Volunteer Agreement

Campbell Union High School District

3235 Union Avenue
San Jose, Ca 95124
408-371-0960 ext. 2020

Volunteer As:	Preferred Start Date:
Site/Department:	Requested by:

Applicant's Full Name: _____
(Last) (First) (M.I.)

Address: _____
(Street) (City) (State) (Zip Code)

Telephone Number: ( ) _____ ( ) _____ ( ) _____
(Home) (Work) (Cell)

E-Mail Address: _____

Person to Notify in Case of an Emergency: _____ ( ) _____
(Name) (Telephone Number)

General Information:

Are you now or have you ever been a volunteer or employee of Campbell Union High School District in any capacity? ❑Yes ❑ No If so Title and Dates:_____

Are you at least 18 years of age? ❑ Yes ❑ No

High School Attended: _____ Year of Graduation: _____

Per Education Code Section 45125.1, a school district may require persons with more than limited contact with students to be fingerprinted and NOT PROVIDE SERVICES until the district has received fingerprint clearance back from the Department of Justice showing no prior convictions for certain serious or violent felonies. Have you ever been convicted of a felony of misdemeanor that has resulted in incarceration , a fine in excess of 450.00, and/or

❑ Yes ❑ No If yes, explain on an attached sheet.

Persons transporting students must also meet district requirements for a clear DMV record, a safe vehicle and insurance coverage. Are you an insured driver with a CA Driver's License?

❑ Yes ❑ No

Additionally, the district is requiring persons with more than limited contact with students to provide proof of being free from tuberculosis. Please attach TB results to this Agreement.

_____ _____ _____
Print Name Signature Date

_____ _____
Activities/Athletic/PrincipalSignature Date

Campbell Union High School District

EMPLOYEE EMERGENCY CARD

School or Department _____

_____
Last Name First Initial

_____
Street Address City Zip Code

Personal E-mail _____ Home Phone _____

Date of Birth _____ Cell Phone _____

In case of emergency, notify

_____ Home Phone _____
Please Print (Relation, if any) Business Phone _____

_____ Home Phone _____
Please Print (Relation, if any) Business Phone _____

Name of Doctor _____ Phone _____

Specific plan selected under CalPERS Health Program: _____

AFFIDAVIT OF DESIGNATION TO RECEIVE WARRANTS

In the event of my death, I designate _____ _____
Name (Relation, if any)

of _____
Street Address City State Zip Code

to receive all warrants or checks that would have been payable to me had I survived.

COMPLETE BOTH SIDES

INFORMATION ON BLOOD BORNE DISEASES
QUESTIONS MOST FREQUENTLY ASKED

What situations could occur at your facility that would expose someone to blood or other potentially infectious material?

Needlestick injuries account for the largest amount of documented exposures because there is direct penetration into the bloodstream. Direct penetration could occur with any contaminated sharp object in the work environment, such as broken glass.

If I touch blood, am I automatically infected?

No, you can only be infected if the blood enters into your bloodstream through breaks in your skin or the mucus membranes of the eyes, nose, and mouth, and the blood is infected. If you contract blood and are unsure if you have been exposed, report the incident.

How many people have obtained HIV from occurrences in the work environment?

As of this publication, there are 25 documented cases of health care workers. This includes lab technicians, nurses, and a dentist.

Aren't these regulations only needed for healthcare workers?

Although health care workers are at the greatest risk, any exposure to blood under the wrong conditions could lead to a life threatening disease.

Who is considered to be at reasonable risk?

Anyone who comes in contact with blood or other potentially infectious material during the reasonable course of their job duties. A good samaritan who comes to aid of an injured coworker is not covered by the standard, but could be at risk.

Is it possible to get Hepatitis B or HIV from the vaccination itself?

No, the vaccine is safe. It has proved to be ninety percent effective in preventing Hepatitis B. The combination of safe work practices and the Hepatitis B vaccination will virtually eliminate any chance of receiving Hepatitis B in the work environment.

Can mosquitoes transfer the HIV or Hepatitis B virus?

