

# SEQUOIA UNION HIGH SCHOOL DISTRICT



## SUBSTITUTE TEACHER HANDBOOK

(Electronic version available at [www.seq.org/hr](http://www.seq.org/hr))

Substitute Website: [www.aesonline.com](http://www.aesonline.com)

Substitute Phone Line: (800) 942-3767

Substitute System User Guide:

[https://help.frontlinek12.com/Sub/Help/Substitute\\_help\\_guide.htm](https://help.frontlinek12.com/Sub/Help/Substitute_help_guide.htm)

CRYSTAL LEACH  
District Superintendent

TODD BEAL  
Assistant Superintendent of Human Resources

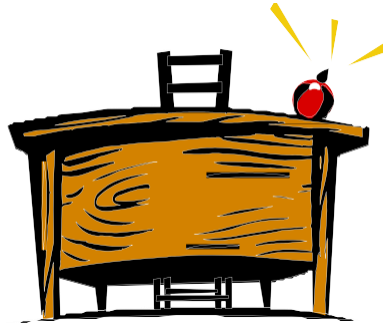
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# **INTRODUCTION**

## **SEQUOIA UNION HIGH SCHOOL DISTRICT**



Welcome to the Sequoia Union High School District!

Your service to our students will be invaluable as our regular teachers take needed time off for illness, conferences, or other responsibilities.

We hope that you will have a very enjoyable experience working with our staff and students at the various school sites. If you ever have any questions during an assignment, please feel free to ask the site secretary for guidance. Please note that procedures may vary between school sites and programs.

Take some time to review the Substitute Teacher Handbook for tips on classroom management, the District's vision, values and beliefs, and the content standards. This handbook will also provide you with pertinent information related to assignments.

Feel free to contact the Substitute Teacher Staffing Technician if you have questions or would like to offer any suggestions on ways to enhance your substituting experience in the District.

Thank you in advance for your future service with the Sequoia Union High School District.

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## **GETTING STARTED**

### **Receipt of Frontline Absence Management login ID and PIN**

After completing your new hire paperwork and meeting with the Substitute Teacher Staffing Technician, you will receive a Frontline Login Information email. This email will include your personalized login ID and personal identification number (PIN). Instructions on how to interact with the Absence Management substitute system will be summarized as well. A substitute system user guide is available online at [https://help.frontlinek12.com/Sub/Help/Substitute\\_help\\_guide.htm](https://help.frontlinek12.com/Sub/Help/Substitute_help_guide.htm)

*NOTE: You will receive an email invitation from Frontline to create a Frontline ID for accessing sub assignments. If you work for another district and already have a Frontline ID, you will be prompted on how to combine accounts.*

### **Mandated child abuse reporter & sexual harassment training**

All employees of the Sequoia Union High School District must complete annual child abuse reporter and sexual harassment trainings. Upon hire, substitutes will receive an email with a link to the online training modules. The training courses will vary from year to year and will typically take 30 minutes to 1 hour to complete at the substitute's leisure. Substitutes may begin to work before completing the required training; however, the training must be completed within 1 month from the substitute's hire date. If a substitute has completed such training for the current school year with another district, copies of the certificate of completion may be submitted in lieu of completing each training again.

### **Photo ID badges**

Upon hire, new substitutes will be issued a photo ID badge. The SUHSD will utilize substitute photo ID badges for the purposes of checking in for assignments and carrying out District business. Implementing the use of photo ID badges will also aid in improving safety and security on our campuses. Valid photo ID badges are required to be worn while on any campus during assignments. A new "valid" sticker will be issued by the site secretaries each semester to keep ID cards current. You may obtain your sticker when checking in for your first assignment of the new semester.

### **Pre-assignment list**

The pre-assignment list is an option for subs who like consistent work and want preferred assignments. If you opt to be added to this list, you will be pre-assigned to future jobs of your preference as they come up. The latest you will be pre-assigned to a job is 3:15 p.m. the day before an assignment, so be sure to maintain your availability in Absence Management. Notify the Substitute Teacher Staffing Technician if you would like to be added or removed from this list at any time.

