services
- By providing information used in college and career planning

Counselors Collaborate and Inservice Teachers and Staff

- By providing guidance lessons
- By providing referrals and information on community services
- By counseling students regarding classroom attitude, homework completion, importance of courses to the student's four-year plan, attendance, etc.

Counselors Collaborate with Campus Administrators:

- By providing information needed to construct the master schedule
- By assisting with peer mediation activities to improve campus climate
- By identifying and assisting with systemic changes

502.0 Student Records

The records listed below are available and teachers are requested to become acquainted with such records of their students. Whenever conducting a parent conference, teachers should always make use of appropriate records. Those using the records are reminded of their confidential nature.

- a. Cumulative Records - Each student in school has a personal cumulative record on file in the Administration Building. Teachers may have access to these folders by request from the registrar. These folders should never leave the office. These records include such information as test results, academic transcripts, anecdotal descriptions of behavior or attendance incidents, citations, and any correspondence between the student's parents and the school. These records may prove very helpful to the teacher in understanding certain academic and behavior problems
- b. Student Programs (Schedules) - Individual student schedules are available via the "schedule" report within the Student Information System
- c. Daily Attendance Record - Kept in the attendance office and in the Student Information System
- d. Health Examination Record - Kept in the health office and is available for teacher use

502.1 Confidentiality: Student Records

- a. The Law in Brief

State and federal laws outline requirements and limitations governing the release of pupil information by school districts. Violations can result in the withholding of federal funds. State laws identified as Education Code 49060-49078, Title 5, California Administrative Code Sections 430-450 and 16020-16029, Government Code Sections 6250-6260. The federal Family Education Records Privacy Act and the Protection of Pupil Rights Amendment, both as amended by the No Child Left Behind Act of 2002 also govern educational records and confidentiality. Generally these laws:

- 1. Specify that parents or guardians have the right to review and inspect the educational records of their children and prohibit the editing or withholding of such written material.
- 2. Provide opportunity for parents or guardians to seek removal of certain information from written pupil records.
- 3. Provide for procedures of challenge regarding the contents of student records.
- 4. Permit parent/guardian to submit written objections to information and to have them made a part of the pupil's records if information in question is not removed.
- 5. Provide for a hearing panel in cases of challenge.
- 6. Govern classification and disposition of student records. (BP 5125)
- 7. Require the disclosure of "directory information" to military recruiters who request it.
- 8. Govern procedures and the rights of parents with regard to any surveys of personal information administered to students.
- 9. Do allow for the collection of personal information from students for the purpose of developing, evaluating or providing of educational products or services to students.

502.2 Withdraw from Class

A student who drops a course during periods 1 through 6 during the first 20 school days of the semester may do so without any entry on his/her permanent record card. A student who drops a course during periods 1 and 6 after the first 20 school days of the semester shall receive a W/F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances. In such cases the student may receive a W/P. Principal or administrative designee may assign partial credits based on the exit grade, as determined by the teacher of record, in lieu of W/P (Education Code 49066).

502.3 Grading Policy

A. Grades/Evaluation of Student Achievement

The District believes that students, parents/guardians have the right to receive course grades which represent an accurate evaluation of the student's achievement. Teachers shall evaluate a student's work in relation to standards which apply to all students at his/her grade level, not in relation to the work of other students in one particular class.

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives as demonstrated through classroom participation, homework, and tests. The student's behavior and effort shall be reported in separate evaluations, not in his/her academic grade.

An "Incomplete" shall be given only when a student's work is not finished because of illness or other excused absence. The principal or designee must approve all "Incomplete" grades prior to the grade being submitted. If not made up within six weeks, the "Incomplete" shall become an F.

A "No Mark" shall be given only when circumstances have not allowed the student to be enrolled in class long enough to earn credit or the student has not yet completed the required work and will continue to complete the course in the subsequent semester or summer session. A student will have no longer than the subsequent semester/term and summer session to complete the work required. (Summer session and fall semester/term or winter semester/term and summer session) If the work is not completed by that time, the "No Mark" will be replaced with an "F".

If more than one teacher is involved, both teachers will provide input for determining the final grade and sign the grade change/credit completion form. The "No Mark" will be replaced with the final grade and posted during the semester/term the "No Mark" was given.

The Superintendent or designee may identify courses or programs for which students earn a Pass or Fail grade instead of a letter grade. Courses approved to receive Pass or Fail grade will be designated in the adopted Course of Study. Individual teachers may not elect to give Pass or Fail grades.

Grade Changes for Advanced Placement Test Scores

If a cost is associated with taking an Advanced Placement test, a teacher may not include in their grading policy that they will raise a student's grade for performance on an Advanced Placement test.

Grades for achievement shall be reported each marking period as follows:

A	(90-100%)	Superior	4.0 grade points
B	(80-89%)	Better than Average	3.0 grade points
C	(70-79%)	Average	2.0 grade points
D	(60-69%)	Below Average	1.0 grade points
F	(0-59%)	Failure	0.0 grade points
I		Incomplete	0.0 grade points
N/M		No Mark	0 grade points (not included in GPA)
Pass		Pass (for pass/fail)	0 grade points (not included in GPA)
Fail		Fail (for pass/fail)	0 grade points (not included in GPA)
WP		Withdraw/Pass	0 grade points (not included in GPA)
WF		Withdraw/Fail	0 grade points
NC		No Credit	0 grade points (not included in GPA)

Grades are weighted according to Board Policy 5121 / Administrative Regulations 5121

It is the policy of the District that teachers make timely reports to the parents/guardians of each student of the most complete and accurate information possible regarding both the student's academic and citizenship progress.

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

When reporting student grades to parents/guardians, teachers may add narrative descriptions, observational notes and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

Grades for citizenship and effort shall be reported each marking period as follows:

E	Excellent
S	Satisfactory
U	Unsatisfactory

B. Grades of "Incomplete"

- Requires principal's approval prior to use. An "Incomplete" shall be given only when a student's work is not finished because of illness or other excused absence. The principal or designee must approve all "Incomplete" grades prior to the grade being submitted. If not made up within six weeks, the "Incomplete" shall become an F.
- A "No Mark" shall be given only when circumstances have not allowed the student to be enrolled in class long enough to earn credit or the student has not yet completed the required work and will continue the course in the subsequent semester or summer session. If more than one teacher is involved, both teachers will provide input for determining the final grade and sign the grade change/credit completion form. The "No Mark" will be replaced with the final grade and posted during the semester/term the "No Mark" was given.

C. Repeating Classes

1. Suppression

With the approval of the principal or designee, a student may repeat* a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course. Students must complete the AB1012 Request Form prior to repeating a course.

The highest grade received shall be used in determining the student's overall grade point average.

2. Repetition for Elective Credit

With approval of the principal or designee, and parent or guardian, a student may repeat* a course to be applied to elective credit. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once in an academic core area for taking the course, the alternate credit may be applied as elective credit. In this instance both grades will be applied to the student's overall grade point average. Students must complete the AB1012 Request Form prior to repeating a course.

* Except under rare circumstances, California law prohibits a student from repeating a course in which he or she originally received a grade that is sufficient to satisfy requirements for admission to the California public institutions of postsecondary education and/or the minimum requirements for graduation, unless the course is repeatable for credit. Therefore, it is permissible for a student who receives a "D" to repeat a course in order to remediate the low grade; however, students who receive a grade of "C, B, or A" may not repeat the same course.

3. No course and/or its grade may be deleted from a student's permanent record.
5. The University of California will not honor repeats of classes where a C or better was earned initially.
6. A copy of a grade change is placed in the student's cumulative folder and another is mailed home.

D. Withdrawal from Classes

A student who drops a course during periods 1 through 6 during the first 20 school days of the semester may do so without any entry on his/her permanent record card. A student who drops a course during periods 1 through 6 after the first 20 school days of the semester shall receive a W/F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances. In such cases the student may receive a W/P. Principal or administrative designee may assign partial credits based on the exit grade, as determined by the teacher of record, in lieu of W/P (Education Code 49066).

502.4 Independent Study Classes on Campus

- a. No student shall be required to participate in independent study. All students shall have the alternative of classroom instruction at all times.
- b. No course required for high school graduation shall be offered exclusively through independent study.
- c. No individual with exceptional needs, as defined in Education Code 56026, may participate in independent study unless his/her individualized education program specifically provides for such participation.
- d. Students who are interested in independent study should contact their school counsellor or assistant principal who will forward the recommendation to the Learning Center Lead for placement. Approval for participation shall be based on the following criteria.

- e. A written independent study agreement shall be executed for each participating student.
- f. Each school shall maintain records for the students at that school.
- g. Students participating in independent study shall have the right, continuously, to enter or return to the regular classroom mode of instruction, including upon termination of the agreement.
- h. The teacher supervising independent study shall:
 - 1. Complete designated portions of the written independent study agreement and add additional information to the written agreement when appropriate
 - 2. Supervise and approve coursework
 - 3. Design all lesson plans and assignments
 - 4. Assess all student work and determine and assign grades or other approved measures of achievement
 - 5. Personally judge the time value of assigned work or work products completed and submitted by the student
 - 6. Select and save with each agreement representative samples of the student's completed and evaluated assignments on not less than a monthly basis, preferably biweekly, and signed or initialled and dated in accordance with item #2 in the section on "Records"
 - 7. Sign and complete the agreement when the student has reached his/her objectives or the agreement is terminated
 - 8. Maintain a daily or hourly attendance register in accordance with item #4 in the section on "Records"
 - 9. Maintain any other required records and files on a current basis

SECTION VI

STUDENT SPECIAL SERVICES

601.0 Health

It is the responsibility of the pupil's parents/guardian to provide the health office an updated student health history form at the beginning of each school year and as needed.

When indicated, the nurse will inform teachers and administrators of special health problems, particularly those requiring possible emergency aid or limitation of activity. This information is considered confidential and must be appropriately secured.

601.1 Aims and Objectives of the Health Office

The health office, under general supervision of the school administration, provides a variety of health services, administers routine first aid and emergency treatment, routine physician authorized meds and procedures, health education and assures students meet state requirements for entry to school. The aim of the health office, in all its contact with students, is to provide sound and essential health education to encourage a healthy life style.

601.2 Admission to the Health Office

Students should report to class and receive a pass from the classroom teacher before going to the health office. If the student is too ill to go alone, the teacher shall send another student to accompany him/her or call for assistance if a student needs to be accompanied by an adult. The health office will admit students without such a pass only in cases of emergency. In no instance should a student go home for an illness without contacting the health office.

601.3 Attendance Procedures for Students While in the Health Office

Students who are admitted to the health office without a pass from the classroom teacher, or students who remain in the health office through the following period, shall be accounted for in the same manner as students in other classes.

601.4 Illness - Students Leaving School

Students who become ill while at school shall secure an off-campus permit from the health office before leaving school. Should the health office staff be away from the office, the students shall secure this permit from the attendance office, assistant principal's office or principal's office.

It is the policy of this district, in the absence of a medical emergency, that no pupil shall be released from school, during school hours, without a valid off-campus pass issued on the basis of express verbal or written permission by the pupil's parents/guardians/designees, except for the verified purpose of obtaining confidential medical services.

It is the responsibility of the pupil's parents/guardians to assist the district in ensuring pupil welfare by providing at all times a complete and accurate "emergency contact card" to the school of attendance. By means of this card, the parents/guardians so designate those persons who have authority to grant permission for the pupil's release from school.

In the event that there is no card on file for the pupil or that the parents/guardians/designees are all unable to be contacted by telephone and there is no medical emergency, the pupil shall remain at school for the remainder of the school day. Under no circumstances will another person, not designated by the parent/guardian in writing, be allowed to give permission for the pupil's release from school.

601.5 Accident Prevention and First Aid

The health office is the first aid headquarters of the school and shall care for all first aid cases which come to it. First aid kits shall be placed in all shops, laboratories and gyms. Minor cases of first aid should be handled by those stations. This can be used as a means of teaching health and safety by the teachers. It is the policy of the school to render first aid only. Cases requiring medical aid are the responsibility of the parents and should be handled by the family doctor. In case of an emergency, the nurse shall notify the parents if possible and/or call 911 if deemed necessary.

601.6 Where to Report Accidents

All student accidents or injuries must be reported within 24 hours to the principal on a form which may be secured at the principal's office, the nurse's office, or in the physical education department. Failure to report an accident places a legal and personal responsibility upon the teacher. The supervising staff member needs to complete an accident report.

601.7 Health Records and Reports

The health office shall keep a permanent health record of each student enrolled in school. A record of each illness shall be made. The nurse shall report specific cases to the County Health Department as required by law. Teachers/coaches are responsible for following Health Plans for any student they are taking on an athletic event or field trip.

602.0 Administration of Prescription Drugs

No drugs of any kind should be given to students by district personnel unless permission is secured in writing from the parents or guardians and authorized by a physician licensed in California. Under no circumstances are school personnel to provide students with any over-the-counter medicines. (Board Policy 5141.21 / Administrative Regulation 5141.21)

603.0 Special Education

The district schools conduct special education programs.

604.0 Home Instruction for the Health Impaired

The district provides "Home Teachers" for students who are unable to attend school for a period of time in excess of two weeks. A maximum of five hours per week will be provided. Instruction will be given as long as the physician feels such instruction is necessary and helpful and student is physically or mentally unable to attend school.

Parents must make a written request for home teaching directly to their child's counselor subject to Special Education Department approval and signed by a medical doctor, PA, NP, Doctor of Osteopathy.

The purpose of Home Instruction is to ensure educational equity for students recovering from a health issue that leaves him/her unable to attend class on campus. The student is expected to complete a modified curriculum under the direction of a Home Instructor. Even though the student will be dropped from the traditional teachers class roster he/she will still be completing the course curriculum for the traditional class. The goal is to have the student reintegrate into their traditional class once they are medically released. It is imperative to receive the appropriate content covered during their absence so the student can remain on target during their medical leave. Upon completion of Home Instruction, the Home Instructor will submit grades/percentages for the period of time the student was on medical leave. The grade received during Home Instruction will be calculated into the final grade.

The following information is required upon request so that the student can be successful during the medical leave time period:

1. A current grade and percentage for the student
2. If the student attends Valley High School, current credits/seat time student has earned in your class
3. Current curriculum content covered for specified time period and continued until student returns
4. Current books and/or materials that will be needed to complete assignment
5. Reading assignments including book chapters and other reading materials that are required to be completed upon student's return to your classroom

It is not necessary to provide weekly lessons and material unless you are willing to aid the Home Instructor in this way. All grading and correcting is the responsibility of the Home Instructor while student is on medical leave. The traditional teachers' role is to guide the Home Instructor on what will be covered to help the student smoothly transition back into your class upon release from their doctor.

605.0 Student Study Team

Student study teams are referred to as the Student Study Team (SST). This committee is a function of general education. The SST helps develop plans for modifications and adaptations of the general programs to meet the needs of students who are experiencing problems. These may include recommending use of site services including volunteer programs, remediation programs, Title 1 programs, EL services, at risk programs (includes referral to District Alternative Placement Committee for Alternative Placement), or work experience programs. In addition, SST may recommend alternative general class options, change of grade level, or change of class or reduced schedule. SST also reviews pertinent data and screening for possible Special Education or 504 plan referral after all general education interventions have been exhausted.

SST may include student's general education teachers, counselors, assistant principal, academic dean, school psychologist, parent and/or advocate, student, and other teacher(s) or personnel as needed.

SECTION VII

INSTRUCTIONAL MATERIALS AND RESOURCES

701.0 Checking Out Textbooks

Textbook distribution takes place at registration and during the first week of school. The textbooks are returned at the completion of the course, when a student withdraws from a course, when a student withdraws from school, or at the end of the school year.

702.0 Lost and Found Books

All lost and found books belonging to school sites or district should be promptly returned to the school library.

703.0 Department Audio-Visual Aids Resources

Many departments at each school have audio-visual equipment and resources of their own. Information on such equipment and material can be gathered from the department chairperson.

703.1 Audio-Visual Selections

Audio-visual aids shown to students should be clearly supportive of the curriculum being taught in the classroom. Audio visual aids appearing in district adopted curriculum are approved for showing.

Additional materials gathered or produced by any teacher must be reviewed and approved by the Principal for relevance to the curriculum and appropriateness for student viewing prior to their being used in the classroom.

Before showing any film not previously approved by the district, county or state for educational purposes, the teacher shall notify parents/guardians that the film will be shown. Students who do not receive parental permission to view the film shall be excused to an alternative supervised activity. (Board Policy 6161.11)

Teachers should seek such approvals from the school site principal.

704.0 Faculty Use of the Library

A teacher may check out books, magazines, pamphlets, pictures, maps, etc., for a school year. All materials need to be returned or accounted for by the library staff annually.

705.0 Class Use of Library - Regulations

In order to maintain a proper "library atmosphere" teachers are asked to please adhere to the following regulations:

- a. Classes must be scheduled for the use of the library at least three school days in advance.
- b. Teachers who are substituting for other teachers should not take the class to the library unless that class is scheduled to use the library.
- c. Teachers are responsible for the conduct of their students when a class is using the library. Teachers are to supervise and stay with their own class. If proper library conduct is not observed, the teacher will be expected to return the class to its room.
- d. Teachers should enter the library before their students and help arrange the seating of their students.
- e. Students should return all reference books, magazines, etc., to their proper place, clean up the scrap papers, etc., before being excused.
- f. Students should remain in their seats until the bell rings. They should not crowd around the doors waiting for the bell to ring.

- g. Students should leave chairs properly placed at each table.
- h. Teachers should monitor student technology use and return the technology to original order.

705.1 Library Rules

Issuance of Books:

- a. No student may check out a library book in another student's name.
- b. Books are checked out for three weeks unless otherwise designated.
- c. Books may be renewed unless there is a reserve on them.

Fines:

- a. A student checking out a library book is responsible for the book and the condition of the book until it is returned to the library.
- b. Students are charged a fine for any book kept out longer than three weeks (school days), unless it is renewed.
- c. Fines are not charged for any day that the school has a holiday or is not in session.
- d. No deduction in fines is made for days the student is sick or not in school, as he may send or mail the book back to the school.

705.2 Passes to the Library

A few students from a class, not more than five at a time, may go the library on passes for a portion of a period. In such cases, the teacher should obtain approval from the librarian in advance to make sure there is room in the library for the students. Only students with legitimate library work to do should be permitted to go to the library in this manner.

