

## EMPLOYEE ANNUAL NOTIFICATIONS

Annual Notifications is part of the Ross Valley School District's commitment and interest in keeping all employees aware of the various legal obligations related to employees' rights and responsibilities. The topics covered are not all inclusive but are provided to highlight certain requirements. RVSD's Annual Notifications includes reviewing several Board Policies (BPs) and Administrative Regulations (ARs).

Note that Annual Notifications is in addition to other required trainings (e.g. Mandated Reporter, Bullying, and Sexual Harassment Prevention). You will receive information separately about them.

**Related to Annual Notifications, please review the information below and then print and complete the [Acknowledgement of Completion form](#) and return it to the HR Department by October 1.**

Please refer to this webpage anytime to review the Annual Notifications. If you have any questions and/or would like more information on any of the topics covered, please contact Chief Business Official, Chris Carson, at 415-451-4075 or [ccarson@rossvalleyschools.org](mailto:ccarson@rossvalleyschools.org).

### **BOARD POLICIES (BPs)/ADMINISTRATIVE REGULATIONS (ARs)**

All [RVSD Board Policies \(BPs\) and Administrative Regulations \(ARs\)](#) are available on the District website. Below is an overview of the topics included as part of Annual Notifications:

#### **Bullying - BP 5131.2**

Bullying has harmful effects on student learning and school attendance. District employees shall protect students from physical and emotional harm and establish student safety as a high priority and shall not tolerate bullying of any student.

#### **Child Abuse Prevention and Reporting - BP/AR 5141.4**

All employees are required to report known or suspected instances of child abuse. The District has established Board Policy and Administrative Regulation 5141.4 which outline the procedures for reporting. (Note: Violations of the mandatory reporting laws may result in criminal sanctions.)

#### **Civility Policy - BP/Exhibit 1313**

This policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for everyone.

#### **Complaints Concerning District Employees – BP/AR 1312.1**

This policy outlines the means by which a member of the public can file a complaint against a District employee and includes procedures to resolve a complaint expeditiously without disrupting the educational process, while protecting the rights of involved parties and prohibits retaliation against complainants.

#### **Drug and Alcohol-free Workplace - BP 4020**

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

Pursuant to California Education Code 44836 and 45123, the Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011.

### **Employee Security – BP/AR 4158/4258/4358**

Safety plans are available at each school site and include disaster procedures, identification of appropriate strategies and programs to provide school safety, procedures regarding student discipline and procedures for safe ingress and egress of pupils, parents and employees.

### **Employee Use of Technology - BP 4040**

Employees shall be responsible for the appropriate use of technology and shall use the District's electronic resources only for purposes related to their employment. Commercial and/or political use of the system is strictly prohibited. Employee use of technology is a privilege which may be revoked at any time.

Employees should be aware that computer files and communication over electronic networks, including email and voice mail systems, are not private. To insure proper use, the Superintendent or designee may monitor the District's technological resources, including email and voice mail systems, at any time without advance notice or consent.

Employees who fail to abide by the District's technology use regulations shall be subject to disciplinary action, revocation of the user account and legal action, as appropriate.

### **Environmental Safety & Hazardous Substances – BP/AR 3514**

The District recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members; as such, regularly assesses school facilities to identify environmental health risks and develops strategies to prevent and/or mitigate environmental hazards.

### **Exposure Control Plan for Bloodborne Pathogens - BP 4119.42/4219.42/4319.42**

Administrative Regulation 4119.42 contains the District's exposure control plan for bloodborne pathogens. The plan meets state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace.

### **Family Care & Medical Leave Act (FMLA) & CA Family Rights Act (CFRA) - BP 4161.8/4261.8/4361.8**

The District complies with the State Family Rights Act and the Federal Family and Medical Leave Act. Employees who have worked for the District for one continuous year, and have served at least 1,250 hours in the previous 12-month period (740 hours for classified employees), are eligible for FCML which may be used for the following reasons:

- birth of the employee's child and in order to care for the child
- placement of a child with the employee for foster care or in connection with the employee's adoption of the child
- to care for the employee's child, parent, spouse, registered domestic partner or child of a registered domestic partner with a serious health condition an employee's own serious health condition which makes the employee unable to perform the functions of his/her job

FMLA and CFRA leaves are unpaid and may not exceed twelve work weeks during any twelve-month period. Such leave may be taken for up to four months. District health benefits continue for the length of the FMLA or CFRA period.

### **Lactation – BP 4033**

This policy outlines requirements to provide employees with reasonable break time and an appropriate location to accommodate their desire to express milk for their infant children.

### **NonSchool Employment – BP/AR 4136/4236/4336**

This policy prohibits activities that are inconsistent, incompatible, in conflict with, or inimical to duties as an employee of the District.

### **Nondiscrimination - BP 0410, BP 4030 & BP/AR 4119.11/4219.11/4319.11**

The Ross Valley School District Board of Trustees is committed to equal opportunity for all individuals in education. District programs and activities will be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which insure that discriminatory practices are eliminated in all District activities.

Any District employee who engages in unlawful discrimination or harassment shall be subject to disciplinary action up to and including dismissal.