*NOTE: You will still be able to view and accept assignments on your own through the system.*

## **ABSENCE MANAGEMENT SUBSTITUTE SYSTEM**

### **System call times**

The Absence Management system completes automated calls to substitutes for open assignments. The automated system's default call times are as follows:

Assignments the day of: 5:30 a.m. to 2:00 p.m.

Future assignments: 5:30 p.m. to 9:00 p.m.

*NOTE: You may edit the time of the automated calls to you by logging into Absence Management and selecting the "Preferences" tab.*

If a job for the day is not filled, the system may call you *after* the start time of the assignment. You may accept the job, however, you **MUST** call the site secretary to confirm that the assignment is still available (if you fail to call the site first and you arrive to the assignment to find that your services are not needed, you will not receive compensation). You will also need to call to notify the site secretary of your estimated time of arrival since the start time has passed. The time listed in the Absence Management system will be corrected to reflect your actual time of arrival.

### **Editing your availability**

The Absence Management system allows you to customize your availability by entering "Non Work Days." For days that you know you will be unavailable, you will need to enter them in Absence Management under the "Non Work Days" tab. You may enter specific dates and times as well as the reason for your non work day. It is important that your availability is maintained in this manner so that the system and the Substitute Teacher Staffing Technician do not call you. Please notify the Substitute Teacher Staffing Technician if you will be unavailable for an extended period of time.

### **Accepting and declining assignments**

The Absence Management system offers you phone, web, and mobile app services for finding and accepting jobs. Substitutes can call in to Absence Management toll-free at 1-800-942-3767, log in at [www.aesoponline.com](http://www.aesoponline.com), or use the [Frontline Education mobile app](#). Available jobs will appear in green on the calendar of your home screen in Absence Management when you first log in. After reviewing the details of the assignment, you may select "Reject" to decline and no longer see that assignment or you may select "Accept" to take the job. Carefully note the details, including the school site, date, start and end times, teacher name, and confirmation number. Feel free to contact the school secretary for any questions regarding the assignment.

### **Cancelling assignments**

You may cancel an assignment online or via phone up to 7:00 a.m. the day of the assignment. To cancel past this time, you must call the SITE to cancel for you. Leave a message with your full name and the details of the job you are cancelling. For multi-day assignments, you may cancel 1 day of the job up to 24 hours in advance.

## **SUBSTITUTE TEACHER EXPECTATIONS**

### **Reporting to an assignment**

*Arrive on time* – Late arrival may result in forfeiture of the assignment without notification or compensation. Please adhere to the start time listed in Absence Management. The **substitute report times listed in Absence Management are 15 minutes earlier than the class start time.** This will allow time for checking in with the site secretary, obtaining keys for the classroom, and reviewing the lesson plan. Immediately call the site secretary or Substitute Teacher Staffing Technician to provide notification if you are experiencing a delay in arriving on time. The time listed in Absence Management will be corrected to reflect your actual time of arrival.

*NOTE: If you see an assignment and it is past the start time, please call the school secretary to see if the job is still available. If so, give your estimated time of arrival if you'd like to accept the assignment.*

*Park in appropriate areas* – Ensure that you are in the appropriate parking area for the school site. Display your SUHSD substitute parking permit so that it is clearly visible on the dash of your vehicle. If you accept an assignment at Cañada, you will need to pick up a separate parking permit at the location or print out a copy if the teacher included it as an attachment to the job listing in Absence Management.

### **Completing an assignment**

*Remain on campus* – Remain on campus for the duration of your assignment. If an emergency arises, you must notify the site secretary before your departure. Your actual hours worked will be edited in the system and you will be paid accordingly.

*Be available* – You may be called upon to fill in for another class or complete other tasks for the site during your assignment time. You must be available to pick up the additional class or to complete the requested task for the school site. The site secretary should be able to get in contact with you at any time throughout the workday.