706.0 Curriculum Development and Instructional Materials Selection Process

Textbooks for all courses offered are selected through the Curriculum Adoption Cycle. (AR6141)

It is the direction of the district to stay current with state curricular standards and frameworks as we develop and maintain appropriate curriculum focused on student learning. Instructional materials are selected for the purpose of helping teachers present the content set forth in the curriculum documents.

In general, curriculum development will follow the cycle established by the California Department of Education. However, it is recognized that additional curriculum development work may need to occur at other times. The curriculum development and instructional materials selection process is as follows:

1. A curriculum or instructional material change recommendation is submitted by teachers or district staff to the Site Curriculum Council(s) (SCC). New course adoptions or revisions recommended by parents/guardians, community members or students are proposed to the Director of Curriculum or the Assistant Superintendent of Educational Services using the Curriculum Revision and New Course Adoption Proposal Form, which can be obtained by contacting the director of curriculum.
2. Site Curriculum Council(s) and Principal(s) review the proposal and recommend revisions. The proposal will be returned to the originator for clarification/clean-up. Proposals revised or approved by SCC will be forwarded to the appropriate district Subject Area Council (SAC).
3. District SAC will review all proposals and recommend revision or approval. Interested parents/guardians or community members will be notified of curriculum review and encouraged to attend. The proposal, including a rationale for the decision, will be returned to the SCC(s) and the originator. A recommendation for revision will include sufficient detail to permit appropriate action at the

site(s). Proposals will be forwarded to the Instructional Program Review Committee (IPRC) with appropriate documentation to identify concerns or commendations.

4. The IPRC will review all proposals and identify areas of concern. Proposals will be returned to the originator and SAC with identified concerns. Proposals recommended for adoption will be forwarded to the Superintendent.
5. The proposed curriculum and instructional materials will be forwarded to the Board for approval.

706.1 Procedures for Handling Questioned or Challenged Textbooks and Other Instructional Materials

Parents, interested citizens, and staff have the right to request a review of textbooks and other instructional materials. The intent of this procedure is to provide a fair and orderly basis for considering criticism, complaints, or controversy regarding the use of some specific instructional materials. The following procedures are established to provide a system for receiving, considering and acting upon written complaints regarding instructional materials used by the school district. These procedures must be followed in the order presented below:

1. Complaints shall be communicated to the teacher(s). Every effort shall be made to resolve the matter at this level.
2. If the matter remains in question, the principal, together with the teacher(s) receiving the complaint(s) and the appropriate department chairperson, shall meet with the complainant in an attempt to resolve the matter.
3. If these efforts fail and the complainant requests the withdrawal of the instructional material from school, the Citizen's Request for Reconsideration of Instructional Materials form shall be furnished to the complainant by the principal at this time, together with a copy of this procedure.
4. The Citizen's Request for Reconsideration of Instructional Materials form shall be completed by the complainant and returned to the principal. The principal will then forward the form to the Assistant Superintendent of Educational Services.
5. Upon receipt of a complaint, the Assistant Superintendent of Educational Services, shall within ten (10) working days call together a representative subject matter committee.
 - A. The committee shall reevaluate the material with the specific objections in mind as they relate to the educational program of the EUHSD. The Committee shall request the complainant and teacher(s) primarily responsible for the utilization of the material to appear before the committee to present additional information relative to the complaint.
 - B. The assistant superintendent and the committee may request other qualified professional resource persons to assist.
 - C. Within ten (10) working days of the meeting, the assistant superintendent of Educational Services shall submit the final recommendation of the committee to the Superintendent.
6. Within ten (10) working days after receiving the committee's recommendation, the Superintendent shall make the final decision. Furthermore, he/she shall inform in writing the complainant, the involved teacher(s) and the assistant superintendent, Educational Services of his/her decision.
7. Upon written request of the complainant, the Board of Trustees shall review the Superintendent's decision.

Such request for Board review shall be made within ten (10) calendar days of receipt of superintendent's decision. If a request is not received within the ten (10) day period, the challenge process shall be completed.

8. The assistant superintendent of Educational Services shall take appropriate action to implement the decision of the superintendent and/or Board of Trustees.

Challenged materials shall not be removed from use until the process has been completed.
(See Index Form 41)

707.0 Observance of Copyright Laws

It is the policy of the EUHSD to adhere to the provisions of all copyright laws. Willful infringement of any copyright laws by district employees is prohibited and will be subject to disciplinary action. This prohibition includes the acquisition and use of computer software. For more detailed information, consult Board Policies 4351 and 6162.6.

Escondido Union High School District
Instruction

AR 6162.6

Use of Copyrighted Materials

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.

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.

Permitted Use:

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 ten 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 preceding copies must 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 ten percent 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 percent 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. Extreme care must be exercised in copying a small portion of a film or filmstrip; small portions may contain the very essence of the material in question.

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.

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:

1. 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 ten 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 ten 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 non-evaluation 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 ten-day use period.

3. Holding the recording for weeks or indefinitely because:

a. Units needing the program concepts are not taught within the ten-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. (United States Code, Title 17, Section 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.

708.0 Student Instruction in Human Reproduction, Sexual Health Education, Health and Venereal Disease Education

The California Education Code, Sections 48980, 51550, 51240, 51820, 51938 and 51939, requires that no school district governing board shall require students to attend a course, or portion of a course, in which human reproduction, family life education, health education or venereal disease education is taught and parents/guardians must be notified prior to instruction in any of these topics. Please review this section of the handbook as a statement of notification.

- Annually, parents/guardians shall be notified, at the beginning of each school year or time of student enrollment, about instruction in comprehensive sexual health education and HIV prevention education, as well as research on student health behaviors and risks planned for the coming year. (Education Code 48980, 51938)
- If the district chooses to use outside consultants or hold an assembly with guest speakers to deliver comprehensive sexual education or HIV prevention education, the notification shall include: the date of instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of the parent/guardian to request a copy of Education Code 51933, 51934, and 51938.

Listed below are brief descriptions of the courses in which the above topics are taught:

A. Biology, Physiology, Biochemistry, Human Body Systems

These courses include instruction in the functions and processes of the human reproductive organs.

B. Health Education, Exercise and Nutrition Science

Topics in the Family Life Education Unit may include self-esteem, decision-making, communication skills, sex roles, friendships/relationships, sexually transmitted diseases, contagious disease prevention (AIDS), reproductive anatomy and physiology, pregnancy, birth, adoption, abortion, parenting, child abuse, contraception, and sexual assault.

C. Consumer/Homemaking Education Department

Some of the courses offered in the department include units of instruction in (1) Understanding Self, (2) Personal Responsibility, (3) Human Relationships, (4) Boy-Girl Relationships, (5) Preparation for Marriage, (6) Family Functions and Responsibilities, (7) Child Care, (8) Nutrition and Food Needs of the Family, and (9) Family and Social Relationships.

D. Psychology and Sociology

These courses include instruction in (1) Understanding Self, (2) Personal Responsibility, (3) Human Relationship, (4) Boy-Girl Relationships, (5) Preparation for Marriage, (6) Family Functions and Responsibilities, and (7) Family and Social Relationships.

E. Special Education

Critical Skills for Independent Thinking (Part IV Family Life and Social Interactions). This section of the curriculum includes information about the basic biological facts relating to sexuality and knowledge, and awareness of social norms and expectations relating to sexuality. Special education in this area is provided to those students who have been unable to participate or benefit from similar instruction in a non-special education course of study.

The written and audio-visual materials used in these courses are available to parents for inspection at the schools.

Parents should feel free to contact the teacher or a site administrator if they have any questions on the above information.

709.0 Guidelines on Academic Preparation for State Assessments

- a. The best academic preparation for state assessments is good instruction. This can be broadly defined as instruction in the content specified in California's academic content standards, employing the instructional principles and practices set forth in the content-area frameworks. It is the standards and frameworks, not the test, that guide instructional programs. Instructional programs are designed to ensure that students master the standards at their own and earlier grade levels.
- b. Appropriate academic preparation for state assessments must be designed to allow students a fair opportunity to prepare academically while ensuring that such preparation does not invalidate test results.
- c. The expectation is that the integrity of the test results are maintained by eliminating practices intended to raise scores without improving student learning. In general it states:
 - No district, school, or teacher shall have a program that is specifically designed to prepare students for the state assessment program or any specific test within the assessment.
 - A district, school or teacher may use instructional materials provided by CDE (released questions) to prepare students for statewide assessments if the materials are embedded in the instructional program.

For example, the District adopted curriculum which serve as the guide for daily classroom instruction cannot include units or lessons intended to specifically prepare students for the CAASPP. Released questions cannot be used to develop a practice test. Individual questions can be used as samples to show how the actual test questions look or integrated into classroom instruction (i.e. review or warm-ups) throughout the year.

- d. To help identify appropriate practices, please visit the CAASPP Teacher Guide web page on the CDE website www.cde.ca.gov/ta/tg/ca/sbteacherguides.asp

SECTION VIII

TRANSPORTATION AND FIELD TRIPS

801.0 Field Trip Approval

All trips involving out-of-state or overnight travel, shall require the prior approval of the Board of Education. Other trips may be approved by the superintendent or designee after receiving approval from the site principal or designee. Requests for field trips are to be submitted to the District Office for approval at least one month prior to the trip to allow for approval of the Board at a District Board Meeting, when applicable. All out of county/overnight field trips must be completely filled out and estimated expenses require cost for substitute coverage and funding. Exceptions for California Interscholastic Federation (CIF) teams may as follows:

Travel for CIF Playoffs

CIF teams participating in CIF playoffs outside of the county and/or overnight will not require district or board approval. A site field trip request is required and principal approval is needed prior to their travel (based on the site's procedures).

Travel without CIF Playoffs

Any travel that is outside of the county and/or overnight and not due to CIF playoffs must follow district and board approval protocols.

Travel for CIF Playoffs with Additional Activities

If the CIF playoff trip includes added stay for additional extracurricular activities, then a field trip request must be submitted for district and board approval protocols for the additional stay/events.

CIF Sports Include:

Badminton	Snowboarding
Baseball	Soccer
Basketball	Softball
Competitive Cheer	Swimming
Cross Country	Dive
Field Hockey	Tennis
Football	Track & Field
Golf	Volleyball
Gymnastics	Water Polo
Lacrosse	Wrestling
Skiing	

801.1 Request for Bus

Requests for buses are submitted to the assistant principal at least fifteen days prior to trip. Request forms are available in the Assistant Principal's Office. Administrators, teachers and staff shall never secure bus transportation from outside the district. If the trip requires transportation in a Motorcoach type bus (restroom equipped), the request shall be forwarded to the transportation department.

School district staff who operate 15 passenger vans are required to possess a commercial class b drivers license with a passenger endorsement.

This covers vans that are designed to accommodate 15 passengers regardless if they have been altered to carry fewer passengers.

NO ONE shall transport students in vans designed to carry 15 passengers without a commercial license with a passenger endorsement. At no time is it permissible to transport more than 9 passengers total. All other requirements for transportation of our students remain in effect. Parent volunteers must be registered with

the district and may not transport students in any vehicle that is designed to carry more than 9 passengers. There are no exceptions to the policy.

801.2 Parental Permission

Parental permission forms must be obtained for all students participating in field trips (other than athletics). Check with principal for school policy on parent permission forms.

801.3 Faculty Supervision

On all field trips and extracurricular trips (athletic and others) outside of the district, a certificated person must be present on the bus and be responsible for the welfare and conduct of the students and to enforce all school rules and regulations during the trip. (EC 35330)

801.4 Delivery of Students on Return from Extracurricular Activities

If the bus arrives at the school after the regular transportation runs have been completed, all students will be discharged at the school and transportation home will have to be furnished by their parents. Timely parent notification is the responsibility of the supervising staff member.

801.5 General Rules Governing Field Trips

- a. All students must go and return by bus unless permission is granted to the students to ride with their parents. Students must obtain such permission from the faculty sponsor of the trip in advance, prior to departure.
- b. District vehicles should be used whenever possible on school-sponsored field trips.
- c. Caution students about conduct on field trips; they represent our school. Discuss appropriate dress.
- d. All district school rules apply on field trips.
- e. Students must obey stated safety regulations.
- f. Be sure students know where the bus will pick them up and the exact time.
- g. Check the roll when students board the bus for the return trip home. Verify the count of students with the bus driver.
- h. Write a thank-you note to those who arranged for the trip.
- i. It is the responsibility of the teacher to notify the assistant principal and the Transportation Department of any cancellation or changes in the proposed field trip as well as student violation of rules.

801.6 Instructions for Adult Volunteer Drivers

- a. Volunteers must be 25 years of age or older.
- b. Volunteers must verify that they possess a valid driver's license.
- c. Volunteers must check the adequacy of their liability insurance and must be registered with the district for such purposes and have current liability insurance of at least \$100,000 per person/\$300,000 per occurrence for liability, \$50,000 for property damage, and \$2,000 for medical payments coverage. The volunteer driver is liable in case of an accident, injury, or death resulting from use of his/her own vehicle.
- d. Volunteers must check the safety of his/her vehicle: tires, brakes, lights, horn, suspension, etc.

- e. Under no circumstances are students to be transported in a vehicle designed to carry more than 10 passengers including the driver, i.e. vans designed to carry 12-15 passengers. The number of occupants may not exceed the number of safety belts available.
- f. The number of occupants in a pickup or motor truck may not exceed more than can safely sit in the passenger compartment. Motor homes may not be used to transport students. Students are forbidden to ride in the cargo area of pickups or motor trucks, whether or not cargo areas are enclosed by camper shells or other protective coverings.
- g. Travel caravan style for use of more than one vehicle.
- h. Volunteers may not drive District vehicles.

SECTION IX

PURCHASING, PUPIL FEES, CONFERENCE AND EQUIPMENT

901.0 Requisitions from District Funds

All business operations are under the general supervision of the district office. The following duties will assist teachers and other employees.

- a. All purchases will be made directly through the purchasing department. Department and division heads will get the instructions from the principal's secretary.

NO REIMBURSEMENTS WILL BE MADE FOR PURCHASES MADE WITHOUT PROPER AND PRIOR APPROVALS.

- b. Procedure in creating a purchase requisition:

1. Obtain department chairperson approval of the requisition.
2. Submit requisitions to designated staff to enter requisition online using SDCOE purchasing system. Requisitions must have account number(s) and amounts. Requisitions will be routed online for approval.

2. Any unauthorized purchase will not be honored.

- c. District online ordering is available to help expedite purchases that are routine by nature. Requests for purchase order numbers can be requested from your site finance clerk or administrative assistant for the director tied to your program and prior to processing your online request based on the cart creator guide. Online orders are then routed through the approval process. Only authorized users are allowed to make purchases utilizing blanket purchase orders. If a purchase is made by a non-authorized user, the item may be considered a donation, or the staff member may be held personally liable for the purchase.

901.1 Unauthorized Purchases or Commitments

A purchase or other transaction made in the name of the district without a properly authorized purchase order, agreement or contract shall be considered an obligation of the person making the transaction and not an obligation of the district.

902.0 Payroll Accounting

The district office is responsible for all payroll actions. No one will be placed on the payroll until he/she is properly authorized by the superintendent's office. This applies to all employees. Payroll checks will be available during office hours at the District Service Center (DSC) on pay day for employees not enrolled in direct deposit. Exceptions throughout the year may occur due to holidays.

903.0 Conference Travel

Attendees are expected to attend conferences within San Diego County, whenever possible.

Annual conferences are expected to be attended no more frequently than on an every other year basis or less.

Business and Non-instructional Operations

The following guidelines (AR 3350) apply to the reimbursement for travel and other expenses for authorized attendance at conferences, workshops, meetings, classroom/school visitations, and other professional growth activities.

- a) All requests for professional leaves for attending conferences, workshops, and meetings that relate to employees' assignments that exceed one thousand dollars (\$1,000) total anticipated costs, and/or out of state travel, must be approved by the Board of Trustees prior to attending. Travel requisitions for these events

must be submitted at least three weeks prior to the Board Meeting. All additional travel requests shall be made 45 days in advance. Visit www.euhdsd.org website for meeting dates.

- b) The Travel Requisition must be complete with the following information:
 - a. Name of employee
 - b. Event to be attended
 - c. Location of event
 - d. Dates of attendance
 - e. Total anticipated and estimated costs of expenses including travel expenses, registration fees, lodging, meals, parking fees, taxis, substitute costs (\$150/day), and miscellaneous expenses of any type
 - f. Funding source
 - g. Justification for conference attendance
 - h. Plan for sharing the professional learning with your site/department upon return
 - i. Pay Action when eligible (4 consecutive conference days during non-contract days)
- c) A Travel Conference Authorization & Claim form must be completed and submitted to the appropriate site and district office administrator for approval prior to attending any conference, workshop or meeting. Attach a copy of the brochure detailing the conference name, location, date(s), schedule, approximate cost and payment information. This must be completed in order to receive reimbursement for registration fees and travel expenses including use of personal automobiles for conference/meeting attendance purposes. A travel requisition process guide is available in the Purchasing portion of our website for detailed assistance.
- d) Staff members attending conferences within San Diego County should not plan to lodge at the conference. If there is a particular need for a person to stay at a local conference, prior approval must be obtained from the Superintendent or his/her designee through the use of the Travel Conference Authorization & Claim form. The Travel Conference & Authorization & Claim form will serve as the mechanism for generation of a purchase order.
- e) Expenses for lodging need to be maintained at a reasonable cost and consistent with prevailing rates in the area of travel. Care should be taken to avoid excessively high costs.