Mosquitoes and other insects are not able to transfer either virus due to the very small amount of blood that could be carried in their mouths. Scientific experiments have shown that even with the concentration of the virus increased 100 times, mosquitoes and bedbugs still could not transmit the virus.

Can you get a bloodborne disease from touching dried blood on a surface if you have cuts on your hand?

There is no documented evidence of HIV transmission from environmental surfaces, yet there is proof that Hepatitis B could be transferred. It is important that only the proper personnel clean up blood, and that they wear the proper personal protection.

_____ _____

Signature Date

STATEMENT PURSUANT TO PENAL CODE SECTION 11166.5
(Child Abuse Reporting)

Under Penal Code Section 11165.7, included with this statement, you are a "mandated reporter" and have certain reporting obligations under Penal Code Section 11166. Penal Code Section 11166.5 requires as a prerequisite to employment that all persons who enter into employment after January 1, 1985, certify, by signing this statement, that they have knowledge of Penal Code Section 11166 and will comply with its provisions.

Section 11166 of the Penal Code requires that a mandated reporter make a report whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge or observes a child whom he or she knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone immediately or as soon as is practicably possible to any police department or sheriff's department, not including a school district police or security department, county probation department, if designated by the county to receive mandated reports, or the county welfare department, and shall submit a written follow up report within 36 hours of receiving the information concerning the incident.

Under Penal Code Section 11167(d), the identity of all persons who report shall be confidential and disclosed only among agencies receiving or investigating mandated reports, to the prosecutor in a criminal prosecution or in an action initiated under Section 602 of the Welfare and Institutions Code arising from alleged child abuse, or to counsel appointed pursuant to subdivision (c) of Section 317 of the Welfare and Institutions Code, or to the county counsel or prosecutor in a proceeding under Part 4 (commencing with Section 7800) of Division 12 of the Family Code or Section 300 of the Welfare and Institutions Code, or to a licensing agency when abuse or neglect in out-of-home care is reasonably suspected, or when those persons waive confidentiality, or by court order. No agency or person listed here shall disclose the identity of any person who reports under the Child Abuse and Neglect Reporting Act to that person's employer, except with the employee's consent or by court order.

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Child Abuse and Neglect Reporting Act.

Any supervisor or administrator who impedes or inhibits a report of abuse or neglect is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months of a fine of not more than One Thousand Dollars ($1,000.00) or by both. Any mandated reporter who willfully fails to report abuse or neglect, or any person who impedes or inhibits a report of abuse or neglect, in violation of this article, where that abuse or neglect results in death or great bodily injury, shall be punished by not more than one year in a county jail, by a fine of not more than Five Thousand Dollars ($5,000), or by both that fine and imprisonment.

Copies of Penal Code Sections 1165.7, 11166, and 11167 are provided with this statement, and this statement shall be retained by the employer.

I CERTIFY that I have read the foregoing, understand the contents thereof, and agree to comply with the provisions of Penal Code Section 11166.

_____ _____

Employee Date

Print

SUSPECTED CHILD ABUSE REPORT

Reset Form

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

PLEASE PRINT OR TYPE

CASE NAME: _____

CASE NUMBER: _____

A. REPORTING PARTY

NAME OF MANDATED REPORTER	TITLE	MANDATED REPORTER CATEGORY
REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS — Street — City — Zip		DID MANDATED REPORTER WITNESS THE INCIDENT? ☐ YES ☐ NO
REPORTER'S TELEPHONE (DAYTIME) ( )	SIGNATURE	TODAY'S DATE

B. REPORT NOTIFICATION

☐ LAW ENFORCEMENT ☐ COUNTY PROBATION ☐ COUNTY WELFARE / CPS (Child Protective Services)	AGENCY	
ADDRESS — Street — City — Zip		DATE/TIME OF PHONE CALL
OFFICIAL CONTACTED - TITLE		TELEPHONE ( )