Any inquiries regarding nondiscrimination in education or employment or the filing of a discrimination complaint may be directed to:

Mr. Eric Saibel, Director of Student Services  
Phone: 415-451-4066  
Email: [esaibel@rossvalleyschools.org](mailto:esaibel@rossvalleyschools.org)

Mr. Chris Carson, Chief Business Official  
Phone: 415-451-4075  
Email: [ccarson@rossvalleyschools.org](mailto:ccarson@rossvalleyschools.org)

Inquiries regarding federal law and regulations concerning nondiscrimination in education or District compliance with those provisions may be directed to:

Office for Civil Rights  
U.S. Department of Education  
50 United Nations Plaza, Room  
239 San Francisco, CA 94102-  
4987 (415) 556-7000

An employee may, in addition to filing a discrimination complaint with the District, file a complaint with either the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). Employees wishing to file complaints with the EEOC and DFEH should contact the Assistant Superintendent for more information.

#### **Notice to Teachers Regarding Students - AR 4158/4258/4358**

The District shall notify teachers of students who have engaged in or are suspected of engaging in specified violations of law.

#### **Parent Rights and Responsibilities – BP/AR 5020**

Parents and guardians of pupils enrolled in public schools are considered partners in the education of their children. Parents thereby have certain rights as set forth in this code including timely notice of absenteeism, student progress and performance, advance notice of rules and psychological testing and to receive responses to their requests. Within reasonable timeframes and without undue interference, parents have the right to review instructional materials including tapes, manuals, textbooks, software and to observe in the classroom.

#### **Professional Standards - BP 4119.21/4219.21/4319.21**

The Board of Trustees expects 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.

#### Gift of Public Funds

The purpose of all resources, including time, equipment, materials, supplies, and facilities belonging to the Ross Valley School District is to facilitate the work being done on behalf of the children, parents, and community. It is a violation of California Constitution, Article 16, Section 6 and Government Code Section 8314 to use such resources for personal use (except uses that are "incidental and minimal" (e.g. de minimis personal telephone call).

#### **Required Disaster Service Worker - AR 4112.3/4212.3/4312.3**

All district employees are declared by law to be disaster service workers. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all district employees are subject to disaster service activities as assigned to them by their supervisors or by law. This may include remaining on duty for up to 72 hours. (Government Code 3100-3102)

#### **Sexual Harassment (Adult) - BP/AR 4119.11, BP/AR 4219.11 & BP/AR 4319.11**

It is the policy of the Governing Board of the Ross Valley School District to provide an employment environment free of sexual harassment. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established

pursuant to this policy and the administrative regulation. To accomplish this purpose, the policy is designed to secure, at the earliest level possible, an appropriate resolution to incidents and allegations of sexual harassment. Any employee who believes he/she has been sexually harassed by an employee, agent or student should promptly report the facts of the incident(s) and the name of the individual involved to the site administrator or supervisor.

Aggrieved parties are encouraged to submit complaints first through District procedures but may wish to file complaints with other appropriate state and federal agencies, including:

Office for Civil Rights  
U.S. Department of Education  
50 United Nations Plaza, Room  
239 San Francisco, CA 94102-  
4987  
(415) 556-7000

And / Or  
The State Fair Employment and Housing Commission  
30 Van Ness Avenue  
San Francisco, CA 94102  
(415) 557-2005

### **Sexual Harassment (Student) - BP 5145.7**

The Ross Valley School District Board of Trustees prohibits unlawful sexual harassment of or by any student by anyone in or from the District, including student sexual harassment of a staff member, at school or at a school-sponsored or school-related activity. This includes retaliatory behavior against any complainant or participant in the complaint process. Any student who feels that he/she is being harassed should immediately contact the principal or designee or another District administrator. All staff upon personal knowledge of an incident of sexual harassment are obligated to report it to the site administrator within three (3) school days. If the administrator is the alleged harasser, the incident should be reported to the Superintendent. Each complaint of sexual harassment shall be promptly investigated. Privacy rights shall be maintained to a degree consistent with the due process rights of the subject of the complaint. Rules of confidentiality do not allow the District to disclose any disciplinary action taken against a student or employee. Complaints may be filed using the District process or by filing a complaint with the Office for Civil Rights (see previous address listing).

### **Tobacco-free Schools - BP 3513.3**

In accordance with state and federal law, smoking is prohibited in all District facilities and vehicles. The Board of Trustees further prohibits the use of tobacco products at all times on District grounds. This prohibition applies to all employees, students, visitors and other persons at any activity or athletic event, including open-air events, held on property owned, leased or rented by or from the District.

### **Uniform Complaint Procedures - BP/AR 1312.3**

The Ross Valley School District Board of Trustees recognizes that the District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination regarding actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability and age in any program or activity that receives or benefits from state financial assistance. The District shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law.

The Board of Trustees has designated the following compliance officers to receive and investigate complaints and ensure District compliance with law:

Mr. Eric Saibel, Director of Student Services  
Phone: 415-451-4066  
Email: [esaibel@rossvalleyschools.org](mailto:esaibel@rossvalleyschools.org)

Mr. Chris Carson, Chief Business Official  
Phone: 415-451-4075  
Email: [ccarson@rossvalleyschools.org](mailto:ccarson@rossvalleyschools.org)

**Universal Precautions - BP 4119.43**

Universal precautions shall be observed throughout the District to protect employees, students and any other persons in the school environment from contact with potentially infectious blood or other body fluids.

**Use of Pesticide product, active ingredients, internet address to access information –**

**AR 3514.2 Workers Compensation Benefits - BP 4157.1/4257.1/4357.1**

**Upon review of the Annual Notifications,  
please print and complete the [Acknowledgement of Completion form](#)  
and return it to the Human Resources Department by October 1.**

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If you have any questions and/or would like more information on any of the topics,  
please contact Chris Carson, Chief Business Official,  
at (415) 451-4075 or [ccarson@rossvalleyschools.org](mailto:ccarson@rossvalleyschools.org).