Exceptions can be granted with prior authorization from the Superintendent or his/her designee. The following should be noted about hotel accommodations:

- a. Reservations will be made for employees only
 - b. The district will pay for lodging for the evening preceding or subsequent to a meeting or business event when the employee would have to travel at unreasonable early or late hours to reach his/her destination
 - c. The district shall obtain lodging at or near the facility where official district business is to take place to minimize travel time and transportation costs
 - d. Employees may share a room with other employees attending the same event, when possible
- f) No meal allowance will be provided to the employee if there is no overnight stay required. No meal allowance will be provided for any meal included in the conference registration fee. Expenses for meals shall be reimbursed when an overnight stay is required, at a standard rate of \$50 per day. Days of travel (leaving from home or duty station/going home or to duty station) will be reimbursed at a rate of \$25 per day. Expenses for meals shall be reimbursed when an overnight stay is required, at a standard rate of \$50 per day. Days of travel (leaving from home or duty station/going home or to duty station) will be reimbursed at a rate of \$25 per day. If meals are included in the registration/hotel fee the breakdown for reimbursement of meals not included will be as follows: breakfast - \$10, lunch - \$15 and dinner - \$25.
 - g) The transportation allowance will be based on coach fare by plane. Care should be taken to avoid excessively high costs.
 - h) When mileage reimbursement for the use of a personal vehicle is authorized, the district will reimburse at the prevailing Internal Revenue Service mileage rate at the time the mileage expense is incurred, except that such travel allowance shall not exceed the round-trip airfare. Mileage allowances for personal vehicle use will be computed from the district location where the employee is assigned or his/her home, whichever is closer to the activity to be attended.

Final Claim Reconciliation

Employees must account for all actual and necessary expenses on the Travel Conference Authorization & Claim form. Itemized receipts are required for lodging, registration, transportation, (if other than by automobile), and all other reasonable and acceptable expenses incurred for the conference. It shall be the employee's responsibility to produce original receipts and other evidence in order for the claim to be approved. The following will be accepted as a valid proof of expenditure of receipt:

1. Lodging – itemized hotel bill and canceled check (front and back)/credit card receipt
2. Registration – canceled check (front and back)/credit card receipt including notice of confirmation with registration amount clearly identified
3. Transportation – airline ticket receipt, bus receipt, train receipt, and/or statement of miles driven
4. All other – receipts from taxi drivers, parking receipts, communication for official business, and/or other reasonable and necessary expenses

Claims for reimbursement should be submitted through the principal or appropriate supervising administrator to the accounting department for approval.

Completed Travel Conference Authorization & Claim form is due no later than fifteen (15) working days after completion of the activity.

904.0 Cash Deposits to Student Accounts

All deposits are to be made with the cashier in the administration office.

All deposits will be made according to proper procedures. Count and wrap coins and currency.

Fill out a deposit ticket as follows:

- a. Name of club or organization and date
- b. Total amount of each denomination
- c. Total amount of deposit
- d. Name of person making deposit

905.0 Financial Regulations Governing Student Activities

General

It shall be the responsibility of the advisor in charge of each activity to see that, when a purchase order is prepared, there is sufficient money on deposit to the credit of that activity to cover payment of the proposed purchase.

Receipts

1. All money collected by an activity shall be deposited with the school cashier who will issue a copy of the pre-numbered receipt, and a receipted duplicate deposit slip to the representative of the activity. **NO MONEY SHALL EVER BE LEFT WITH THE CASHIER UNCOUNTEDED.** (This is a protection of all parties concerned). The source of all monies receipted for should be listed on the reverse side of the deposit slip.
2. Monies deposited with cashier by activity representative shall be checked against the total of pre-numbered receipts (book or Moore type) issued by the activity, and any overages or shortages indicated on an "Over or Short" voucher. A copy of such voucher shall be given to the principal and to the advisor of the activity.
3. Whenever money is accepted by an advisor, a receipt shall be given. When merchandise is to be sold by students (ribbons, candy, etc.), items shall be checked out and in by the advisor of the sponsoring activity. All money received should be immediately deposited with the cashier.

Records

1. Each activity shall maintain an independent record of:
 - a. Cash receipts
 - b. Cash disbursed
 - c. Fund balances on deposit with cashier.

Purchase Orders

1. All purchases of goods or services shall be first covered by a pre-numbered purchase order. The original shall be given to the vendor. The duplicate and triplicate copies are to remain in the book. Purchase orders shall be signed by the principal or assistant principal, and must include the name of the activity, description of materials or services and cost, and the name of the supplier. All purchase orders must be approved in advance by the ASB. Written meeting minutes recording the approval of expenditures must be kept. Clubs must have funds to support all purchases.
2. When materials are purchased by an activity for its members, with reimbursement coming from those members, it is strongly recommended that payment (or a substantial down payment) be secured in advance in order to protect the activity from later loss.

Payment of Invoices

1. All payments shall be made by ASB check payable to supplier, thus providing complete records, and a valid receipt. Payments for purchases should not be made by individuals expecting reimbursement.
2. When supplier furnishes invoices at time of purchase, these should be put in the financial advisor's box in the office as soon as possible. Please have advisor also write "Materials Received" and sign the invoice to indicate approval for payment. Disbursing orders will be made out in duplicate and are to be signed by activity advisor and principal or assistant principal. The duplicate copy will be returned to the activity advisor and is the basis for credits (payments) on the books of the activity.

Tickets for Events

1. When tickets of admission are needed for any event, sufficient notice must be given to the school office to permit time for their delivery. Ticket rolls shall be kept intact, and tickets torn off only as sales are made. Each activity may be held responsible for payment for any loose tickets inadvertently torn from roll. A ticket log of beginning and ending numbers must be maintained for all events.
2. When special tickets are ordered printed for special events, sufficient time must be allowed for such printing. Should any questions arise concerning form or content, please check with the finance advisor or district business office.

906.0 Pupil Fees, Deposits and Other Charges

A pupil enrolled in a school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law. California Education Code Regulations Title 5 Section 3540. With this regulatory language the State Board of Education made clear that fees are not to be imposed except where specifically authorized by law. This administrative regulation was promulgated based on the authority of Article IX., Section 5 of the California Constitution which provides for a free school system.

907.0 Borrowing of Equipment

The law prohibits district or school equipment being used for personal reasons. Under no circumstances should equipment be removed from the school grounds without prior approval of the principal. Appropriate forms for such request will be available in the principal's office.

SECTION X

MAINTENANCE AND OPERATIONS

1001.0 Requests for Repairs

Requests for repair of facilities equipment should be reported to the Principal's Office for approval. In cases of emergency, contact the principal's office immediately.

1002.0 Defacing or Destroying of School Property

Teachers are urged to be especially alert to students defacing or damaging school property and report such action to the principal. Students who willfully destroy or damage school property will be required to make restitution for such damage consistent with Ed Code Section 48904.

1003.0 Campus, Restrooms and Halls

Teachers are requested to assist in keeping a clean and orderly campus by being alert to students who are in any way failing to do their part in this regard. A gentle but clear reminder is all that should be necessary. Flagrant violations should be reported to the principal.

1004.0 Classroom Maintenance

Students and teachers are asked to help keep the buildings clean. It is expected that both teachers and students do everything possible to keep their rooms and work areas clean.

To prevent destruction of property and theft, teachers are to keep their rooms locked at all times when they are not directly supervised by a teacher.

Teachers using classrooms such as laboratories, art, shops, physical education, etc., are asked to keep the stockrooms under tight control at all times. Students should not have free access to stockrooms.

1005.0 Keys

School keys are issued to teachers for the school year and are to be properly labeled and turned in at the end of the year. Keys are to be issued through the principal's office only. Great care must be exercised in the control of all keys. Should a key be lost, the event should be reported to the front office immediately. Should a broken or damaged key need replacement, the broken or damaged key must be turned in at the time the new key is requested.

"UNDER NO CIRCUMSTANCES ARE SCHOOL KEYS TO BE GIVEN TO STUDENTS."

IT IS A MISDEMEANOR IN CALIFORNIA TO DUPLICATE A SCHOOL KEY WITHOUT AUTHORIZATION OF THE SCHOOL PRINCIPAL. (Penal Code 469)

1006.0 Lights

Teachers are asked to always turn out the lights and lock all windows before leaving for the night.

1007.0 Unsafe Vendor Practices

Students and staff are asked to help keep the campus safe. It is expected that both teachers and students report unsafe vendor practices observed on campus to the principal's office immediately.

SECTION XI

HAZARDOUS MATERIALS INFORMATION

1101.0 Asbestos Information

On October 22, 1986, the President signed into law the Asbestos Hazardous Emergency Response Act, AHERA, which requires that the district inform employees, building occupants, or their legal guardians, and outside vendors about the results of our compliance with AHERA. This includes building inspections, re-inspections, response actions, and post-response action activities, including periodic surveillance and re-inspection activities that are planned or are in progress.

During the course of the inspection it was found that asbestos-containing building materials were used in some school buildings in the form of Surfacing, and Miscellaneous Material. The vast majority of identified asbestos was removed during the school modernization projects in 1999-2003.

1102.0 Accident Prevention Program

It is the intent and concern of the District that all staff members and students are provided a safe and healthful environment. In Board Policies 3500-3520, specific direction is outlined detailing the safety structure of the District. All employees are specifically directed to read this section of policy. A quick summary of this policy follows. Refer to BP 3500 for detail.

1. Principals oversee/ensure continuous inspection of all facilities and grounds to discover conditions which might be dangerous to staff and students. This inspection will occur on a monthly basis with representatives from each department. The findings of this inspection will become a formal agenda item for the Monthly Safety Committee meeting.
2. All unsafe conditions are to be reported promptly to the school principal or immediate supervisor.
3. All accidents are investigated by the District Safety Officer (AR 3515). The results of these findings will be reviewed by the District Safety Committee.
4. All staff working with identified hazardous materials are informed about the Material Safety Data Sheet (MSDS) booklet which is kept on file in the principal's office. Copies of the MSDS sheets specifically related to the materials in the exact work place shall be maintained by the teacher/custodian, i.e., Science teachers shall maintain a complete log of MSDS on each chemical in their classroom.
5. Substitute employees will not be assigned any task in which hazardous materials are used, i.e. Science classroom substitutes will restrict classroom activities to non-laboratory work.
6. New teachers are given instruction with respect to any hazardous material that may be in their work places. This instruction is provided by the assistant principal for facilities and applicable department chair. The instruction shall include but not be limited to:
 - (a) Material Safety Data Sheets
 - (b) Identification of materials in the work place
 - (c) Proper use and handling of hazardous materials
 - (d) Proper disposal of hazardous materials

SECTION XII

SERVICES AND FACILITIES FOR TEACHERS

1201.0 Faculty Lounge

Faculty lounges are located at each school site. Teachers should feel free to use the lounges as a workroom, a place of relaxation, or a place to eat lunch.

No equipment may be removed from the lounges.

STUDENTS ARE NOT PERMITTED IN FACULTY LOUNGES.

1202.0 Health Insurance

Medical, dental, and vision insurance coverage for faculty and their dependents is available to employees according to the ESTA agreement-see article IX. In addition, there are optional benefit programs for employees. Please refer to the EUHSD Benefits website and/or visit the Health Fair during the open enrollment period each fall.

1203.0 Photocopy Machine

A photocopy machine is available for faculty use at each school.

1204.0 Mailboxes/E-mail

Each teacher is assigned a mailbox and e-mail account. Teachers should check these communication links daily prior to their first class and prior to leaving school.

1205.0 Telephones

Discretion is advised with respect to personal cell phone use within the instructional day. In order to minimize interruptions and maximize the teaching and learning environment for students, teachers are to limit personal cell phone use to preparation periods, break periods, lunch and other periods outside of instructional time. Personal telephone calls are permitted on school telephones. Discretion is requested to keep personal calls as brief as possible.

All long distance calls must be approved in advance by designated management personnel.

1206.0 Professional Library

There are numerous professional periodicals and books available in the Resource Center of each school, as well as the District Service Center.

1207.0 In-service Training

The following in-service training programs are available to aid teachers in being fully informed of all aspects of school work and to continue to be professionally active.

- a. Departmental Meetings
- b. Faculty Meetings
- c. New Teacher Meetings
- d. Curriculum Meetings
- e. Education Workshops
- f. College or University Attendance
- g. District In-service Training Workshops
- h. Professional Learning Communities
- i. Site Training/Walk Throughs

SECTION XIII

LAWS AND SCHOOL BOARD POLICIES OF IMPORTANCE TO TEACHERS

1301.0 Threats to Teachers

Every person who, with intent to cause, attempts to cause, or causes any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows:

1. Upon a first conviction, such person is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison or in a county jail not exceeding one year, or by both such fine and imprisonment.
2. If such person has been previously convicted, he is punishable by imprisonment in the state prison for five years. (Penal Code 71)

1301.1 Sexual Harassment

The Governing Board prohibits sexual harassment in the working environment of district employees or applicants by any person in any form.

Employees who engage in or participate in sexual harassment, or who aid, abet, incite, compel or coerce another to commit sexual harassment may be subject to disciplinary action up to and including dismissal.

Any employee or applicant for employment who feels that he/she or another individual in the district is being sexually harassed should immediately contact his/her supervisor, principal, other district administrator or the Superintendent or designee in order to obtain procedures for reporting a complaint. Complaints of harassment can be filed in accordance with AR 4030 (Non-Discrimination in Employment.)

Any supervisor who receives a harassment complaint shall notify the superintendent or designee, who shall ensure that the complaint is appropriately investigated.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when:

1. Submission to the conduct is made either expressly or by implication in term or condition of any individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or of creating an intimidating, hostile, or offensive working environment or of adversely affecting the employee's performance, evaluation, advancement, assigned duties, or any other condition of employment or career development.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution.

Other examples of sexual harassment, whether committed by a supervisor or any other employee, are:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects in the work environment.
9. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Each principal and supervisor has the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes discussing the district's sexual harassment policy with his/her students and/or employees and assuring them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment.

1302.0 Employee Security

Notice Regarding Student Offenses Committed While Under School Jurisdiction

Education Code 49079 requires the district to inform the teacher of every student in his/her class who has engaged in, or is reasonably suspected to have engaged in, any act which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of subdivision (h), possession or use of tobacco products. The information provided to teachers must cover the previous three years.

The superintendent or designee shall inform the teacher of every student in his/her class who has engaged in, or is reasonably suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall keep the information confidential and disseminate it no further.

1303.0 Witnessing an Assault

Whenever any employee of a school district or of the office of a county superintendent of schools is attacked, assaulted, or menaced, by any pupil, it shall be the duty of such employee, and the duty of any person under whose direction or supervision such employee is employed in the public school system who has knowledge of such incident, to promptly report the same to the appropriate law enforcement authorities of the county or city in which the same occurred. Failure to make such report shall be a misdemeanor punishable by a fine of not more than two-hundred dollars (\$200). (EC 44014)

1304.0 Non-Student Disruption

Any adult, or any minor over 16 years of age who is not a pupil of the school, including but not limited to any such minor or adult who is the parent, or guardian of a pupil of the school, who comes upon any school grounds or into any school building and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor. (EC 44810)

1305.0 Loitering or Causing Disturbance

- a. Any person who is not a member of the school staff or student body and who loiters on or about any school building or grounds without written permission or who causes disturbances is guilty of disorderly conduct and may be prosecuted according to law. It is therefore required that all visitors register in the office of the principal.
- b. Any suspicious persons at or near the school are to be reported to the principal and to the police if it seems wise. All students and staff share responsibility in this matter. (Board Policy 8370)

Any person who fails to leave a public school building or grounds promptly or who, after leaving, returns thereto within 48 hours is guilty of a misdemeanor. (EC 32211-b)

1306.0 Reporting Child Abuse or Neglect

Certificated employees and classified employees are considered mandated reporters and shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within thirty-six (36) hours. The reporting duties are individual and cannot be delegated to another individual.

"Child abuse or neglect" includes the following: (Penal Code 11165.5, 11165.6)

- a. A physical injury inflicted by other than accidental means on a child by another person
- b. Sexual abuse of a child as defined in Penal Code 11165.1
- c. Neglect as defined in Penal Code 11165.2
- d. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
- e. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

"Mandated Reporters" are those people defined by law as "child care custodians", "medical practitioners", and "non-medical practitioners" and include virtually all school employees. The following school personnel are required to report:

- a. teachers
- b. administrators
- c. supervisors of child welfare and attendance
- d. certificated pupil personnel employees
- e. school psychologists
- f. licensed nurses
- g. counselors
- h. those instructional aides or other classified employees trained in child abuse reporting

Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

A mandated reporter who fails to report an instance of child abuse, which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor and is punishable by confinement in jail for a term not to exceed six (6) months or by a fine of not more than one thousand dollars (\$1,000) or both. The mandated reporter may also be held civilly liable for damages for any injury to the child after a failure to report.

AB 2238, Chapter 136, which became effective January 1, 1979, amended Penal Code Section 11161.6 and provides immunity for those required to report child abuse from civil or criminal liability as a result of taking or causing to be taken, photographs of suspected victims of child abuse and the dissemination of such photographs with the required reports.

AB 2303 (Cromer), requires that the identity of reporting school persons be recorded by the Department of Justice whether the report be written or oral. The identity of the reporter is confidential under these new rules.

WHEN AND HOW TO REPORT

By phone immediately (858) 560-2191 or (800) 344-6000

Followed by (within 36 hours):

Suspected Child Abuse Reports (SS8572) http://ag.ca.gov/childabuse/pdf/ss_8572.pdf

MRA (Mandated report Application)

The MRA is a web-based system which allows mandated reporters to send their follow-up report through the internet. It does not replace the need to phone in your report to the Child Abuse Hotline. Mandated reporters who wish to send their follow-up report through the MRA will need to provide their e-mail address to the Hotline screener, an account will be set up for you.

Advantages of the MRA system are that:

*Save trees by not having to use paper!

*Send attachments such as documents and/or pictures.

How to send the SS8572

Fax to 858-467-0412 or

Send to: Child Welfare Services/Hotline, 6950 Levant Street, San Diego, CA 92111 or

Post Office Box 711341, San Diego, CA 92111 or

Send through our web-based system called the MRA (Mandated Reporter Application)

1307.0 Hazing

No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that injures, degrades, or tends to injure, degrade, or disgrace any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than fifty dollars (\$50), not more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both. (EC 32052)

1308.0 Detention After School

A pupil shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day. (Calif. Admin. Code, Title V, Sec. 353)

1309.0 Detention During Noon Intermission

A pupil shall not be required to miss lunch or be assigned any duties during the intermission at noon, or during any recess. (Calif. Admin. Code. Title V, Section 353)

1310.0 Treatment of Injured Student

Notwithstanding any provision of any law, no school district, officer of any school district, school principal, physician, or hospital treating any child enrolled in any school in any district shall be held liable for the reasonable treatment of a child without the consent of a parent or guardian of the child when the child is ill or injured during regular school hours, requires reasonable medical treatment, and the parent or guardian cannot be reached, unless the parent or guardian has previously filed with the school district a written objection of any medical treatment other than first aid. (EC 49407)

1311.0 Fees Not Permitted

A pupil enrolled in a school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law. (Calif. Admin. Code, Title V, Sec 350) (Adult School is an exception to this rule.)