C. VICTIM
One report per victim

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS — Street — City — Zip	TELEPHONE ( )		
PRESENT LOCATION OF VICTIM	SCHOOL	CLASS	GRADE
PHYSICALLY DISABLED? ☐ YES ☐ NO	DEVELOPMENTALLY DISABLED? ☐ YES ☐ NO	OTHER DISABILITY (SPECIFY)	PRIMARY LANGUAGE SPOKEN IN HOME
IN FOSTER CARE? ☐ YES ☐ NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: ☐ DAY CARE ☐ CHILD CARE CENTER ☐ FOSTER FAMILY HOME ☐ FAMILY FRIEND ☐ GROUP HOME OR INSTITUTION ☐ RELATIVE'S HOME		TYPE OF ABUSE *(CHECK ONE OR MORE)* ☐ PHYSICAL ☐ MENTAL ☐ SEXUAL ☐ NEGLECT ☐ OTHER (SPECIFY)
RELATIONSHIP TO SUSPECT	PHOTOS TAKEN? ☐ YES ☐ NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? ☐ YES ☐ NO ☐ UNK

D. INVOLVED PARTIES

VICTIM'S SIBLINGS

NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY
1.				3.			
2.				4.			

VICTIM'S PARENTS/GUARDIANS

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS — Street — City — Zip	HOME PHONE ( )	BUSINESS PHONE ( )	
NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS — Street — City — Zip	HOME PHONE ( )	BUSINESS PHONE ( )	

SUSPECT

SUSPECT'S NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS — Street — City — Zip	TELEPHONE ( )		
OTHER RELEVANT INFORMATION			

E. INCIDENT INFORMATION

IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX ☐ *IF MULTIPLE VICTIMS, INDICATE NUMBER:* _____

DATE / TIME OF INCIDENT	PLACE OF INCIDENT

NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

http://ag.ca.gov/childabuse/pdf/ss_8572.pdf

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: http://www.leginfo.ca.gov/calaw.html (specify "Penal Code" and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some of the requested information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities listed in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof ***within 36 hours*** of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes-no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.
- **SECTION C - VICTIM (One Report per Victim):** Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes-no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes-no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.
- **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).
- **SECTION E - INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

V. DISTRIBUTION

- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- **Designated Agency:** ***Within 36 hours*** of receipt of Form SS 8572, send **white copy** to police or sheriff's department, **blue copy** to county welfare or probation department, and **green copy** to district attorney's office.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

STATEMENT PURSUANT TO SECTION 15632
(WELFARE AND INSTITUTION CODE)
RELATIVE TO DEPENDENT ADULT ABUSE REPORTING REQUIREMENTS
(18-22 Year-Old Special Education Pupils)

Section 15632 of the Welfare and Institutions code requires any person who enters into employment on or after January 1, 1986, with an educational institution as a prerequisite to that employment to certify, by signing this statement, that they have knowledge of Section 15630, as printed below, of the Welfare and Institutions Code and that they will comply with its provisions.

Section 15630 of the Welfare and Institutions Code requires any care custodian, health practitioner, or employee of an adult protective services agency or a local law enforcement agency who had knowledge of or observe s a dependent adult in his or her professional capacity or within the scope of his or her employment who he or she knows has been a victim of physical abuse, or who has injuries under circumstances which are consistent with abuse where the dependent adult's statements indicate, or in the case of a person with developmental disabilities, where his or her statements or other corroborating evidence indicates that abuse has occurred, to report the known or suspected instance of physical abuse to an adult protective services or a local law enforcement agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

"Care custodian" means an administrator or an employee of any of the following public or private facilities:

(1) Health facility
(2) Clinic
(3) Home health agency
(4) Educational institution
(5) Sheltered workshop
(6) Camp
(7) Respite care facility
(8) Residential care institution, including fosterhomes and group homes
(9) Community care facility
(10) Adult day care facility, including adult day health care facilities
(11) Regional center for persons with developmental disabilities
(12) Licensing worker or evaluator
(13) Public assistance worker
(14) Adult protective services agency
(15) Patient's rights advocate
(16) Nursing home ombudsman
(17) Legal guardian or conservator
(18) Skilled nursing facility
(19) Intermediate care facility
(20) Local law enforcement agency
(21) Any other person who provides goods and services necessary to avoid physical harm or mental suffering and who performs duties.