*NOTE: If you arrive to a site and your services are not needed, you must be available to go to another school site if there is a need. Refusal will result in no compensation for the day.*

*Leave notes* – To assist the regular teacher upon returning, leave a brief summary of how the day went and where you left off in the lesson plan. You may leave a physical written note or complete the electronic feedback in the Absence Management system.

*Clean up* – Leave the classroom in an orderly fashion. Ensure all books and supplies have been properly put away and that no litter remains on the floor. The teacher's desk should be left in its original condition. No items should be rearranged or taken from the teacher's desk or classroom.

*Check out* – Check out with the site secretary before you leave for the day. Return any keys and supplies to the office and ensure you are not leaving with any school property, including student work. Inquire with the site secretary about upcoming available assignments that you may pick up and she can assign you immediately.

## **Professionalism**

In order to maintain the most professional environment, please adhere to the following guidelines when substituting at the school sites:

1. Be on time to each class. The students will notice that you are prepared.
2. Remain in the classroom and never leave students unsupervised. Do not dismiss the students earlier than their scheduled release times.
3. Arrive in appropriate and neat attire. Avoid flip flops, tank tops, midriffs, and hats. Shorts are only appropriate for physical education classes.
4. Maintain a professional and positive attitude. A cheerful and cooperative demeanor toward staff and students will help your day run smoothly.
5. Be especially careful to adhere to the following:
  - a. Do not touch the students.
  - b. Do not use profanity, controversial, or inappropriate language, especially any that may be misconstrued as sexual harassment. Refrain from making any discriminating comments on the basis of race, sex, religion, political views, or disability, etc.
  - c. Do not criticize the regular classroom teacher.
  - d. Do not find fault with the school. Never make uncomplimentary comparisons between schools.
  - e. Do not discuss the grades of the students.
6. Use the lesson plans furnished by the teacher. The regular teacher will expect that the lesson plans were followed carefully and completely. It is important to follow the lesson plans to keep the students on track in their curriculum.
  - a. On occasion, lesson plans may not be available due to the unforeseen absence of the regular teacher. You may find it helpful to keep a file of emergency activities for such instances. You may also speak to the department chair regarding the curriculum. For a list of contacts, please ask the site secretary.
7. Refrain from conducting personal business during class time. The expectation is that you carry out the work of the regular teacher. Examples of such unacceptable behaviors are as follows:
  - a. Reading a newspaper, magazine, book, iPad, cell phone, laptop, etc.
  - b. Making personal calls on the school phone or your cell phone.
  - c. Using the internet for non-school related purposes.
8. Do not have anyone visit you while you are on duty as a Substitute Teacher. Principals have the right to refuse to let anyone see you while on campus.
9. Adhere to copyright laws at all times. This law is a mandate and is required to be followed in every school. Seek clarification from the media specialist or site secretary if necessary.
10. If assigned to a class where a student teacher is responsible for teaching the day's lesson, you will remain on duty in the classroom and are expected to assist.

## SCHOOL INFORMATION

### Important dates for 2022-2023 school year

First day of Middle College at Cañada	August 8
First day of school	August 17
Labor Day – No School	September 5
PD Day – No School (Except Cañada)	September 12
Indigenous Peoples Day – No School (Except Cañada)	October 10
Veterans’ Day – No School	November 11
Thanksgiving Break – No School	November 23 - November 25
Winter Break – No School	December 23 - January 6
PD Day – No School (Except Cañada)	January 9 & February 6
Martin Luther King, Jr. Holiday – No School	January 16
Mid-Winter Break – No School (Except Cañada)	February 20 - February 24
Spring Break – No School	April 10 - April 14
Memorial Day – No School	May 29
Graduation	June 9

### Non-comprehensive schools/programs

TRACE – Transition Resource for Adult Community Education. Special education program for traditional and non-traditional aged students with moderate to severe disabilities. Please note, Inclusion Aide/Paraprofessional II assignments at this site often require additional duties such as feeding and/or toileting of the student.