1312.0 Agents Prohibited

Agents are forbidden from soliciting or offering for sale any wares, articles, stocks, insurance, etc., on any school premises, at any and all times.

1313.0 Solicitation of Funds

Funds may be solicited or materials distributed for those nonprofit, nonpartisan organizations that are properly chartered or licensed by state or federal law, when approved in advance by the Board. (Ed. Code 51520)

1314.0 Contacting of Students by Outside Groups

No students shall be solicited or contacted on school premises by anyone to subscribe or contribute to the funds of, or become members of, or to work for any organization not directly under the control of school authorities.

The only exception is when the solicitation is for a non-partisan, charitable organization for charitable purposes by an act of Congress or the state legislature.

Solicitations on Behalf of the School: Official school-related organizations may organize fundraising events involving students after first obtaining the approval of the Superintendent or designee for solicitations on behalf of the school.

Other School-Connected Organizations: The superintendent or designee shall ensure that parents/guardians are informed of the purpose of all fundraisers benefiting the school or school groups. After the fundraiser is held, parents/guardians shall be told how much money was raised and how it was spent. (BP 1321)

1315.0 Gratuities Prohibited

Employees of the Escondido Union High School District are forbidden to receive any tips, emoluments, gratuities, or compensation for work for which compensation is provided by the Board. (BB 9270)

1316.0 Pupil Tutoring

A teacher in the employ of the district shall not:

1. tutor his/her own pupils for pay.
2. tutor pupils for pay during regular school hours.
3. use school facilities, equipment and/or materials to tutor pupils for pay.
(BP 1330)

1317.0 Gambling, Drinking, Smoking

Gambling in any form is prohibited on school property. Employees may not possess or consume alcoholic beverages on school property. Smoking is prohibited on all school property and within all school buildings and vehicles. (BP 3513.3)

1318.0 Administration of Prescription Drugs

No drugs of any kind should be given to students by district personnel unless permission is secured in writing from the parents or guardians. Under no circumstances are school personnel to provide students with any over-the-counter medicines. (BP 5141.21)

1319.0 Violence Against School Employees

Existing law provides misdemeanor punishment for assault or battery generally, but an increased penalty for assault, and alternative felony-misdemeanor punishment for battery, is authorized when the victim is a peace officer, fireman, emergency medical technician, mobile intensive care paramedic nurse, physician, or any person who is inflicted with great bodily injury.

This bill would authorize an increased penalty for assault and for battery when the victim is a teacher, student teacher, school security officer, or school administrator engaged in the performance of his or her duties and would define school for the purposes of the provisions. (Senate Bill 649, Ellis)

When an assault is committed on school property against the person of a teacher, student teacher, school security officer, or school administrator, while engaged in the performance of his or her duties, and the person committing the offense knows, or reasonably should know that the victim is a teacher, student teacher, school security officer, or school administrator engaged in the performance of his or her duties, the assault is punishable by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in the county jail not exceeding one year, or by both such fine and imprisonment. (Penal Code 241.2)

When a battery is committed on school property against the person of a teacher, student teacher, school security officer, or school administrator, while engaged in the performance of his or her duties, and the person committing the offense knows or reasonably should know that the victim is a teacher, student teacher, school security officer, or school administrator engaged in the performance of his or her duties, the battery is punishable by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in the county jail not exceeding one year, or by both such fine and imprisonment. (Penal Code 243.1)

1320.0 Teaching of Controversial Issues

Board policy and good teaching practice require that teachers be sensitive to the needs of students in teaching controversial subjects, and in using materials in the classroom which may be controversial, or which may affect the beliefs or feelings of students. (BP 6141.2) This is particularly true of materials that may contain derogatory racial, ethnic, or sexual expressions, or profanity. Care should be exercised to use the material in an appropriate and sensitive manner, remembering that teachers have an affirmative responsibility under state law to teach students to avoid the use of profanity, and to "instruct them in manners and morals." (See Education Code Section 44806.) Questions about the appropriate use of materials should be referred to the principal.

1321.0 Career and Technical Education Programs

The Escondido Union High School District affirms the importance of providing students with quality career and technical education programs. The Career and Technical Education courses and programs are offered to all students in accordance with our nondiscrimination policy. The programs are designed to teach life skills, demonstrate the value of work, and when possible, provide training and industry certifications that lead to entry-level employment. The courses provide meaningful ways to reinforce academic skills. The District has developed a sequential program that affords students the opportunity to develop skills and knowledge in a variety of Industry Sectors:

- Agriculture and Natural Resources
- Arts, Media, and Entertainment
- Building and Construction Trades
- Engineering and Architecture
- Health Science and Medical Technology
- Hospitality, Tourism and Recreation
- Information & Communication Technologies
- Manufacturing and Product Development
- Transportation

Program offerings include services provided by the San Diego Workforce Partnership, Escondido COMPACT, Adult Ed and local community colleges. These partnerships enhance the opportunities to make relevant connections to the workplace and future career options.

- College & Career Fairs/Presentations
- Job Shadow experiences
- Youth Opportunity Day
- Guest speakers from career cluster businesses
- School-Business Partnerships
- Internships/Apprenticeships

1322.0 Assurance of Non-Discrimination

Escondido Union High School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, pregnancy, marital or parental status or association with a person or group with one or more of these actual or perceived characteristics. (EUHSD BP 0410, BP/AR 5145.3, BP/AR 4030, BP 5131.2)

Dr. Olga West, Assistant Superintendent of Human Resources
Equity and Title IX Compliance Officer
302 North Midway Drive, Escondido, CA 92027
Office: (760) 291-3281
Email: owest@euhsd.org

1323.0 Professional Standards

The Governing Board expects all district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.
(BP 4119.21)

1323.1 Staff Conduct with Students

The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in any conduct that endangers students, staff, or others; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time; using profane, obscene, or abusive language against students, parents/guardians, staff, or community members; willfully disrupting district or school operations; using tobacco, alcohol, or other illegal or unauthorized substances, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity ; engaging in child abuse; dishonesty with students, parents/guardians, staff, or members of the public; divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information; using district equipment or other district resources for the employee's own commercial purposes or for political activities; using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity; causing damage to or engaging in theft of property belonging to students, staff, or the district; wearing inappropriate attire.

An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of the law or this policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline. (BP 4119.21)

1323.2 Code of Ethics (see also section 1501)

This Code of Ethics presents expectations and guidance to Escondido Union High School District employees for maintaining the highest ethical standards in their official activities and relationships. This Code supports the mission of the District by promoting trust, commitment, and teamwork with the organization and between the Escondido Union High School District and its clients, partners, and the greater community.

All official conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions can withstand the closest possible public scrutiny and can, in no way, be interpreted as being in contravention of the laws and regulations governing the Escondido Union High School Board of Education, the Administration, the schools, programs, and operations of the Escondido Union High School District.

The Escondido Union High School District is committed to ensuring that the conduct of its business and activities is free from misconduct or illegality. Employees are expected to disclose any improper governmental activity on the part of the Escondido Union High School District or its employees. Employees should immediately report any evidence of such activity to their immediate supervisor or the Assistant Superintendent, Human Resources. Employees may use the San Diego County Crime Stoppers toll-free hotline to submit an anonymous report of criminal activity. (AR 4119.21)

1323.3 General Employee Conduct

It is expected that employees will be proactive in creating a positive work environment in which the inherent worth of each person is recognized and colleagues, students, clients, business associates, and members of the public are treated with fairness, dignity, and respect. Employee conduct is expected to be professional businesslike, and in accordance with high standards of decorum.

The Escondido Union High School District is dedicated to maintaining a culture in which employees adhere to the highest ethical standards. It is expected that employees will demonstrate ethical conduct in the performance of their duties by acting, at all times, responsibly and conscientiously, with honesty and integrity. All official actions must reflect employees' use of good judgment, due care, competence, and diligence. (AR 4119.21)

1323.4 Conflicts of Interest

State law requires that Escondido Union High School District employees refrain from engaging in any employment, activity, or enterprise for compensation that is inconsistent, incompatible, or in conflict with their duties, functions, or responsibilities as employees of a local agency. The Conflict of Interest Code adopted by the Escondido Union High School District specifies positions and disclosure categories for individual employees who are required, by law, to disclose their personal financial interest by filing annual statements of economic interest (SEIs).

Employees must avoid actual or apparent conflicts of interest in their personal and professional relationships. It is expected that employees will perform their duties in an impartial manner, using independent judgment that is free from the influence of personal considerations and in accordance with the best interests of the Escondido Union High School District. Employees must not make, participate in making, or use their official position to influence any decision that has a reasonably foreseeable material financial effect on their personal financial interests.

1. Relationships with Clients and Suppliers

Employees may not enter into any contract on behalf of the Escondido Union High School District in which they have a financial interest. Employees should avoid investing in or acquiring a financial interest in any business that has a contractual relationship with, or provides good or services to, the District, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.

2. Gifts, Entertainment, and Favors

Employees and School Board Members must refrain from accepting gifts, entertainment or personal favors that could create a conflict of interest as stipulated and set forth by the California Fair Political Practices

Commission Form 700 guidelines.

In connection with Escondido Union High School District business activities, employees may not receive payment or compensation of any kind, except as authorized under Escondido Union High School District remuneration policies. In particular, the acceptance of kickbacks and secret commissions from suppliers or others is strictly prohibited.

All employees share a responsibility for the Escondido Union High School District's good public relations, especially at the community level. Their willingness to support religious, charitable, educational, and civic activities brings credit to the Escondido Union High School District and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity enterprise, or employment outside the Escondido Union High School District that would, or might appear to:

1. Create an excessive demand upon their time and attention and thus cause the performance of their duties to be less efficient.
2. Involve the performance of an act that may later come under the review or enforcement of the Escondido Union High School District.
3. Involve the use of the assets, influence, or prestige of the Escondido Union High School District for private gain or advantage.

Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their immediate supervisor. (AR 4119.21)

1323.5 Escondido Union High School District Funds and Other Assets

As an organization that serves the public and uses public funds to do so, the Escondido Union High School District takes very seriously its responsibility for safeguarding and ensuring responsible use of its assets and the funds under its control. The Escondido Union High School District imposes strict standards to prevent fraud and dishonesty. Employees who have access to school or district funds, charter school funds, or other assets in cash or non-cash form must follow prescribed procedures for recording, handling, and protecting public funds, as detailed in applicable accounting manuals or other regulatory materials.

It is expected that funds and all other assets of the Escondido Union High School District and Escondido Union High School Board of Education will be used only for official business and not for personal benefit. Employees must refrain from the improper use of Escondido Union High School District resources, such as fleet vehicles, supplies, and equipment.

When an employee's position requires spending Escondido Union High School District funds or incurring reimbursable personal expenses, that individual is expected to use good judgment on behalf of the Escondido Union High School District to ensure that good value is received for the funds expended.

Ownership of intellectual property created by employees under specified circumstances is held by the Escondido Union High School District. Employees must maintain the highest ethical standards in the use and protection of materials copyrighted, trademarked, or otherwise owned by the Escondido Union High School District. (AR 4119.21)

1323.6 Records and Communications

Comprehensive, reliable records of many kinds are necessary to meet the Administration's legal and financial obligations and to manage the business of the Escondido Union High School District. The Escondido Union High School District's financial records must reflect all business transactions in an accurate and timely manner. Employees responsible for accounting and record keeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements. Employees must not make or be a party to any false record or communication of any kind, whether internal or external, including but not limited to: false expense, attendance, financial, or similar reports and statements; and false advertising, deceptive marketing practices, or other misleading representations.

When communicating publicly on official business, employees must take care to protect the integrity and reputation of the Escondido Union High School District, the Administration, and the Escondido Union High School Board of Education. Employees must not presume to speak for the Escondido Union High School District on any topic, unless they are certain that the views they express are those of the Escondido Union High School District and that it is the Administration's desire that such views be publicly disseminated. Under all circumstances, employees must clearly distinguish official statements from the expressions of their private views.

Employees must ensure that the Escondido Union High School District letterhead, logo, and any other representations identified with the Escondido Union High School District are used only for official business and not for personal, political, or other inappropriate purposes.

In all matters related to clients, students, suppliers, government authorities, the public and others within the Escondido Union High School District, employees must make every effort to ensure that communications are complete, accurate, objective relevant and timely. All proper requests for information are expected to be handled with courtesy and professionalism. (AR 4119.21)

1323.7 Privacy and Confidentiality

The Escondido Union High School District is committed to abiding by all state and federal laws and Escondido Union High School District policies and administrative regulations concerning confidential information, including student records, personnel files, and records of the Escondido Union High School District and Escondido Union High School Board of Education that are exempt from disclosure.

It is expected that employees who have access to confidential information in the course of their work assignment will use that information only for legitimate business purposes of the Escondido Union High School District and will be diligent in protecting privacy rights. Employees must ensure that confidential records are managed, retained, and stored in a safe and secure manner and are reviewed by, or released to, only those individuals with property authority. (AR 4119.21)

1323.8 Making Ethical Decisions

While this Code of Ethics describes general guidelines, it is not intended to be a complete listing or to provide a definitive answer to every ethical dilemma that could arise in the workplace. When making decisions, employees must use good judgment to adhere to both the letter and the spirit of this Code.

Employees who are uncertain about the application or interpretation of this Code of Ethics or any related legal requirements should refer the matter to their supervisor, who, if necessary, should follow established procedures for seeking the advice of legal counsel.

1323.9 Application and Enforceability

This Code of Ethics applies to all Escondido Union High School District employees. Its provisions are supported by State and Federal law and regulations and the policies and administrative regulations that govern this agency. Violations may result in administrative or disciplinary action under applicable laws, policies, and regulations. (AR 4119.21)

1324.0 Uniform Complaint Procedures

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived genetic information, ethnic group identification, race, ancestry, national origin, religion, color, marital, pregnancy, or parental status, mental or physical disability, age, and actual or perceived sex characteristics such as sexual orientation, gender, gender identity or gender expression. Uniform complaint procedures shall also be followed on the basis of a person's association with a

person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5CCR 4610)

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, education for foster and homeless students, reasonable accommodations for parenting students, course assignments, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, after school and safety programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, Local Control Funding Formula programs and the LCAP implementation process and special education programs.

A student fee is a fee, deposit, or other charge imposed on pupils, or a student's parents/ guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all students without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities.

A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation or bullying and noncompliance with laws relating to student fees. Escondido Union High School District will provide an opportunity for complainants and/or representatives to present evidence or information. Complaint forms are available in the principal's office at each school site and at the district office. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, Escondido Union High School District shall assist the complainant in the filing of the complaint.

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4 see section 1324.1).

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. The identity of a complainant alleging discrimination, harassment, intimidation or bullying will remain confidential as appropriate. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Upon receipt of a written qualifying complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff, agency and/or to the corresponding resolution process as outlined in the in board policies and administrative regulations, and shall investigate and, if appropriate, resolve the UCP-related allegation(s).

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations. Complainants have the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation or bullying.

The Board acknowledges and respects student and employee rights to privacy. Discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy. (BP 1312.3)

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible.

Such employees may have access to legal counsel as determined by the Superintendent or designee. (BP 1312.3)

1324.1 Williams Uniform Complaint Procedures

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682, 4683)

1. Textbooks and instructional materials

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

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

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

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

2. Teacher vacancy or misassignment

a. A semester begins and a teacher vacancy exists.

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

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

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

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

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

3. Facilities

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

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

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

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

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

Filing of Complaint

A complaint alleging any condition(s) specified in items #1-3 in the section entitled "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

A complaint alleging any deficiency specified in item #4 in the section entitled "Types of Complaints" above shall be filed with a district official designated by the Superintendent. Such complaints may be filed at the district office or school site and shall be immediately forwarded to the Superintendent or designee. (Education Code 35186)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

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

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

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

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

Reports

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

Forms and Notices

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

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

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186) (AR1312.4)

1325.0 Pregnant and Parenting Accommodations

The EUHSD Board recognizes that early marriage, pregnancy or parenting may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to provide instruction and services designed to assist in pregnancy prevention. The Board also desires to support pregnant and parenting students to attain strong academic and parenting skills and to promote the healthy development of their children.

1325.1 Education and Support Services

Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child. Any education program or activity that is offered separately to pregnant students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary.

To the extent feasible, educational and related support services shall be provided, either through the district or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities
2. Parenting education and life skills instruction
3. Special school nutrition supplements for pregnant and lactating students pursuant to Education
4. Health care services, including prenatal care
5. Tobacco, alcohol, and/or drug prevention and intervention services
6. Academic and personal counseling
7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward education

1325.2 Absences

Pregnant or parenting students may be excused for absences related to confidential medical appointments. The Superintendent or designee shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by a physician. At the conclusion of the leave, the student shall be reinstated to the status held when the leave began. A parenting student may request exemption from attendance because of personal services that must be rendered to a dependent.

1325.3 Accommodations for Lactation

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child

2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

1325.4 Complaints

Any complaint of discrimination on the basis of pregnancy or marital or parental status shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4687 AND bp/ar 1312.3 – Uniform Complaint Procedures.

Any complaint alleging district noncompliance with the requirements to provide reasonable accommodations for lactating students also may be filed in accordance with the district's procedures in AR 1312.3 – Uniform Complaint Procedures. A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 222; 5 CCR 4600-4687)

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on student and families, the superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law. (Education Code 234.7)

No students shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of his/her immigration status. (Education Code 200, 220, 234.1)

Consistent with requirements of the California Office of the Attorney General, the superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

Appropriate district staff shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student.

Dr. Olga West, Assistant Superintendent of Human Resources
Equity and Title IX Compliance Officer
302 N. Midway Drive, Escondido, CA 92027
Office: (760) 291-3281
Email: owest@euhsd.org

1326.0 Suicide Prevention

1. The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.
2. Suicide prevention training shall be provided to teachers, counsellors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counsellor/psychologist and/or in cooperation with one or more community mental health agencies.
3. Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials.
4. The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades.
5. Students shall be encouraged to notify a teacher, principal, counsellor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal thoughts.
6. Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counsellor.