"Health practitioner" means a physician and surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, marriage, family and child counselor or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code, any emergency medical technician I or II, paramedics, a person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code, or a psychological assistant registered pursuant to Section 2913 of the Business and Professional Code, a marriage, family and child counselor trainee, as defined in subdivision (c) of Section 4980.03 of the business and Professions Code, or an unlicensed marriage, family and child counselor intern registered under Section 4980.44 of the Business and Professions Code, a state of county public health employee who treats a dependent adult for any condition, a coroner, or a religious practitioner who diagnosis, examines, or treats dependent adults.

No care custodian, health practitioner or employee of an adult protective service agency or a local law enforcement agency who reports a known or suspected instance of dependent adult abuse shall be civilly or criminally liable for any report authorized by this article.

Any persons who fails to report an instance of dependent adult abuse which he or she knows to exist or reasonably should know to exits, as required by the article, is guilty of a misdemeanor and shall be punished by imprisonment in the county jail not exceeding six months, by a fine of not exceeding one thousand dollars ($1,000), or by both that fine and imprisonment.

This statement shall be remained by the employer.

I CERTIFY that I have read the foregoing, understand the contents thereof, and agree to comply with the provisions of Welfare and Institutions Code Section 15630.

_____ _____

Employee Signature Date

Personnel

SEXUAL HARASSMENT

The Governing Board prohibits sexual harassment of district employees. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and accompanying administrative regulation. This policy shall apply to all district employees and, when applicable, to interns, volunteers, and job applicants.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

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

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints

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

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

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

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

SEXUAL HARASSMENT (Continued)

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

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

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act, especially:
12940 Prohibited discrimination
12950.1 Sexual harassment training
LABOR CODE
1101 Political activities of employees
1102.1 Discrimination: sexual orientation
CODE OF REGULATIONS, TITLE 2
11009 Employment discrimination
11021 Retaliation
11023 Harassment and discrimination prevention and correction
11024 Sexual harassment training and education
11034 Terms, conditions, and privileges of employment
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments
CODE OF FEDERAL REGULATIONS, TITLE 34
106.9 Dissemination of policy
COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026
Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275
Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257
Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989
Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998
Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Legal Reference: (continued on next page)

SEXUAL HARASSMENT (Continued)

Legal Reference: (continued)

Management Resources:
OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime, January 1999
WEBSITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
Equal Employment Opportunity Commission: http://www.eeoc.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr/index.html

This statement shall be retained by the employer.

I CERTIFY that I have read the foregoing, understand the contents thereof, and agree to comply with the provisions of board policy AR/BP 4119.11, 4219.11, 4319.11 SEXUAL HARASSMENT.

_____ _____

Employee Signature Date

_____

Print Employee Name

Campbell Union HSD

Board Policy 4020

Personnel

Drug And Alcohol-Free Workplace

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

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace. These prohibitions apply before, during and after school hours. A school district workplace is any place where school district work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

The Superintendent or designee shall notify employees of these prohibitions. (Government Code 8355; 41 USC 702)

An employee shall abide by the terms of this policy and notify the district, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace. (41 USC 702)

The Superintendent or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

The Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction. (Education Code 44836, 45123)

The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

The Superintendent or designee shall establish a drug- and alcohol-free awareness program to inform employees about: (Government Code 8355)