SPED – Satellite program under Special Education Department. Report to the District Office for such assignments.

Green Street Academy – Satellite Plus program under Special Education Department. East Palo Alto location.

Redwood High School – Continuation high school including 5th year Seniors.

East Palo Alto Academy – Small dependent charter school acquired in 2014.

Cañada Middle College – Program for SUHSD students at Cañada Community College. Classes typically run from 12:00 p.m. to 3:15 p.m.

### Teacher’s responsibility to the substitute

*Leave adequate lesson plans* – Should sudden illness prevent teachers from doing this, they should have emergency lesson plans on file with the site secretary. Lesson plans may be arranged by a fellow teacher to provide a good coordination between teachers, substitutes, and students. In many cases, the lesson plans could be emailed or attached to the job in Absence Management.

*Leave helpful information* – Information should be left that is pertinent to the planned class work and to assigned faculty duties if appropriate. Emergency numbers, class disciplinary procedures, and policies for hall passes should be left as well. Pre-established consequences for inappropriate behavior should also be noted.

*Seating chart* – If applicable, a seating chart will be provided. The seating chart may include marked names of students that would be reliable and helpful during your assignment.

*Specific notes* – Any significant information or special projects that may be in progress will be indicated.



## **Guidelines for student conduct**

All students who attend school in the Sequoia Union High School District have the right to the best and most appropriate high school education possible, including the safest, cleanest, and most orderly learning environment attainable.

Every person working within the Sequoia Union High School District, whether student or adult, has the right to the highest degree of respect.

All who enjoy the rights of citizenship in the Sequoia Union High School District have corresponding responsibilities. The responsibilities for each student are presented in this document in the form of rules for conduct in school. The rules are derived from board policies of the SUHSD Board of Education.

The rules governing the activity of students in the Sequoia Union High School District apply on all school property and apply at all school related events.

Therefore, we (Board members, Administrators, Teachers, Staff, Parents, and Community Members) expect students:

1. To abide by all of society's laws while at school.
2. To follow all directives and requests made by the school adults.
3. To attend school regularly.
4. To arrive at school and classes on time.
5. To follow their daily schedule.
6. To move through the corridors in an orderly fashion. Students are not to run, push, or shove.
7. Not to physically confront others.
8. To refrain from throwing objects of any kind.
9. Not to possess weapons of any kind.
10. Not to possess tobacco products, alcohol, or drugs of any kind.
11. Not to smoke or use tobacco products.
12. Not to use alcohol or drugs at school. Furthermore, students are not to come to school (or school events) under the influence of alcohol or drugs.
13. Not to possess matches, lighters, or other incendiary devices in school.
14. Not to engage in card trading, card-playing, or gambling of any kind.
15. Not to bring portable stereos to school for security reasons (loss, breakage).
16. To speak using only language which is appropriate and in good taste and act in ways accepted by our society.
17. To refrain from public displays of affection.
18. To dress in apparel that will not disrupt nor negatively affect the health and safety of the student.
19. Hats may be worn at the discretion of the supervisor.
20. To possess and consume food/drink in appropriate areas (cafeteria, home economics area, special classroom functions). Students are not to bring beverages in glass bottles to school. Opened drinks may not be stored in lockers during the day.
21. Those who have been granted the privilege to drive their automobiles to school must adhere to our high schools' "Rules Regulating Student Parking."

## **Emergency procedures**

Procedures for calling site secretary or District Office to notify of an emergency:

1. Call the school office or District Office, whichever applies.
2. Give your name and indicate that you are a substitute.
3. Give your extension number or phone number, whichever applies.
4. Give building and room number or other specific location if at a remote site.
5. Describe the condition clearly and accurately.
6. Do not hang up! Let the person you are speaking with end the conversation; other information may be needed.

Procedures that must be followed in every emergency or disaster:

1. All possible steps will be taken to ensure the safety of the pupils who attend our schools.
2. For all emergencies, the substitute is the authority in the classroom and must act as reason dictates. If time permits, the substitute will receive and follow the directions of the principal.
3. The substitute must stay with the students at all times.
4. The substitute will not release the students without direction from the principal.