1327.0 Response to Immigration Enforcement

1. The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law.

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the bus

2. Consistent with requirements of the California Office of Attorney General, the superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

Appropriate district staff shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student.

3. Unless authorized by the Family Educational Rights and Privacy Act pursuant to 20 USC 1232g, student information shall not be disclosed to immigration law enforcement authorities without parental consent, a court order, or judicial subpoena. The superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena.

Upon receiving any verbal or written request for information related to a student's or family's immigration or citizenship status, district staff shall:

- a. Notify the superintendent or designee about the information request
 - b. Provide students and families with appropriate notice and a description of the immigration officer's request
 - c. Document any request for information by immigration authorities
 - d. Provide students and parents/guardians with any documents provided by the immigration enforcement officer, unless such disclosure is prohibited by a subpoena served on the district or in cases involving investigations of child abuse, neglect, or dependency
4. District staff shall receive parent/guardian consent before a student is interviewed or searched by any officer seeking to enforce civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge or a valid, effective court order. A student's parent/guardian shall be immediately notified if a law enforcement officer requests or gains access to the student for immigration enforcement purposes, unless the judicial warrant or subpoena restricts disclosure to the parent/guardian.
 5. District staff shall report the presence of any immigration enforcement officers to appropriate administrators.

As early as possible, district staff shall notify the superintendent or designee of any request by an immigration enforcement officer for access to the school or a student or for review of school documents, including service of lawful subpoenas, petitions, complaints, warrants, or other such documents.

SECTION XIV

GENERAL INFORMATION

1401.0 Student Organizations

In order to be recognized as an official student organization and operate on campus, clubs must be chartered by the Associated Student Body, approved by the Principal, and follow the rules for a club established by the ASB. Forms for organizing a club may be obtained in the ASB Office.

1401.1 Car Wash Fund Raising

Storm water management is essential to maintaining clean water for our community, county and state. EUHSD and the City of Escondido maintain Storm Water Management Plans.

Car washing is an activity that has the potential to create polluted runoff that is conveyed to the storm water system. Many EUHSD school clubs/groups utilize car washes as a fund-raising opportunity. These car washes are located either on the school site or at other commercial areas (gas stations) in the community.

The CITY OF ESCONDIDO notified this District that ANY car wash activity must be permitted by the CITY. The CITY's Municipal Code, Section 22-22 requires a no-fee permit be obtained from the CITY before any car wash fund raiser can be conducted.

Each separate event must obtain a storm water permit from the City by calling (760) 839-4347 prior to the event taking place.

Please make all EUHSD personnel connected with fund raising activities aware of the permit process immediately, including any Parent Clubs utilizing EUHSD sites.

It is not the CITY's intent to "ban fund raising car washes". However, certain protocols must be in place prior to EUHSD hosting car washes.

The City of Escondido Senior Environmental Compliance Inspector (760) 839-4257 would like to have the opportunity of assessing each comprehensive school site for the most appropriate car washing site. In order to be in compliance, the car wash site may need to:

- a. be sandbagged (bags are not available through the City of Escondido Fire Department, the sites would need to purchase them from Home Depot or other, but they can be kept on site for future use),
- b. have access to a wet vacuum to clean up unused waste water so that it can be dumped into a sewage treatment drain (each site has a drain that dumps directly into the sewage treatment system, ask your custodian where it is located)
- c. utilize other methods of waste water retrieval as noted by the CITY inspector.

Once the most appropriate car wash area is identified, then the school club/group will need only call for a permit prior to holding the car wash, no site inspection will be necessary.

It is imperative that school clubs/groups adhere to the permit process. Discharges of wash water from automobile washing into the storm drain is unlawful and punishable by a \$1,000 fine/per occurrence (COE Municipal Code Section 22-19 through 22-31)

1401.2 Club Sponsors

Every high school club must have a faculty sponsor and a constitution on file in the Principal's Office.

1401.3 Initiations

Initiations involving any form of student hazing is forbidden. Other types of initiation must have the approval of the Principal.

1402.0 Extracurricular Activities

Any event participated in by a student and sponsored by members of the faculty is a school activity and, therefore, all district and school rules apply.

- a. Calendar: In order to avoid conflicts, it is most essential that each extracurricular activity be scheduled by the sponsor on the master calendar maintained in the school office.
- b. Events scheduled during school holidays and on Sundays are to be discouraged and may only be held by pre-arrangement and approval of the Principal.
- c. School sponsored dances are to be held on campus or at school approved off campus sites.
- d. Regular Scheduled Athletic Events and Field Trips: All coaches, teachers and advisors are required to distribute to the faculty AT LEAST TWO (2) days PRIOR to the first scheduled sport activity of the season or field trip a MASTER STUDENT EXCUSE LIST. It is the teacher's responsibility to communicate without delay to the faculty any name changes that occur on the Master Student Excuse List. Classroom teachers are required to place all Master Student Excuse Lists in their grade book for reference and keep them updated.

A Weekly Activity Calendar will list ALL forthcoming events.

NOTE: Failure to follow this procedure may result in cancellation of event.

All athletic and social activities of pupils, wherever held, if conducted under the name or auspices of a public school or of any class or organization thereof, shall be under the direct supervision of certificated employees or certified coaches of the district. (Calif. Admin. Code, Title V, Sec. 553)

- e. The field trip approval process must be followed for school-sponsored events in which students will be participating off-campus including club-sponsored events and non-CIF athletic events. (see 801.0).

1402.1 Hot Day Guidelines

The Escondido Union High School District (EUHSD) is committed to protecting the health and safety of our students and staff. EUHSD provides various opportunities for outdoor physical activities before, during, and after school. These guidelines are meant to provide a decision-making structure to promote student and staff safety when local weather may be detrimental to their health.

- a. Hot weather – Heat induced illness is preventable. Children do not adapt to extremes of temperature as effectively as adults for the following physiological reasons (American Academy of Pediatrics, 2000):
 - Higher surface area-to-body mass ratio than adults, allowing a greater amount of heat to transfer from the environment to the body.
 - During physical activity, children produce more metabolic heat than adults.
 - Sweating capacity is considerably lower in children than adults, reducing the ability to dissipate body heat by evaporation.
- b. Guidelines – When excessive heat occurs, the following precautions are to be taken for all outdoor physical activity, including but not limited to: break, lunch, physical education classes, field trips, and athletic practices and competition.
 - a. When temperatures reach 100 degrees or over, outside PE activities should be discontinued.
- c. These guidelines are not to be considered exhaustive. Reason and good judgment must be used at each site to protect students and to indicate to parents and the community that the district continues to provide a safe environment for students.

d. Guidelines for determining Heat Index

Temperature and humidity data shall be obtained from weather.com. Details specific to the school should be accessed as follows:

- b. Enter school zip code
- c. Select: "hour-by-hour" tab
- d. Highest estimated temperature and humidity during school hours should be used to calculate HEAT INDEX from the chart below. Limit activities using the second chart as a guideline.

		% RELATIVE HUMIDITY																			
TEMPERATURE		5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
	85	79	80	81	82	83	84	85	86	87	88	89	90	91	93	95	97	99	102	105	108
	90	84	85	86	87	88	90	91	93	95	96	98	100	102	106	109	113	117	122		
	95	88	90	91	93	94	96	98	101	104	107	110	114	119	124	130	136				
	100	93	95	97	99	101	104	107	110	115	120	126	132	138	144						
	105	97	100	102	105	109	113	118	123	129	135	142	149								
	110	102	105	108	112	117	123	130	137	143	150										
	115	107	111	115	120	127	135	143	151												
	120	111	116	123	130	139	148														
	125	116	123	131	141																
130	122	131																			

Heat Index	Category	Activity Guidelines
<80	No limitations	
80 to 89	Caution	75% regular activity/25% light activity or rest. Encourage hydration
90 to 104	Extreme Caution	50% regular activity/50% light activity or rest. Enforce hydration. Sunstroke, heat cramps and heat exhaustion possible.
105 to 129	Danger	25% regular activity/75% light activity or rest. Enforce hydration. Sunstroke, heat cramps and heat exhaustion likely. Heat stroke possible
130+	Extreme Danger	All nonessential outdoor activities will be cancelled.

These guidelines are not to be considered exhaustive. Reason and good judgment must be used at each site to protect students and to indicate to parents and the community that the district continues to provide a safe environment for students.

1403.0 Conferences with Parents

Parent-teacher conferences are encouraged. Teachers should meet parents in the lobby of the administration building. The conference can then be conducted in either the administration building or the teacher's classroom. The teachers' lounges may not be used for conferences. Conferences also may not be held during a regularly assigned class period. State Education Code 48910 requires that anytime a student is suspended from class by the teacher, the teacher shall as soon as possible, ask the parent or guardian to attend a parent conference. Whenever practicable, a counselor or a school psychologist shall attend this conference. A school administrator may be invited to attend this conference either by the teacher or the parent. The teacher should always review a student's work and/or grades prior to a parent conference and take his/her grade book to the conference.

Results of all conferences should be noted and placed in the student's cumulative record folder.

1404.0 Conferences with Students

Nothing can strengthen the position of the classroom teacher more than the "extra" time devoted to the helping of individual pupils with their school problems. Students should be made to realize that the teacher is available to interested, sincere students needing help.

1405.0 Course Tests, Semester and Final Examinations

All students are required to take a written examination in every subject except physical education during each six-week grading period and a final examination at the end of each semester. The final examination procedure and schedule for the semester testing is announced in advance by the administration.

1405.1 Care of Examination

A great amount of criticism may rise from students and/or parents when a test or tests "get-out" before or during a term or final examination week. Tests should be kept under lock and key. **THEY SHOULD BE CAREFULLY PROTECTED. STUDENTS ARE NOT ALLOWED TO TYPE OR PREPARE EXAMINATIONS.**

1406.0 The Pledge of Allegiance

The Pledge of Allegiance is to be conducted daily. (Ed Code 5270, BP 4710)

1407.0 Assignments for Class Work

Class assignments should be clearly and definitely made. Teachers are to keep an assignment log which clearly indicates the date the assignment is given, the pages to be read, the problems to be solved, the collateral reading work to be covered, and the date the assignments are due. This serves as an effective tool for parent notification and negates the parent's criticism that the child has no homework. It is particularly essential for use by substitute teachers. Teachers should use available online tools such as Synergy or the district-provided Learning Management System (LMS) to communicate this information with students and parents.

1408.0 Homework

- a. In our efforts to provide education that will meet the varying needs of students, it is the policy of the Escondido Union High School District to encourage the assignment of directed homework beyond the regular school day.
- b. It is the policy that homework be regularly assigned. Guided practice under the teacher's supervision should be part of each new lesson taught. Homework assignments are to be forms of "independent practice" completed by the student outside the class.
- c. Homework which is properly designed, carefully planned, and geared to the development of the individual students meets a real need and has a definite place in the educational program. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress. (BP 6154)

1409.0 Co-curricular Activities

All faculty members are encouraged to attend athletic and social events of the school. Students appreciate an interest shown in all of their activities. Such interest will improve faculty-student relationships.

1410.0 Changing Classrooms

Teachers are to notify the administration office of any change, even for one period, from the regular classroom and where the class is meeting. Notice should also be posted on the door of the regular room, indicating where the class is to be found. This is necessary in order to locate teachers and students in case of emergencies.

1411.0 Forms

School forms are not to be left available where students may have access to them. Students are not to be allowed access to the teacher's desk.

1412.0 Requests by Community Groups

Requests made by community groups for art work, photo copied work, musical groups, speech groups, etc., must be referred to the principal prior to any commitments.

1413.0 Punctuality

Staff is expected to be on site 15 minutes prior to student start time and remain on campus 30 minutes after student release, and to remain there while students are in the room with the exception of an emergency. Many problems are avoided by being in the classroom before the students arrive. Teachers have been sued and damages collected when they failed to provide proper supervision in the classroom.

1414.0 State Credential Requirement

EUHSD provides Induction free of charge for teachers with a preliminary credential. You will need to enroll the first two years of your employment with us. At the successful completion of the program requirements, EUHSD will recommend you for a clear credential. Each teacher is required to hold a valid EL Authorization. In addition, teachers are required to maintain the credential when they were hired and the credential they held when they were tenured.

1415.0 School Faculty Meetings (Monthly)

1. These meetings are planned by the Principal and staff for the specific purpose of administrative and curriculum coordination within the individual high school. All certificated employees are expected to attend unless excused by the Principal. The Principal will chair these meetings.
2. Faculty meetings are usually held on the second Wednesday of each month. Principals will determine the necessity of meetings and actual dates.

1415.1 School Curriculum Council Meetings

1. The Department Chairpersons at the individual schools are members of this council. Curriculum development, articulation and coordination at the individual school level is stressed.
2. The Principal is responsible for scheduling, planning and chairing the meetings. They are usually scheduled the first Tuesday of each month.

1415.2 Teachers' Association Meetings

The second and fourth Thursdays of each month shall be reserved for Association meetings and no other meetings requiring teacher attendance shall be scheduled by the District or schools unless an emergency situation arises. (Agreement between Escondido Union High School District and ESTA-Contract)

1415.3 Board of Education Meetings

The Board of Education holds its regular meeting monthly - usually on the second or third Tuesday evening at 6:00 p.m. in open (public) session in the Escondido Union High School District Service Center Board Room at 302 North Midway Drive, Escondido, CA or virtually based on need. Special meetings are scheduled on an "as-needed" basis. A list of Board of Education meetings can be found on the District's website.

1415.4 ADMINISTRATIVE/MANAGEMENT ASSIGNMENTS, 2020-21 SCHOOL YEAR

District Superintendent	District Service Center	Anne L. Staffieri, Ed.D.
Assistant Superintendent, Educational Services	District Service Center	April Moore, Ed.D.
Assistant Superintendent, Human Resources	District Service Center	Olga West, Ed.D.
Assistant Superintendent, Business Services	District Service Center	Amanda Phillips
Director, Human Resources	District Service Center	Charan Kirpalani
Director, Information Technology	District Service Center	Stephen Yi
Director, College & Career Readiness	District Service Center	Mia Funk
Director, Learning & Curriculum	District Service Center	Jennifer Hughes
Director, Data Management	District Service Center	Alfredo Amador
Director, Special Education	District Service Center	Carlos Saucedo, Ed. D.
Director, Pupil Services	District Service Center	Rich Watkins
Director, Educational Technology	District Service Center	Damon Blackman
Director, Assessment & Accountability	District Service Center	Leah Dardis, Ph.D.
AP on Special Assignment	District Service Center	Penny Parker
Content Area Specialist – Math	District Service Center	Abi Leaf
Content Area Specialist – CTE	District Service Center	Vanessa Center
Content Area Specialist – Science	District Service Center	Alec Barron, Ed.D.
Content Area Specialist – Literacy	District Service Center	Jennifer Medeiros, Ed.D.
Director, Finance	District Service Center	Josh Markley
Director, Purchasing	District Service Center	Nick Brizeño
Director, Maintenance and Operations	District Warehouse	Michael Byers
Director, Transportation	District Warehouse	Linda Rendon
Director, Student Nutrition	District Service Center	Alicia Pitrone
Principal	Escondido H.S.	Adriana Lepe-Ramirez, Ed.D.
Assistant Principals	Escondido H.S.	Anne Fusco Jason Jacobs Kelly Grigsby

Program Specialist	Escondido H.S.	Wendy Gammarano
Principal	Orange Glen H.S.	Pilar Vargas, Ed.D.
Assistant Principals	Orange Glen H.S.	Christopher Domingo Amy Booth Nathan Reinking
Program Specialist	Orange Glen H.S.	Katherine Titouah
Principal	San Pasqual H.S.	Martin Casas, Ed.D.
Assistant Principals	San Pasqual H. S.	Kevin Myers Jesse Hayes Kristin Kramer
Program Specialist	San Pasqual H.S.	Vacant
Principal	Valley H.S.	Cory Gregory
Assistant Principal	Valley H.S.	Luis Landaverde
Principal	Del Lago Academy	Ruth Hellams
Assistant Principal	Del Lago Academy	Daniel Barajas
Academic Dean	Del Lago Academy	Tessa Riley
Principals	Adult Education	Stacey Adame Thomas Allison

1415.5 DISTRICT PROGRAMS

INDUCTION (RISE)	District Service Center	Jannis Wilson, Ed.D.
Cal-SAFE	San Pasqual H.S.	Rachel Asman

1415.6 STAFF IDENTIFICATION

All EUHSD staff members are expected to wear employee photo identification showing full face without cover, costume or other deterrent at all times when on a school campus. Identification card(s) will be provided by the school site and/or district office annually. This process will support the campus safety measures and will assist in the identification of those not authorized to be on campus.

1416.0 Tuberculosis (TB) Screening

AB 1667, which became effective on January 1, 2015, replaces universal TB testing for public school employees and volunteers with a TB Risk Assessment Questionnaire. If risk factors are identified on the questionnaire, a TB test would be required to determine that the employee is free of infectious tuberculosis.

The TB Risk Assessment Questionnaire is to be administered and signed by a licensed health care provider (physician, physician assistant, nurse practitioner, or registered nurse).

You must submit a completed questionnaire, or results from an actual TB test, to Human Resources prior to your current results expiring. This is required every 4 years. If you have provided a chest x-ray, you will not need to resubmit for 20 years.

The district nurse provides regularly scheduled meeting times at the district office to employees that qualify for the questionnaire. Not everyone will qualify. If an employee does not qualify, the nurse will instruct you during your meeting. She will give you direction on whether to schedule a visit with your primary care provider or nurse's clinic, depending on your situation. You may drop in during the dates and times listed, no sign up necessary. Please consult the EUHSD webpage for staff current dates and times.

1417.0 Employee Information

Employees need to maintain their current home address and phone number on file with Human Resources. This can be updated through Employee Self Serve at the following web address: <https://ess.erp.sdcoe.net/>

In addition, you can send an email to HR with your updates to ensure that changes are made to Frontline, and other software.

SECTION XV

CODE OF ETHICS, TEACHING PROFESSION

1501.0 Code of Ethics

Preamble. The educator believes in the worth and dignity of human beings. The educator recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic citizenship. The educator regards as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to practice the profession according to the highest ethical standards.