1. The dangers of drug and alcohol abuse in the workplace

2. The district policy of maintaining drug- and alcohol-free workplaces

3. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs

4. The penalties that may be imposed on employees for drug and alcohol abuse violations

Legal Reference:
EDUCATION CODE
44011 Controlled substance offense
44425 Conviction of controlled substance offenses as grounds for revocation of credential
44836 Employment of certificated persons convicted of controlled substance offenses
44940 Compulsory leave of absence for certificated persons
44940.5 Procedures when employees are placed on compulsory leave of absence
45123 Employment after conviction of controlled substance offense
45304 Compulsory leave of absence for classified persons
GOVERNMENT CODE
8350-8357 Drug-free workplace
UNITED STATES CODE, TITLE 20
7111-7117 Safe and Drug Free Schools and Communities Act
UNITED STATES CODE, TITLE 21
812 Schedule of controlled substances
UNITED STATES CODE, TITLE 41
701-707 Drug-Free Workplace Act
CODE OF FEDERAL REGULATIONS, TITLE 21
1308.01-1308.49 Schedule of controlled substances

Policy CAMPBELL UNION HIGH SCHOOL DISTRICT
adopted: July 17, 2008 San Jose, California

This Statement shall be retained by the employer:

I CERTIFY that I have read the foregoing, understand the contents thereof, and agree to comply with the provisions of Board Policy 4020 DRUG AND ALCOHOL FREE WORKPLACE.

_____
Employee Signature

_____
Date

Campbell Union HSD
Board Policy 3513.3
Business and Noninstructional Operations
Tobacco-Free Schools

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

Employees and visitors may smoke outside on school or district grounds, except in those areas designated as nonsmoking or otherwise prohibited by law.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

Legal Reference:
EDUCATION CODE
48900 Grounds for suspension/expulsion
48901 Prohibition against tobacco use by students
HEALTH AND SAFETY CODE
39002 Control of air pollution from nonvehicular sources
104350-104495 Tobacco use prevention, especially:
104495 Prohibition of smoking and tobacco waste on playgrounds
LABOR CODE
6404.5 Occupational safety and health: use of tobacco products
UNITED STATES CODE, TITLE 20
6083 Nonsmoking policy for children's services
7111-7117 Safe and Drug Free Schools and Communities Act
PERB RULINGS
Eureka Teachers Assn v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)
CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:
WEB SITES
CDE: http://www.cde.ca.gov
California Department of Public Health, Tobacco Control: http://www.cdph.ca.gov/programs/tobacco
Occupational Safety and Health Standards Board: http://www.dir.ca.gov/OSHSB/oshsb.html
Environmental Protection Agency: http://www.epa.gov

Policy CAMPBELL UNION HIGH SCHOOL DISTRICT
adopted: July 17, 2008 San Jose, California

Campbell Union HSD

Administrative Regulation 3513.3

Business and Noninstructional Operations
Tobacco-Free Schools

Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students and the community. (Health and Safety Code 104420)

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property. (Health and Safety Code 104420)

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property

2. Request local law enforcement assistance in removing the person from school premises

3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

(cf. 1250 - Visitors/Outsiders)
(cf. 3515.2 - Disruptions)

Regulation approved: July 17, 2008 CAMPBELL UNION HIGH SCHOOL DISTRICT San Jose, California

This Statement shall be retained by the employer:

I CERTIFY that I have read the foregoing, understand the contents thereof, and agree to comply with the provisions of Board Policy 3513.3 TOBACCO-FREE SCHOOLS.

_____
Employee Signature

_____
Date

Name_____ _____

Last **(please print)** **First** **District ID#**

Campbell Union High School District
Acceptable Use Policy
For Internet, E-Mail, Computer Use & Technology

The Governing Board of Campbell Union High School District (CUHSD) recognizes that technological resources can enhance performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and to exchange of information.

Some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. We require that students and employees read, accept and sign the following rules for acceptable on-line behavior:

1. Employees & students are responsible for good behavior on the Internet just as they are in a school building. Computers, or other network resources, must be used in a responsible manner, respecting the rights of others, and taking care with use of the equipment. Computer and internet settings may not be changed without prior approval from district personnel. Computers may not be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable board policy, federal, state, or local laws. General school rules for behavior and communications apply.

2. To ensure proper use, the Superintendent or designee may monitor usage of technological resources, including the accessing of internet usage, email and stored files. Monitoring may occur at any time without advance notice or consent. Network administrators may review files and communications, at any time without prior notice, to maintain system integrity and ensure that users are using the system responsibly. Inappropriate use may result in a cancellation of user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

3. Users shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their employment and/or education. Computer files and electronic communications, including email, chat messages, VOIP calls, video correspondence and voice mail are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without prior authorization.