Procedures in the event of an earthquake:

### *During an earthquake*

1. Stay inside the building. Do not evacuate.
2. Take shelter under tables, desks, in doorways, and similar places.
3. Keep away from overhead fixtures, windows, cabinets, and bookcases.
4. Assist any disabled persons in the area and find a safe place for them.
5. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines, and roadways.

### *After an earthquake*

1. Check for injuries, provide or seek first aid.
2. Check for safety hazards: fire, electrical, gas leaks, water supply, etc.
3. Do not use telephones or roadways unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed, remain calm, and help clean up.

## **Reporting personal injuries/accidents**

Work related injuries should be reported **IMMEDIATELY**. The site secretary will have you complete an incident report and workers' compensation paperwork if you opt to pursue that route. If you have a medical pre-designation form on file with the District Office, you will be able to see the doctor indicated on the form. Otherwise, you will be sent to a District approved workers' compensation physician if treatment is necessary.

## Site secretary contact and parking information

Substitutes must have a district parking permit when parking at any school site. Please ensure it is clearly displayed on the dash of your vehicle. For Cañada, please call to get a day permit or print one if it was attached to the assignment in Frontline.

**CAÑADA MIDDLE COLLEGE** (650) 306-3120  
4200 Farm Hill Blvd.  
Redwood City, Ca 94061

Print out or pick up parking pass for the day and park in designated lot.

**CARLMONT** (650) 595-0210  
1400 Alameda de Las Pulgas  
Belmont, Ca 94002  
**Contact:** Brenda Gildo x30021  
Backup: Sharon Bologna x30011

Volunteer/Visitor Parking

Enter from Belmont St to avoid student traffic.

**GREEN STREET** (650) 323-1985  
763 Green Street  
East Palo Alto, Ca 94303

Street parking.

**Contact:** Brenda Gildo x30021  
Backup: Sharon Bologna x30011

**EAST PALO ALTO ACADEMY** (650)  
839-8900 1050 Myrtle Street  
East Palo Alto, Ca 94303

Parking lot.

**Contact: David Duval x78045**  
Backup: Esmeralda Sanchez x78012

**MENLO-ATHERTON** (650) 322-5311  
555 Middlefield Road  
Atherton, Ca 94027

No parking in "Guest."

**Contact: Ofa Taimani x50113**  
Backup: Libia Bustamante x50111

**REDWOOD** (650) 298-8876  
1968 Old County Road  
Redwood City, Ca 94063

Street parking only.

Contact: **Linda Avalos x77335**  
Backup: Jacqueline "Nikki" Naranjo x77315

**SEQUOIA** (650) 367-9780  
1201 Brewster Avenue Redwood  
City, Ca 94062

James Street parking lot.

**Contact: Giulia Solari x60021**  
Backup: Susie Bass x60011

**SPED** (650) 369-1411  
480 James Avenue  
Redwood City, Ca 94062

Park in Sequoia's parking lot. Check in with District Office receptionist. Ask for Hannah Correa or Clare Chandler.

**Contact: Hannah Correa x22242**  
Backup: Clare Chandler x22401

**TIDE Academy** (650) 306-1755  
150 Jefferson Drive  
Menlo Park, Ca 94025

Street parking or parking lot.