The educator recognizes the magnitude of the responsibility being accepted in choosing a career in education and engages individually and collectively with other educators to judge colleagues, and to be judged by them, in accordance with the provisions of this code.

Principle I. Commitment to the Student: The educator measures success by the progress of each student toward realization of potential as a worthy and effective citizen. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling these goals, the educator:

- (a) Encourages the student to independent action in the pursuit of learning and provides access to varying points of view.
- (b) Prepares the subject carefully, presents it to the students without distortion and - within the limits of time and curriculum - gives all points of view a fair hearing.
- (c) Protects the health and safety of students.
- (d) Honors the integrity of students and influences them through constructive criticism rather than by ridicule and harassment.
- (e) Provides for participation in educational programs without regard to race, color, creed, national origin, sex, marital status, political or religious beliefs, family, social background, cultural background or sexual orientation - both in what is taught and how it is taught.
- (f) Neither solicits nor involves them or their parents in schemes for commercial gain thereby ensuring that professional relationships with student shall not be used for private advantage.
- (g) Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principle II. Commitment to the Public: The educator believes that democratic citizenship in its highest form requires dedication to the principles of our democratic heritage. The educator shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all and for interpretation of educational programs and policies to the public. In fulfilling these goals, the educator:

- (a) Has an obligation to support his profession and institution and not to misrepresent them in public discussion. When being critical in public, the educator has an obligation not to distort the facts. When speaking or writing about policies, the educator must take adequate precautions to distinguish the educator's private views from the official position of the institution.
- (b) Does not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- (c) Ensures that institutional privileges shall not be used for private gain. Does not exploit pupils, their parents, colleagues, nor the school system itself for private advantage. Does not accept

gifts or favors that might impair or appear to impair professional judgment nor offer any favor, service, or thing of value to obtain special advantage.

Principle III. Commitment to the Profession: The educator believes that the quality of the services of the education profession directly influences the nation and its citizens. The educator therefore exerts every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of trust to careers in education. In fulfilling these goals, the educator:

- (a) Accords just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- (b) Does not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
- (c) Does not misrepresent the professional qualifications.
- (d) Does not misrepresent the professional qualifications of his colleagues, and will discuss these qualifications fairly and accurately when discussion serves professional purposes.
- (e) Applies for, accepts, offers, and assigns positions and responsibility on the basis of professional preparation and legal qualifications.
- (f) Uses honest and effective methods of administering educational responsibility. Conducts professional business through proper channels. Does not assign unauthorized persons to educational tasks. Uses time granted for its intended purposes. Does not misrepresent conditions of employment. Lives up to the letter and spirit of contracts.

1502.0 Bill of Responsibilities

Preamble. Freedom and responsibility are mutual and inseparable; we can ensure enjoyment of the one only by exercising the other. Freedom for all of us depends on responsibility by each of us. To secure and expand our liberties, therefore, we accept these responsibilities as individual members of a free society.

To be fully responsible for our own actions and for the consequences of those actions. Freedom to choose carries with it the responsibility for our choices.

To respect the rights and beliefs of others. In a free society, diversity flourishes. Courtesy and consideration toward others are measures of a civilized society.

To give sympathy, understanding and help to others. As we hope others will help us when we are in need, we should help others when they are in need.

To do our best to meet our own and our families' needs. There is no personal freedom without economic freedom. By helping ourselves and those closest to us to become productive members of society, we contribute to the strength of the nation.

To respect and obey the laws. Laws are mutually accepted rules by which, together, we maintain a free society. Liberty itself is built on a foundation of law. That foundation provides an orderly process for changing laws. It also depends on our obeying laws once they have been freely adopted.

To respect the property of others, both private and public. No one has a right to what is not his or hers. The right to enjoy what is ours depends on our respecting the right of others to enjoy what is theirs.

To share with others our appreciation of the benefits and obligations of freedom. Freedom shared is freedom strengthened.

To participate constructively in the nation's political life. Democracy depends on an active citizenry. It depends equally on an informed citizenship.

To help freedom survive by assuming personal responsibility for its defense. Our nation cannot survive unless we defend it. Its security rests on the individual determination of each of us to help preserve it.

To respect the rights and to meet the responsibilities on which our liberty rests and our democracy depends. This is the essence of freedom. Maintaining it requires our common effort, all together and each individually.

1503.0 Technology Ethical Use Policy

See following three pages

1504.0 Social Media

Social Media Guidelines

The Governing Board supports the use of online social media to facilitate district programs, departments and school sites in building a more successful parent, community, student and employee network. This is a summary of the Escondido Union High School District's guidelines regarding the use of online social media. The full Board Policy 1115 can be found at: <http://www.gamutonline.net/district/escondidohigh/DisplayPolicy/740742/1>

"Social Media" includes the various online technology tools that enable people to communicate easily over the internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications. These websites not only provide information, but allows for interaction during this informational exchange through user-generated content.

District presence on any social media site, including school-related accounts, such as clubs, teams, field trips, course, or other sites associated with the district or a district school must be authorized by the superintendent's office or designee. Any sites, accounts, or pages existing absent prior authorization will be subject to review, editing, and removal. As appropriate, a recommendation for disciplinary action may result.

To request permission for a district-related site, please utilize the appropriate form and identify a "content owner," or individual responsible for performing regular monitoring and maintenance of the website or account, and a responsible administrator assigned to the specific site. Please note that for emergency purposes only, each district-affiliated site or social media account must name the superintendent as an administrator. However, the site, specifically, the content owner and responsible administrator shall be responsible for monitoring and maintaining these sites and accounts.

Foundation and PTO Sites - Authorized school websites shall maintain a clear separation from the website of their school foundation or parent-teacher group. However, a link to the school foundation or parent-teacher group website is permissible. Principals direct certain aspects of foundation and PTO websites, including, but not limited to, directing that district policies regarding fundraisers and fees be properly reflected on the website.

District Logo - The use of the Escondido Union High School District logo(s) on a social media site must be approved by the superintendent's office.

General District Sites and Accounts - The district's general social media sites, may include any district blogs, Facebook and Twitter accounts.

Sponsors and Advertising - Sponsor logos and advertising are permissible on district-related websites, with the prior approval of the site administrator. The page must also include or link to contact information for an individual who can provide information about sponsorship and advertising opportunities. Advertising for third-party events or activities unassociated with official district business is strictly prohibited.

Content Disclaimer - Any approved official presence on social media sites outside of those created and monitored by the superintendent's office shall include the following text:

"The views expressed on this site do not reflect the views of the Escondido Union High School District. This site contains user-created content which is not endorsed by the district. The purpose of this site is (then specify the purpose)."

Maintenance and Monitoring Responsibilities

Content Owners are responsible for monitoring and maintaining official presences on social media sites as follows:

- Content must conform to all applicable state and federal laws, as well as all district and Board policies and administrative procedures.
- Content must be kept current and accurate, refreshed at least weekly, following Escondido Union High School District Website guidelines and Policies established by the superintendent's office.
- Content must not violate copyright or intellectual property laws and the content owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, video, text, slideshow presentations, artwork or any other materials. Before posting any photographs of students, content owners shall review the list of students whose parents have not consented to having their child's photograph taken or published. No student photographs should be published for personal, promotional use or any other non-school related purpose. The superintendent's office recommends that content owners request that a second person review all photographs prior to publication. One person may catch issues that the first set of eyes may have overlooked
- All postings and comments by users are monitored and responded to as necessary on a regular basis. Postings and comments of an inappropriate nature or containing information unrelated to official or district business should be deleted promptly. Such postings shall be reported, investigated, and authors will be disciplined as appropriate.

Off-Campus versus On-Campus Social Media and Internet Use Guidelines

Although staff members enjoy free speech rights guaranteed by the First Amendment to the United States Constitution, certain types of communication, typically by virtue of their subject-matter connection to campus, may relate enough to school to have ramifications for the author or subject at the district site.

When using district technology, electronic communication is governed by the district acceptable use policy, which will be enforced accordingly. Students and staff should not expect privacy in the contents of their personal files on the district's Internet system or other district technology, including email. District technology may only be used for educational purposes. Use for entertainment purposes, such as personal blogging, instant messaging, on-line shopping or gaming is not allowed. The use of district technology is a privilege, not a right. Use of personal technology may violate the district's acceptable use policy if the district reasonably believes the conduct or speech will cause actual, material disruption of school activities or a staff member's ability to perform his or her job duties.

Off-campus internet usage is largely unrelated to school; however, in certain circumstances courts have held that the off-campus online communications may be connected enough to campus to result in either student or staff-member discipline.

This section of the guidelines is intended to present to district staff members examples of such situations, and guidelines for responsible, ethical internet use.

Staff Use of Personal Technology

- Limit On-Duty Use - Staff members are encouraged to limit their personal technology use during duty hours. Use of personal technology for non-district business should be limited to off-duty time and designated breaks.
- Work/Personal Distinction - Staff members are encouraged to maintain a clear distinction between their personal social media use and any district-related social media sites.
- Student Photographs - Absent parent permission for the particular purpose, staff members may not send, share, or post pictures, text messages, e-mails or other material that personally-identifies district students in electronic or any other form of personal technology. Staff members may not use images of students, e-mails, or other personally-identifiable student information for personal gain or profit.
- Professional Effectiveness - District employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to district students.

- Personal Social Networking & Media Accounts - Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a 'friend' decided to send the information to their students, the students' parents, or their supervisor. Educators must give serious thought to the implications of joining an online social network.
- Responsible Online Identity Monitoring - Employees are encouraged to monitor their online identity, by performing search engine research on a routine basis in order to prevent their online profiles from being fraudulently compromised or simply to track information posted about them online. Often, if there is unwanted information posted about the employee online, that employee can contact the site administrator in order to request its removal.
- Friending District Students - Employees should not have online interactions with students on social networking sites outside of those forums dedicated to academic use or other school related activities, clubs, sports, etc. District employees' social networking profiles and personal blogs should not be linked to district students' online profiles. Additionally, district employees should use appropriate discretion when using social networks for personal communications and should limit this activity to off-duty hours and the use of their own electronic communication devices.
- Contacting Students Off-Hours - When in doubt about contacting a district student during off-duty hours using either district-owned communication devices, network services, and Internet access route or those of the employee, begin by contacting the student's parent(s) or legal guardian through their district registered phone number. District employees should only contact district students for educational purposes and must never disclose confidential information possessed by the employee by virtue of his or her district employment.

Because online content can be spread in mere seconds to a mass audience, the district encourages employees to ask themselves before posting any information online whether they would be comfortable having this information printed in the newspaper alongside their photo.

If you would not bring it into the classroom, do not post it online!

TECHNOLOGY ETHICAL USE POLICY
ESCONDIDO UNION HIGH SCHOOL DISTRICT
Computing Device
Teachers / Staff

Before using computer / network / on-line services, it is expected that all employees understand and agree to abide by specified user obligations and responsibilities.

1. **Personal Responsibility:** The employee in whose name an account is issued is responsible for its proper use at all times. Users shall maintain privacy of account names/numbers, passwords, and personal information. They shall use the system only under the assigned account.
2. **Acceptable Use:** The use of the account must be in support of education and research and consistent with the educational objectives of the Escondido Union High School District (the District) and its School Board Policies.

All Individuals

- Users shall not publish, display, transmit, or receive any material which they know or have reason to know is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, or potentially offensive to others appropriate to that network.
- Neither the school's network nor the broader Internet, whether accessed on campus or off campus, either during or after school hours, may be used for the purpose of harassment often called cyberbullying. All forms of cyberbullying are unacceptable.
- Transmission, receiving, or downloading of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for product advertisement, political lobbying, or partisan political activities, except as an approved part of a course to teach students about the American political system in accordance with District-approved curriculum, is also prohibited.
- Use of computing devices not directly related to the user's job description or function are unacceptable

More specific to individuals responsible for instruction:

- Teaching staff is expected to support the appropriate use of computing devices as defined in the Technology Ethical Use Policy.
 - Teachers are expected to practice due diligence when students are engaged in the use of technology to help create a safe environment that is conducive to learning.
 - Non-educational use of technology is unacceptable.
 - Failure to monitor both the teacher and or student computing devices will result in progressive disciplinary action per the teacher contract. (Article III.H of the ESTA Contract)
3. **Privileges:** The use of the information systems is a privilege, not a right, and inappropriate use may result in termination of this privilege. Administration will determine whether a use is inappropriate under this Technology Ethical Use Policy and the decision is final. The administration has the authority to deny, revoke, or suspend specific user accounts for violation of this Ethical Use Policy. An administrator may close an account at any time and for any duration as deemed necessary for violation of this Technology Ethical Use Policy.

4. Network Etiquette: You are expected to abide by accepted rules of network etiquette. These rules include (but are not limited to) the following:
 - Be polite. Never send or encourage others to send abusive messages.
 - Use appropriate language. Never swear, never use vulgarities or any other inappropriate language.
 - Do not use the district email system to mass-distribute unsolicited email. Confirm with the technology department for verification and approval prior to distribution.
 - Do not reveal your or any other person's personal or private information such as: home address, phone number, or similar information of a personal nature.
 - Electronic mail is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities, or law enforcement agencies.
 - All activities may be monitored. The network is not private; there is no confidentiality.
 - Do not use the network in any way that would disrupt the use of the network by others.
5. Security: Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem notify, immediately, the administrator in charge. Never demonstrate the problem to other users. Never use someone else's account and never give out your password to anyone. Under no circumstance should students be allowed, unsupervised, on unsecured computer systems (such as teacher computers). Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network system.
6. Services: The district will not be responsible for any damages consequential, incidental, or otherwise you may suffer arising from use of the information system, including damages arising as a result of the negligent or intentional action of the District. This includes loss of data for any reason. Use of any information obtained via the network is at your own risk. Some systems may condone or permit the use of such material in the school environment. The district specifically denies any responsibility for the accuracy or quality of information obtained through the network and on-line services.
7. Vandalism: Users will be held responsible for damage to hardware and/or software, pursuant to State law. Vandalism includes, but is not limited to, damage to or theft of system hardware or software; the altering of system software; the placing of unlawful information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. *The district reserves the right to remove files, limit or deny access, or to pursue legal remedies for loss sustained, including but not limited to, replacement of hardware and/or software and related labor charges (currently billed at \$100.00 per hour), fines or imprisonment, as applicable.*
8. Materials: The district reserves right of access to any material stored in files which are accessible by others and may in accordance with law, remove any material which is obscene, defamatory or otherwise unlawful. Users will not use their account or access privileges to obtain, view download, or otherwise gain access to such materials.
9. Account/Password: The district network system is intended for the exclusive use of its registered users, who are responsible for the use of their account/password. Any problems, which arise from the user's account, are the responsibility of the account holder. Misuse of the account or use of the account by someone other than the registered holder will be grounds for loss of privilege.
10. Updating: The district may occasionally require new registration and account information from you to continue the service. Please be aware that the above rules and regulations may change as deemed necessary. The account holder will be informed about subsequent changes.

Examples of inappropriate use of technology include (but are not restricted) to the following:

- Improper use of the network
 - Unauthorized downloading of material
 - Unauthorized downloading or storage of MP3s/audio files
 - Unauthorized downloading or storage of unauthorized videos
 - Downloading or running unauthorized applications
 - Peer to peer sharing applications
 - Downloading inappropriate material or material not directly related to formal classroom instruction
- Hacking
 - Stealing of passwords
 - Building backdoors
 - Launching DOS attacks
 - Intentional spread of viruses or malware
 - Intentionally bypassing network security devices
 - Attacking external sites
 - Unauthorized access to network equipment
 - Intentionally bypassing network software or hardware configuration
 - Deleting or modifying items or aspects of the network
- Any form of Harassment / Threats / Slander
 - Using district property to view or disseminate inappropriate material (i.e. pornography, hate crimes, violent material, etc.)
 - All forms of cyberbullying are unacceptable.
- Use of another person's account
- Unauthorized and / or unsupervised use of teacher computer station by any student
- Physical Theft / Vandalism
- Attaching unauthorized devices to the network
- Negligence
- Virus or malware distribution
- Distribution of passwords
- Installing unauthorized software

Check with your site technician to determine if software, hardware or procedures are authorized.

Revised: April 2016

SECTION XVI

DISTANCE LEARNING

1601.0 Phase I Distance Learning MOU

**MEMORANDUM OF UNDERSTANDING
BETWEEN
ESCONDIDO UNION HIGH SCHOOL DISTRICT (DISTRICT)
AND
ESCONDIDO SECONDARY TEACHERS ASSOCIATION (ESTA)
2020-2021 REOPENING OF SCHOOLS IN A COVID-19 ENVIRONMENT**

August 6, 2020

The Escondido Union High School District (District) and the ESTA (Association or ESTA) enter this Memorandum of Understanding (MOU) regarding the reopening of schools for the 2020-2021 school year. The scope of this Phase 1 MOU is limited to the impacts and effects of reopening schools in a distance learning environment during the 2020-21 school year due to the COVID-19 pandemic. The parties agree to separately bargain in good faith over the impacts and effects (Phase 2) of physically reopening schools during the COVID-19 pandemic during the 20-21 school year.

Unless otherwise stipulated below, all components of the current Collective Bargaining Agreement between the ESTA and District not addressed by the terms of this MOU shall remain in full effect. The Parties affirm that all provisions of the Educational Employment Relations Act ("EERA") *California Government Codes 3540 et seq.* apply and remain in effect.

The parties acknowledge that more issues, known and unknown at this time, remain to be addressed regarding the safety of students and staff as schools reopen in a distant learning environment. It is in the mutual interest of the parties to abide by the order of public health officials to prevent illness and further spread the virus. The parties recognize that schools are critical to daily life and that collaboration between local public health, education officials, and educators is the best means to determine and balance competing concerns surrounding school reopening decisions. The parties will continue to consider the guidance of the California Department of Education and the San Diego County Public Health Department and other governmental entities related to pandemic health and safety matters.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

The Parties acknowledge that in accordance with public health guidelines that staff and students may need to self-quarantine, become quarantined, and/or the District may need to close a learning cohort or close school(s) on an emergency basis to slow the spread of infection and illness arising from COVID-19 during the 2020-2021 school year. Both Parties agree that Health and Safety is a priority.