4. Email is also to be used for school business only. Confidential information must not be shared outside of the district, without authorization, at any time. Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment board policies. CUHSD owns any communication sent via email or that is stored on district equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Do not consider your electronic communication, storage or access to be private if it is created or stored at work.

Initial:_____

5. The following are not permitted:
   - Creation, downloading, viewing, storage, copying, or transmission of offensive messages or images
   - Use of obscene or offensive language
   - Harassing, insulting, attacking or defaming others
   - Trespassing in another's correspondence, folders, work, or files
   - Activity that interferes with legitimate access to or other networks or systems
   - Initiating or participating in illicit network activities, including but not limited to: hacking, network attacks, spoofing, network monitoring, spreading of viruses and sabotage
   - Participation in the downloading and/or distributing of music, images, software or other electronic media protected by copyright laws
   - Pursuit of private commercial business activities or profit-making ventures (e.g., students and/or personnel may not operate a business or pursue non-district employment activities with the use of the district's computers or Internet resources). This includes any compensated, outside employment.
   - Use of an individual's title or the name of a school when using a social networking site, blog, wiki, video or other file sharing site, or other Web site or Web service for personal reasons. Such use might give the false impression that an individual's personal communication represents the district. If a posting or other electronic message could be misunderstood to be official, give consideration to not posting or sending the message at all. If, after balancing all considerations, such as productive participation in a personal scientific discussion on a blog, you decide to continue, you must post a clear and prominent disclaimer, such as: "This participation is personal and does not represent the views of Campbell Union High School District." Also, a personal communication on a topic related to the individual's work at the district should disclose the individual's affiliation. If in doubt, ask your supervisor for guidance.
   - Personalization of district-provided e-mail accounts with religious or secular messages or imagery, which could create the appearance of district endorsement of your private activities or beliefs.
   - The use of district resources for engagement in unauthorized charitable fundraising or solicitation of volunteers for fundraising.

Initial:_____

Software Code of Ethics

All employees and students of the Campbell Union High School District shall use software only in accordance with its license agreement. Unless otherwise noted in the license, any duplication of copyrighted software – except for backup and archival purposes – is a violation of federal law and Campbell Union High School District policy. This signed Code of Ethics will be filed with the student's/faculty's record at each site, or at the District Office, respectively.

1. I will use software according to the provisions of the license agreements.
2. I will not make unauthorized copies of software under any circumstances.
3. I recognize that Campbell Union High School District will not tolerate, nor allow, the use of any illegal software copies on its computers.
4. I understand that anyone found copying software other than for backup or archival purposes is subject to disciplinary actions, up to and including dismissal or expulsion.
5. I understand that anyone found making illegal software copies may be subject to civil and criminal penalties up to $250,000 per work copied and/or expulsion from Campbell Union High School District.
6. I will report any suspected misuse of software to the District's Director of Technology Services.

I have read and reviewed the Campbell Union High School District Acceptable Internet Use Policy and Software Code of Ethics for Employees and Students and fully intend to comply with its content. Should I violate those rules, I understand my privilege to use the school district account may be revoked at any time. I understand that the Internet account, e-mail or other computer services are designed for educational purposes only. I also understand that it is impossible for the school to restrict access to controversial materials.

Therefore; I will not hold the Campbell Union High School District, or any of its representatives, responsible for or legally liable for materials distributed to or acquired from the network, I also agree to report any misuse of the information system to the system administrator or teacher.

This policy may be supplemented by guidelines established within individual district organizations. It also may be supplemented by Web content filtering or other automated procedures that may restrict access to selected Web sites.

This agreement shall be in effect between the user and the Campbell Union High School District for one year, to be renewed annually. Non-renewal of the agreement does not release the user from the obligations of their most recently signed agreement.

_____ _____

Employee Signature Date