The District and Association agree to the following:

1.0 DEFINITIONS

- 1.01** "Distance Learning" - instruction in which the student and instructor are in different locations and students are under the general supervision of a certificated employee of the District (Ed Code 43500).
- 1.02** "Office Hours" - opportunity for students to meet virtually with instructor for live interaction on instruction and curriculum.

- 1.03** “Daily Live Interaction” – For the purpose of instruction, progress monitoring, and school connectedness, the primary mode of interaction shall include videoconferencing instruction such as but not limited to directed lessons, modeling, simulations, labs, project discussion, feedback, intervention, and enrichment support for student and in accordance with Education Code Section 43503. In the best interest of students, synchronous instruction should be a minimum of 40 minutes, or 34% of the period daily per period, except Mondays.

Monday will include:

- 30 minutes live instruction for TEE time, at a set time, will be sequentially (1-6) rotated weekly.
- Periods 1-6 will be asynchronous
- Teachers will reconcile weekly attendance on Mondays and update gradebooks (sections 3.02)

SAFETY LANGUAGE

The Parties will propose Safety Language in the physical reopening MOU.

2.0 DAYS AND HOURS

- 2.01** During distance instruction the District shall not increase a unit member’s workload.
- 2.02** Meetings during distance learning, in person meetings will not be required and shall be held virtually (including but not limited to staff meetings, 504s, IEPs, SSTs, professional development, committee meetings, district meetings, staff gatherings, and parent meetings) unless the unit member requests an in person meeting and the district can ensure screening protocols as required by local health guidance are in place, a minimum of six (6) feet of physical distance between all employees and community members and require that all parties present will wear a face covering for the duration of the meeting and for entering/ leaving the meeting.
- 2.03** Back-to-School Nights shall be held virtually, for the 2020-2021 school year due to current and continued anticipated restrictions on large group gatherings as of the time of the establishment of this MOU. The Superintendent or Superintendent’s designee will determine a uniform method for conducting back-to-school night. This shall be done in accordance with current CBA language.
- 2.04** Bargaining Unit members who are able to uphold their professional responsibilities for distance learning as outlined in this MOU, CSTP 6.7, and the EUHSD approved job description (i.e. internet connection, daily live instruction, attendance, email responses, etc.) shall not be directed or required to report to a site in person while working under the current distance learning model. However, under the current distance learning model an individual Bargaining Unit member may access and work from their classroom/office/workspace during school hours as they deem necessary so long as proper PPE, physical distancing and other safety guidance are complied with. Principals have to be notified verbally or in writing in advance of a unit member working on campus. The unit member shall not bring other family members or visitors.
- 2.04.1** In the event a Bargaining Unit member enters a district worksite, they shall have temperature taken and complete the wellness questionnaire. The Bargaining Unit member shall be responsible for following state, county, and local public health recommendations. Except when working independently in their classroom/office, while on district premises, bargaining unit members shall comply with screening protocols, maintain six feet physical distancing between themselves and other individuals and be required to wear a face covering.
- 2.04.2** Prior to accessing and working from their classroom/ workspace, individual bargaining unit members shall complete a District provided training, during the contract day, on health and safety requirements; unit members shall sign an agreement certifying they understand and will follow the requirements set forth.
- 2.05 Instructional Schedules**
In order to provide high quality accessible virtual learning environments for all students, Bargaining Unit Members are encouraged to record 40 minutes of video instruction per course taught and post

each week for the sole purpose of student reference and instructional access and will not be used as part of teacher evaluation.

Independent Study using Edgenuity

2.05.01 Bargaining unit members assigned to teach Independent Study using Edgenuity shall have daily office hours via videoconferencing for a minimum of 60 minutes per work day. Office hours shall be used to provide student support, feedback, and clarification. And should be conducted via video conferencing on a virtual platforms as determined by the member.

2.05.02 Bargaining unit members shall attempt to meet with each student virtually at least one time per week. Bargaining unit members shall retain documentation and verification of attempts made. If the student cannot be reached after multiple attempts, the teacher will recommend the student first to the Learning Center Lead and then to administration for further intervention.

2.05.03 Bargaining unit members shall assign grades and provide progress reports at each grading period in the semester. The district will provide reasonable means to complete progress reports and final grades using an online method that will be completed by the respective IS teacher and subsequently sent by the district.

2.05.04 On minimum days, bargaining unit members shall provide weekly 30-minute social emotional (TEE time) lessons at a set time to all their assigned Independent Study Students one time per week.

2.05.05 The Learning Center Lead and/or another Learning Center Teacher, once the lead reaches 6/5, shall receive release sections for every 35 students enrolled in IS. These release sections shall be allocated according to student enrollment as identified by the fourth week of the semester with a minimum of 3/5 assignment Learning Center Coordinator assignment in order to complete their job duties for the 2020 Fall Semester only

2.06 Two Day Blended Model using Canvas – Virtual.

2.06.1 This model is to be used while schools are physically closed, teachers and/or students are in quarantine, and/or distance learning is in effect.

2.06.2 Bargaining Unit members shall teach virtually five days per week

2.06.3 In order to comply with State attendance regulations while in distance learning, unit members shall take daily attendance once per assigned period and utilize the weekly engagement record to reconcile period attendance on a weekly basis. Further details are outlined in Section 3, Attendance of this MOU.

2.06.4 Bargaining unit members shall follow the bell schedule for each period assigned in terms of giving live instruction.

2.06.5 Each week, teachers shall provide a minimum of 5 hours of instruction per class period assigned which can be a combination of synchronous and asynchronous instruction

2.06.5.1 Teachers shall make themselves available for live interaction per period, per day as listed below:

- Monday is
 - 30 minutes live instruction for TEE time at a set time, will be sequentially (1-6) rotated weekly
 - Periods 1-6 will be asynchronous
 - Teachers will reconcile weekly attendance on Mondays and update gradebooks (sections 3.02)
- Tuesday – Friday is 40 minutes or 34% at minimum per block period

- 2.06.5.2** The balance of the minutes for an instructional period may be used for synchronous or asynchronous instruction, at the teacher's discretion.
- 2.06.5.3** On a minimum day, bargaining unit members shall follow the schedule for the day in terms of giving live instruction and/or office hours.
- 2.06.6** Bargaining unit members shall provide weekly 30 minute social emotional (TEE time) lessons, at a set time, and will sequentially (one through six) rotate.
- 2.06.7** Bargaining unit members shall assign grades and provide progress reports at each grading period in the semester.
- 2.06.8** On minimum days, bargaining unit members shall meet virtually for meetings with PLC teams, Department Chairs and other meetings such as IEPs, 504s, SSTs, and parent conferences as consistent with past practice and current CBA language. Meetings may be held in person if the unit member requests, and following all safety protocols.

2.07 Existing voluntary committee assignments may continue if they can be reasonably performed in a virtual setting.

2.08 Stipends and co-curricular activities shall only be paid if services are provided.

2020-2021 Academic Calendar

2.09 The Parties agree to meet to negotiate the impacts and effects of the current Board adopted 2020-2021 school year calendar as necessary.

3.0 ATTENDANCE AND STUDENT PARTICIPATION

3.01 Parties shall adhere to student participation and absenteeism requirements (Ed Code Section 43504).

3.02 In order to comply with State attendance regulations while in distance learning, unit members engaged in daily live interaction shall take daily attendance once per assigned period. All teachers shall utilize the weekly engagement record to reconcile period attendance on a weekly basis. This attendance reconciliation shall take place as part of the unit member's weekly student engagement analysis during asynchronous instructional time. Prior to the opening of school, the district will provide training and support necessary to ease the facilitation of using the weekly engagement record for attendance reconciliation. An example of the attendance reconciliation/ recording protocol is included below:

Take daily attendance for each student who attends class (Synergy):

- Teachers shall record attendance in Synergy by 3:30 pm each day.
- Synergy will automatically generate reports to monitor and use as needed for follow up.
- A daily automated call will be made to the student's residence to report nonattendance/participation.

Take weekly attendance for all periods for each student who participates in distance learning, and/or completes assignments that were absent (Edgenuity, or Grade Guardian in Canvas, weekly engagement record) The parties agree to meet to evaluate the weekly attendance protocol in six weeks.

- A report can be run to see who has, or hasn't, logged in.
- A report can be run that provides a graphical representation as to who is not submitting work.

- The student engagement record shall be updated each Monday by 3:30pm for the prior week.

The parties agree to bargain the impacts and effects of the EUHSD multi-tiered system of student intervention as it pertains to student attendance accounting.

3.03 The Parties shall follow state guidelines for attendance tracking and reporting.

4.0 CONNECTIVITY AND DEVICES

4.01 The District shall provide access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work.

4.02 Unit members may have access to Jabber software for phone access.

4.03 Unit members may physically access their classroom/school site if they are in need of reliable internet access according to the guidelines previously stated in section 2.04.

4.04 Bargaining Unit members shall be held harmless for any damage to their district laptop while using responsibly. Bargaining Unit members shall not leave the laptop unattended in their car or public space where damage or theft may occur.

5.0 EVALUATIONS

5.01 Probationary and temporary unit members that are scheduled for evaluations for the 2020-2021 school year or that were not completed in the 2019-20 school year shall be evaluated in the 2020-21 school year. The evaluations will utilize the procedures as outlined in Article III:B.

5.02 Administrators shall have access to virtual classes virtual lessons, recordings (should the teacher opt to record themselves), observations, etc.)

5.03 Evaluations of all bargaining unit members from the 2019-20 school year, may be completed by October 31, 2020 by mutual agreement of the bargaining unit member and the administrator. If no agreement is reached and the evaluation was not completed in the 2019-20 school year, the permanent bargaining unit member shall be evaluated in the 2021-22 school year, and the temporary and probationary shall be evaluated in the 2020-21 school year.

5.04 Both parties understand that the 2020-2021 school year is both unique and unprecedented. A certain degree of flexibility will be necessary as both teachers and students adjust to new instructional models. Accordingly, the District reserves the right to engage in informal observations and to provide direction, feedback, and support based upon those informal observations.

5.05 Both parties acknowledge that distance learning is a challenging process. All unit members who engage in good faith actions to implement distance learning shall not be subject to any disciplinary action on any lesson planning, implementation, delivery, and or student assessment associated with flexible learning due to the unique circumstances surrounding the crisis. This shall not preclude disciplinary action for non-COVID distance learning related items, such as inappropriate behaviors or communications with students during this time.

5.06 During any online classroom setting, to the extent possible bargaining unit members are expected to use their best efforts to manage student behavior under the same rules and standards pursuant to District and site policies, and the California Standards for the Teaching Profession during online classroom settings, including utilizing tools within the setting provided to maintain a safe learning environment. Unit members shall use their best professional efforts to ensure there are no inappropriate behaviors of second or third parties in the teacher's classroom or household while they engage in distance learning or are participating in professional development. Unit members using their best efforts will not be disciplined for the inappropriate acts of third parties.

6.0 LEAVES

6.01 For the duration of this Phase 1 MOU, Bargaining Unit Members will have full access to the Families First Coronavirus Relief Act (FFCRA expires Dec.

31, 2020) This leave is federal paid sick time, not to be deducted from accumulated sick leave for self-care only.

For unit member self-care: A unit member shall use up to 10 days of available federal paid sick leave under the FFCRA if the member:

- 1) is unable to work due to government issued quarantine or isolation order related to COVID-19,
- 2) has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work,
- 3) is experiencing symptoms of COVID-19 and is seeking diagnosis and is unable to work.
- 4) The District may request verification prior to placing a unit member on paid FFCRA leave.

For unit members to care for others: A unit member may use up to 10 days at two-thirds the employee's regular rate of pay of available federal paid sick leave under the FFCRA if the member is unable to work due to the need to care for:

- 1) a minor child due to a COVID-19 related school closure,
- 2) an individual subject to government issued quarantine or isolation order related to COVID-19,
- 3) an individual who has been advised to self-quarantine by a healthcare provider related to COVID-19, or
- 4) an individual who is experiencing symptoms of COVID-19 and is seeking diagnosis.
- 5) The District may request verification prior to placing a unit member on paid FFCRA leave.
- 6) The unit member may opt to use their sick leave to fill the gap between two-thirds pay to their full pay.

For unit members who have taken leave under FFCRA for health reasons or otherwise used paid leave to quarantine as a result of COVID19 exposure, employee will not return from leave or enter campus without complying with federal, state and local health requirements (i.e. testing or symptom requirements) and consistent with requirements under the CBA of providing a doctor's note.

Industrial Accident Leave/Worker's Compensation

The Parties will propose additional language in the physical reopening MOU.

Sick Leave

- 6.02** Each employee is entitled to a one (1) day's leave of absence for illness or injury with pay for each month of contracted service and such other time as may be granted by the District yearly. Unused sick leave shall be accumulated from year to year, with such additional days as the District may allow. For the 20-21 work year only, this shall include one additional day to equal 11 total sick days for the work year.
- 6.03** When an employee is absent, the employee shall enter their absence in Frontline.
- 6.03.1** Independent Study Teachers shall not request a sub for absences less than four days. Independent Study Teachers absent for four days or more, shall request a sub from the Edgenuity trained sub pool.
- 6.03.2** Canvas LMS teachers shall request a sub for absences that are longer than two days from the Canvas LMS trained sub pool. Canvas LMS teachers shall provide Canvas LMS lessons to the sub for the day(s) absent and student work for each class period. Prior to the start of school, unit members shall be provided substitute lesson planning training utilizing Canvas.
- 6.03.3** Should a Canvas or Edgenuity trained substitute not be available, certificated staff may period sub first (including non-classroom bargaining unit members) per existing contract language and/or and administrators may sub if no bargaining unit member is available.
- 6.04** Bargaining Unit Members will have discretion to use their full accumulated sick time for illness or personal necessity ~~any~~ purposes, ~~such as~~ including childcare. Bargaining Unit Members will work with their site admin to take such days and continue to follow procedures for entering absences.

- 6.05** Any bargaining unit member who can demonstrate that, prior to the calendar change voted on by EUHSD school board on July 14th, they had already made vacation plans that cannot be cancelled, or changed, without a financial penalty from June 7, 2021 to June 18th, 2021 shall be able to use accumulated sick leave, without loss of pay, unless the accumulated sick leave balance does not cover the duration of the vacation. The condition of prior approval and limit of 5 days shall be waived for this circumstance only.

7.0 TRANSFERS AND ASSIGNMENTS

Student enrollment in each model will determine staffing needs for the 2020-21 semester and school year.

Unit member assignments shall be semester by semester and may change based on the student enrollment in each model.

Flexibility in scheduling may necessitate staff being assigned to any position or school site based on the District need, pursuant to the transfer language in the CBA (Article X).

In the event that changes in the student enrollment necessitate involuntary transfers between the first and second semester, the district will give notice to ESTA, and ESTA will determine whether to exercise the right to consult or bargain over the mid-year transfers, as appropriate.

EUHSD and ESTA have a mutual interest in reasonably accommodating teachers who are at high risk due to COVID-19 or who have family members who reside in the household who are high risk

- 7.01** If a Bargaining Unit Member requests to work remotely for the semester, the following procedures shall apply to the assignment of the remote work:
- 7.01.1** The District shall post and notify all bargaining unit members of remote assignment vacancies via district email to all bargaining unit members. The vacancy shall contain the title and brief description of the position, the credential requirements for the position, and a closing date which is at least five (5) calendar days following the posting date. The unit member's request for a remote assignment must be submitted via email to HR. The request may include the reasons for the bargaining unit member's request, including that they are seeking the remote assignment because either they or someone in their household is a high risk for COVID-19. Such information shall not be utilized or perceived by the District as a request for a reasonable accommodation.
 - 7.01.2** First priority for remote assignments shall be given to those qualified individuals who are requesting the remote assignment because they are at high risk for COVID-19 according to the CDC list of conditions for increased risk.
 - 7.01.3** Second priority will be given to those unit members that might be at an increased risk according to the CDC list of conditions.
 - 7.01.4** Third priority will be given to those unit members that are caring for an individual in their household that are at high risk or might be at an increased risk according to the CDC list of conditions.
 - 7.01.5** The unit member shall provide a doctor's note indicating a higher risk for serious illness from coronavirus for themselves or family member.
- 7.02** If after giving priority of assignment to these qualified individuals, there is additional remote work available, the remaining assignments shall be filled in order of through consultation with site administrators and consideration of District needs.
- 7.03** In the event a unit member is unable to return to in-person instruction because either they or someone in their household is high risk for COVID-19, and a remote assignment is unavailable to them, such bargaining unit member shall have access to leave as specified in the CBA or through FFCRA.

8.0 PAY AND BENEFITS

- 8.1** While working under any model for school opening or during a period of total emergency school closure, bargaining unit members shall continue to receive their full compensation and benefits.
- 8.2** Bargaining unit members who perform extracurricular duties shall continue to receive stipends and/or additional pay, as provided for under the CBA if the duties can be and are performed. Stipends and co-curricular activities will only be paid as services are provided.
- 8.3** Under the current distance learning model an individual bargaining unit member may access internet bandwidth and work from their classroom/office/workspace during school hours as they deem necessary. The unit member will notify and get preapproval from the site administrator at least 24 hours in advance when the unit member plans to access the campus.

9.0 TRAINING AND PROFESSIONAL DEVELOPMENT

9.1 Counselors

Currently, according to Article VIII: Salaries, 5. Miscellaneous Provisions, i.: High schools are allocated days for counselors at a rate of thirteen (13) days each per head counselor and nine (9) days each per regular counselor. The total numerical allocation for a given school, however, may be distributed among the counselors at that school at the discretion of the principal, with District approval, and after consultation with counseling staff. Service shall be rendered either during the period immediately preceding or following the regular contract service year. Counselors shall be paid their per diem rate for said additional days (see Article V. Section A).

9.1.1 Student learning options for the fall semester of the 2020-21 school year necessitate additional time and attention to the site master schedules beyond what has taken place in prior years. As a result, all counselors will be given eight (8) additional days above and beyond the allocated days outlined in Article VIII: Salaries, 5. Miscellaneous Provisions, i. These additional work days may be distributed among the counselors at the school and shall be served during the period immediately preceding the regular contract year that begins August 19, 2020 and will conclude by the end of the third week of Fall semester 2020 (September 14, 2020). After the start of the school year, counselors will be given flexibility to work the equivalent of the extra days in hours (6 hours is equal to one day), and may choose to work the hours during non-contracted time up until the third week of Fall semester (September 14, 2020) in order to accommodate the fluid nature of the master schedule. In coordination with their site administrator, counselors may choose to access and work these extra days from home virtually, or from their school counselor's office on the assigned school campus for the duration of this MOU only. Counselors shall be paid their per diem rate for said additional time.

9.1.2 If any of the newly proposed days conflict with previously scheduled LCAP days already allocated in the CBA, counselors will have the option to work up to 3 of their LCAP days immediately following the regular contract service year.

9.1.3 These eight (8) additional days for all counselors are for the beginning of this school year through September 14, 2020 only and are allocated for the purpose of preparation and planning for the 2020 fall semester.

9.2 All other unit members shall initially report to work on Friday, August 14, 2020 for the 2020-2021 school year.

9.2.1 The preservice work day schedule is outlined in the chart below.

			Thursday, Aug 13	Friday, August 14
			Voluntary 1.Canvas/ Edgenuity Training paid at Extra Hourly Certificated Rate of Pay.	Work Day – Per diem 1. Curriculum Rollout & Prep 2. Or Canvas / Edgenuity Training if not previously trained
Monday, Aug 17	Tuesday, Aug 18	Wed. Aug 19	Thursday Aug 20	Friday, August 21
Work Day – Per Diem PL Symposium AM Prep PM	Work Day – Per Diem PL Symposium AM Prep PM	District PD	Site Based Mtgs.	Site Mtgs. AM Prep PM
Monday, Aug 24	Tuesday, Aug 25			
Prep Day – AM Prep Day - PM	SCHOOL STARTS			

- 9.2.2 Thursday, August 13, 2020 is a voluntary pre-service day for certificated bargaining unit members who have not received training on the Canvas LMS/Edgenuity system in the last 12 months, or any who desires additional training. Any unit members who attend will be paid at the extra hourly certificated rate of pay
- 9.2.3 Unit members who were not initially trained on Canvas/Edgenuity in the last 12 months, and did not attend on Thursday, August 13, 2020, will participate in the training on their first required day on Friday, August 14, 2020.
- 9.2.4 Friday, August 14, 2020 is the first work day for the certificated unit members (except for counselors) that have their additional pre-service days. This work day will begin with a brief curriculum roll out not to exceed 90 minutes followed by discretionary time for the remainder of the day for teacher planning and preparation. This time period will include training in curriculum launches specific to each course providing teachers the tools necessary to continue developing and customizing courses throughout the year.
- 9.2.5 Monday, August 17 and Tuesday, August 18, 2020 will consist of professional learning in the morning, not to exceed three and a half (3.5) hours including breaks, followed by dedicated time in the afternoon for teacher planning and preparation.
- 9.2.6 The additional preservice days of August 14, 17, 18, and ½ of 24 will be provided for the 2020-21 school year only and be paid at the per diem rate of pay based on participation, to be paid at the end of September in accordance with payroll and timecard submission deadlines and pending attendance verification per procedures which will be communicated to unit members prior to the preservice days.
- 9.2.7 Wednesday, August 19, 2020, the district professional development day shall be utilized by the district for a variety of training purposes included but not limited to curriculum training, educational technology and pedagogy, collaboration, and other training-as determined by-administrator discretion after considering-all teacher input.
- 9.2.8 From August 17-24, 2020, unit members have 2.5 days of discretionary preparation and planning time.

9.2.9 Monday, August 24, 2020, one-half (0.5) preparation day will be provided for unit members for the 2020-21 school year only and be paid at the per diem rate of pay, as stated in 9.2.6.

9.2.10 As part of the additional preparation days, unit members shall watch the COVID-19 Employee Training and authorize by signature that they have completed the training. This brief training (under 1 hour) shall be completed on August 19, 2020. Consistent with state, and local county public health office guidelines, all unit members shall be trained in the following areas as covered in the COVID-19 Employee Training, prior to returning to site for onsite learning including but not limited to:

- Reinforcing the importance of health and safety practices and protocols;
- Cleaning and disinfecting protocols, cleaning supplies and equipment;
- Physical distancing requirements, personal protective equipment,
- Health screening protocols and procedures;
- Protocols on responding to individuals who manifest symptoms associated with COVID-19 while at school;
- Protocols on responding to individuals with a family member or someone in close contact with a student or staff member who tests positive for COVID-19;
- Protocols on responding to a student or staff member testing positive for COVID-19

9.3 The District shall provide opportunities for appropriate software and training for bargaining unit members required to perform their assignment.

9.4 The District shall provide a minimum of 48 hours' notice to all Bargaining Unit Members of additional required training hours or days not already provided for in the CBA and as agreed to by the Association.

10. COUNSELORS

10.1 Counselors play a critical role in ensuring student success as they provide both academic support as well as essential social-emotional support.

10.2 Counselors may provide appointments to students for academic counseling and social emotional support. These appointments may be conducted via email, via phone, or via other tools of their choice.

10.3 The district and participating counselors shall make every effort to ensure that all confidentiality protections that are regularly in place remain in place. However, it should be understood that online interactions may not have the same guarantees of confidentiality that exist in an in-person counseling interaction.

11.0 NON-CLASSROOM BASED BARGAINING UNIT MEMBERS

11.1 Non-classroom-based bargaining unit members include, but are not limited to, nurses, counselors, TOSAs, Athletic Directors, etc.

11.2 All non-classroom-based bargaining unit members are expected to maintain their current contractual hours. They are expected to be available virtually and responsive every work day to conduct business in accordance with regular job duties and/or current practice.

12.0 SPECIAL EDUCATION

12.1 The parties agree to meet at the request of either party to address implementing guidance from the California Department of Education and/or the Federal Department of Education to provide equitable and appropriate education for our students with special needs.

12.2 Digital options to meet and collaborate on a student's IEP can be implemented in the COVID-19 environment.

12.3 Assessments will be administered in order to comply with Federal law (IDEA 2004) and in order to gather the appropriate data to write a legally defensible assessment report to determine the appropriate area of eligibility, and to make an appropriate offer of FAPE. All other forms of assessment will be voluntary and may include informal observations. Special Ed bargaining unit

members will be trained on Special Ed relevant assessment and teaching programs/apps. Informal assessments may be done online.

- 12.4** For annual assessments, review of records, work samples, teacher feedback, and classroom assessments are acceptable to gather the appropriate data to write a legally defensible IEP and to make an appropriate offer of FAPE.
- 12.5** Deaf and Hard of Hearing (DHH) Teacher, Teacher for the Visual Impaired Adaptive PE Teacher, and other similarly credentialed bargaining unit members may provide individual and/or group lessons virtually. These appointments or conversations may be conducted via email, or when appropriate, via virtual technology. as requested by the bargaining unit member. Administration will not make a request for in-person group lessons or meetings.
- 12.6** Special education teachers will work collaboratively with core content teachers via a virtual platform to accommodate and/or adapt lessons to meet the needs of each student's Individualized Educational Program (IEP) and ensure that lessons and activities are appropriate as documented in the student's IEP or 504 plan. Individual accommodations will be provided for the student.
- 12.7** The district and special education teachers shall make every effort to ensure that all confidentiality protections that are regularly in place remain in place. However, it should be understood that online interactions may not have the same guarantees of confidentiality that exist during in-person interaction.

Co-teaching

- 12.8** SPED teachers and General Education teachers in a co-teaching environment will be given access to training specific to collaborative instruction during the regular contract days and hours. Additionally, the district shall provide opportunities for members to voluntarily receive ongoing training throughout the year during regular contract days and hours.
- 12.9** SPED teachers and General Education teachers in a co-teaching environment may be given the same prep period if possible.

Moderate/Severe

- 12.10** Special Education teachers of students with moderate to severe disabilities shall provide continuity of learning through News 2 You and a variety of resources as appropriate so that students with disabilities have access to the same learning opportunities as their non-disabled peers.
- 12.11** Special Education teachers of students with moderate to severe disabilities shall be provided flexibility within the given bell schedule and instructional delivery model as per student IEPs and to accommodate student diverse learning, health, and behavioral needs.

13.0 PROFESSIONAL EXPECTATIONS

- 13.1** All Bargaining Unit Members are expected to be available and responsive every work day to conduct business as assigned either virtually or when on campus.
- 13.2** All Bargaining Unit Members shall check their emails for updates every work day and respond in a timely manner, as necessary.
- 13.3** Under the distance learning model (Independent Study using Edgenuity and the Canvas Classes presented virtually), all instructional Bargaining Unit members shall plan standards based instruction, including support for diverse learners, monitor student work completion and class participation, provide students with feedback, take daily attendance, and communicate with parents to discuss student progress and problems as per the High School Teacher job description and report continued non-participation to site administration for additional outreach and follow up.

13.4 Bargaining Unit Members shall have the academic freedom as they follow the Board adopted curriculum, to determine content, pacing and additional material(s) based on appropriate standards-based instruction and their understanding of diverse student need.

13.5 Bargaining Unit Members shall utilize the Canvas LMS to support and deliver daily live instruction to students and to communicate with parents and students.

- The use of Canvas does not prevent sites or educators from using their choice of web and/or communication tools such as Kahoot, Padlet, or Remind, in addition to the aforementioned LMS.
- As part of their regular instructional leadership responsibilities, administrators shall be able to view the educators' LMS and observe online classes.

13.6 To support, encourage, and appreciate innovative teaching modalities, Bargaining Unit Members may choose to be innovative and develop activities to be delivered via a new modality. (Canvas LMS)

13.7 All instructional Bargaining Unit Members shall maintain equitable and fair feedback and grading practices to support student progress and growth. Standard based grading will remain optional for teachers should they choose.

13.8 Except for office hours and/or live interactive instruction, bargaining Unit Members shall set their schedule asynchronously within their contractual work day while in a distance learning model.

13.9 Interactive instruction shall include videoconferencing instruction and may include content that requires student interaction with their teacher/classmates, content that engages a student in making a response, content that engages students in a visual way, and provides the bargaining unit member opportunities to provide the student encouragement and feedback.

14.0 ACCOMMODATION

The Parties will propose accommodation language in the physical reopening MOU.

15.0 ACCESS LIMITATIONS AND ASSOCIATION RIGHTS

The Parties will propose access limitation and association rights language in the physical reopening MOU.

16.0 CONSULTATION RIGHTS AND RESERVE RIGHT TO FURTHER NEGOTIATE

16.1 The District and Association agree to schedule time to meet and confer during the pandemic to discuss the effectiveness of decisions made and any ongoing concerns.

16.2 The Parties will propose problem solving task force language in the physical reopening MOU.

16.3 The District shall prepare a "Learning Continuity and Attendance Plan" for the 2020-2021 school year in consultation with and reflecting meaningful input from students, staff, the Association, and parents. The District shall post a copy of the "Learning Continuity and Attendance Plan" in Board Docs for public access at least 24 hours prior to adoption of the plan by the Board of Trustees.

16.4 Due to the evolving nature of the pandemic, the Association reserves the right to negotiate safety and/or any impacts and effects related to the COVID-19 pandemic as needed. The Parties may amend, delete, or add to this agreement with mutual consent.

16.5 The Parties shall also reconvene in order to discuss, or if necessary, bargain the impacts and effects of, the implementation of any changes to this Agreement that may be necessitated by updated regulations from the California Department of Public Health or the California Department of Education.

16.6 Bargaining Unit Members shall not be disciplined for the behavior of their own children in their household, students, or any other situation out of their control during distance learning.

17.0 DURATION

- 17.1** The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents and the District community as events continue to unfold during the pandemic.

- 17.2** This MOU shall expire in full without precedent on June 30, 2021, unless extended by mutual written agreement of the Parties. The Parties agree that the negotiated MOU is subject to the grievance procedures in the CBA.

1602.0 Student Behavior Expectations for Online Learning

It is important that all students adhere to the following behavioral expectations:

- If possible, all students should find a remote location free of distraction and interruption.
- Students should dress appropriately for school.
- Students will be engaged/participate in on line instruction during class time.
- Students will log-on using the user account and accept responsibility for the content their device is transmitting.
- Log-in credentials must not be shared. Sharing of log-in information provides opportunities for non-registered students to enter and potentially disrupt the classroom learning environment.
- Students who “trespass” (by entering an online class that is not on their schedule) may receive school consequences.

Consequences may result in, but are not limited to, actions listed below:

- Inappropriate actions, pictures, or speech will immediately be reported to school site administration, and the parent/guardian will be contacted ASAP.
- Students who violate the technology contract standards will not be allowed to return to online learning until released to do so by school site administration.
- Students who violate the online learning standards a second time will be removed from class and may be required to participate in an online learning seminar/decision making counseling program.
- Students who successfully complete the counseling program will be allowed to return to campus and the “suspension from class” will be removed from their permanent record.
- Students who fail to complete the program, or those that repeatedly violate online learning expectations, may be recommended for an independent study program.

**Students removed from class for disciplinary reasons will have assignments provided to the parent/guardian for completion.

STUDENT BEHAVIOR EXPECTATIONS FOR ONLINE LEARNING

It is important that all students adhere to the following behavioral expectations:

- DISTRACTION FREE ZONE**
If possible, all students should find a remote location free of distraction and interruption.
- DRESS FOR SCHOOL**
Students should dress appropriately for school.
- ENGAGE AND PARTICIPATE**
Students will be engaged/participate in online instruction during class time.
- DIGITAL RESPONSIBILITY**
Students will log-in using their user account and accept responsibility for the content their device is transmitting.
- FOR YOUR EYES ONLY**
Log-in credentials must not be shared. Use your log-in credentials responsibly.

ESCONDIDO HIGH SCHOOL ANTI-DEBTS OGHS VALLEY HIGH SCHOOL DEL LAGO

Escondido Union High School District

1603.0 Student Expectations in a Virtual Environment

“This is a class, so treat it as such”

As always, teachers are responsible for high student expectations, both academic and behavioral, within their classroom. This includes the virtual environment. As needed, the school site administration should be contacted for disciplinary support once initial steps have been taken. If the need arises to remove a student from class, it is recommended that the following steps be taken to do so.

PROGRESSIVE STEPS prior to removal:

***Note: these steps should be taken when the student actions do not necessitate an immediate removal from class. Procedures should mirror traditional face to face classroom responses.**

1. Create engaging lessons.
2. Share and model classroom/online etiquette with all students set high expectations. Provide clear expectations and high standards for both academic and behavior.
3. Discuss the inappropriate behavior with the student, preferably away from other students.
4. If the situation continues, call the parent or guardian to discuss the inappropriate behavior.
5. At all times the teacher should document the problems and note the actions taken.
6. If the unacceptable situation continues after the preceding steps have been taken, remove the student from class. Documentation and/or intervention form should be sent to the student’s Counselor or Assistant Principal.

*** For situations that require the immediate removal of a student from the online lesson, skip to #6**

To immediately remove a student from Teams:

1. When class is in session on Teams, the control bar appears when the mouse icon is hovered over the screen or in the top right of the window.
2. Select “show participants.”
3. Find the student in question’s name.
4. Next to the student’s name, hover your mouse over the microphone icon on the right side of the screen.
5. The microphone icon will automatically change to 3 dots.
6. Click on the dots and select “remove from meeting.”

To better manage Teams, and to ensure that students do not have any control over the platform, here is a helpful video: How to prevent students from removing and muting others in Microsoft Teams meeting

<https://www.youtube.com/watch?v=46PxopP7ReY>

To immediately remove students from Zoom

1. During the meeting, click Manage Participants in the host controls to display the participants list.
2. Hover over a participant. A new option will appear. ...
3. Click “Remove” to remove the participant from your Zoom meeting.

For a visual picture of how to do this, follow this link:

<https://sites.udel.edu/ats/conferencing/zoom/remove-participant/>

For more detailed information to manage participants in a Zoom meeting, follow this link:

<https://sites.udel.edu/ats/conferencing/zoom/remove-participant/>

1604.0 Attendance for Synchronous and Asynchronous Learning

a. Synchronous or Daily Attendance

Synchronous or daily attendance is taken each day by 3:30 PM. It is recorded on synergy.

A student may not attend the synchronous class but do the work and therefore receive credit for attending that day through asynchronous attendance.

Attendance is taken within the Synergy TeacherVUE account. The teacher of record will login to TeacherVUE on Synergy. Once logged in, a yellow attendance icon indicates attendance has not been taken for that day. Move the mouse over the attendance icon and click chart icon. Then click a student. The absent code ABS will appear. Once completed taking roll, the teacher will click the green “save” button.

There are two codes for taking same-day attendance (Synchronous). One being ABS which is an unverified or unexcused absence. The second being VTY which indicates tardies to virtual learning. Tardies are not required by the state, or our district. Tardies are important information to gather for groups such as Academy leads, SST teams, special education department, administrator, counselors, parents or any person or group that is monitoring students who may not be successful. Tardies could help identify who needs interventions.

b. Asynchronous Attendance

A teacher should take all attendance indicators into consideration when determining a student’s attendance. It is important that a student has the same opportunities to gather the information as well as to earn or lose points as students do for synchronous learning. This is another piece of the equity puzzle.

The student engagement record should be updated in Synergy each Monday by 3:30 p.m. for the prior week to reconcile the previous five days.

Attendance for students in Canvas course is based on guidelines from the state that a teacher must take attendance for each period for work completed rather than solely for seat time.

Grade Guardian will be integrated into Canvas. Teachers launch Grade Guardian in the Canvas LMS to review a student’s overall participation and assignment completion. To do this, click on the Grade Guardian link in the Canvas navigation menu on the left of a Canvas course.

Never hide the Grade Guardian from course navigation.

A teacher can use these indicators such as the latest access to your course, assignment completion, and participation during office hours to determine attendance.

How to reconcile asynchronous attendance on Synergy: Editing historical attendance can go up to five previous days. To edit previously taken attendance, hover over the attendance icon and click the list icon under the yellow bar. Click the previous 10 days to display the 5 days. Click, previously recorded ABS codes until the “DLA”, which means distance-learning asynchronous, code is displayed, then click save and return.

1605.0 Tech Support Hotline

Call 760-291-3030

- For **IT Technical** support including assistance with your district device, network password, applications or phones, **press 1**
- For **Data Management** support including help with Synergy, **press 2**
- For **Ed Tech** support with online curriculum platforms Edgenuity or Canvas, **press 3**