**Contact: Mayra Buenrostro Torres x79011**  
Backup: Michelle Close x79040

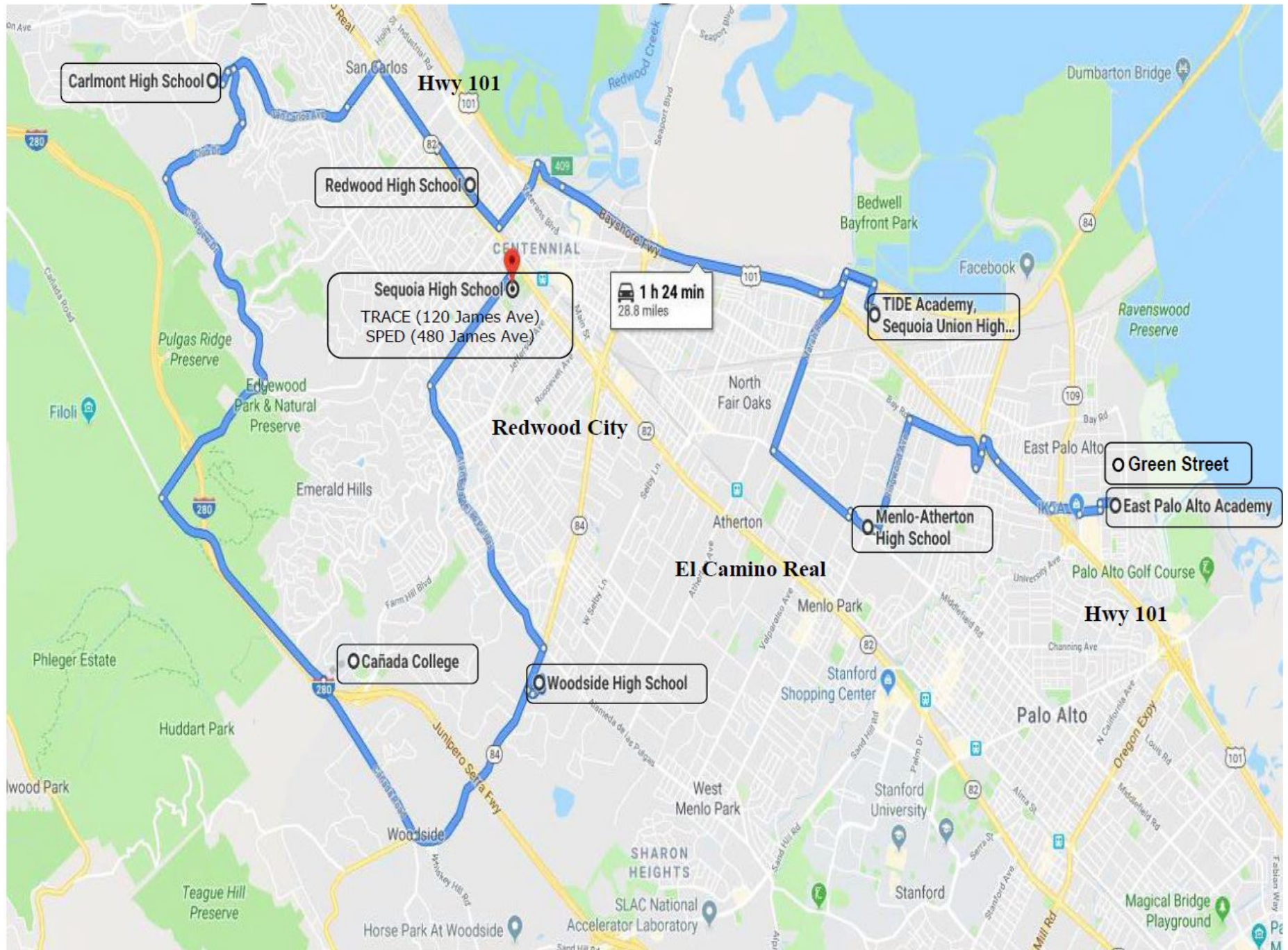
**TRACE** (650) 369-1411  
120 James Avenue  
Redwood City, Ca 94062  
**Contact: Maria Medina x22979**  
Backup: Hannah Correa x22242

Sequoia parking lot near tennis Courts. Walk down James Ave. towards El Camino Real to get to the TRACE portables.

**WOODSIDE** (650) 367-9750  
199 Churchill Avenue  
Woodside, Ca 94062  
**Contact: Denise Hines x40011**  
Backup: Lupe Flores-Robles x40021

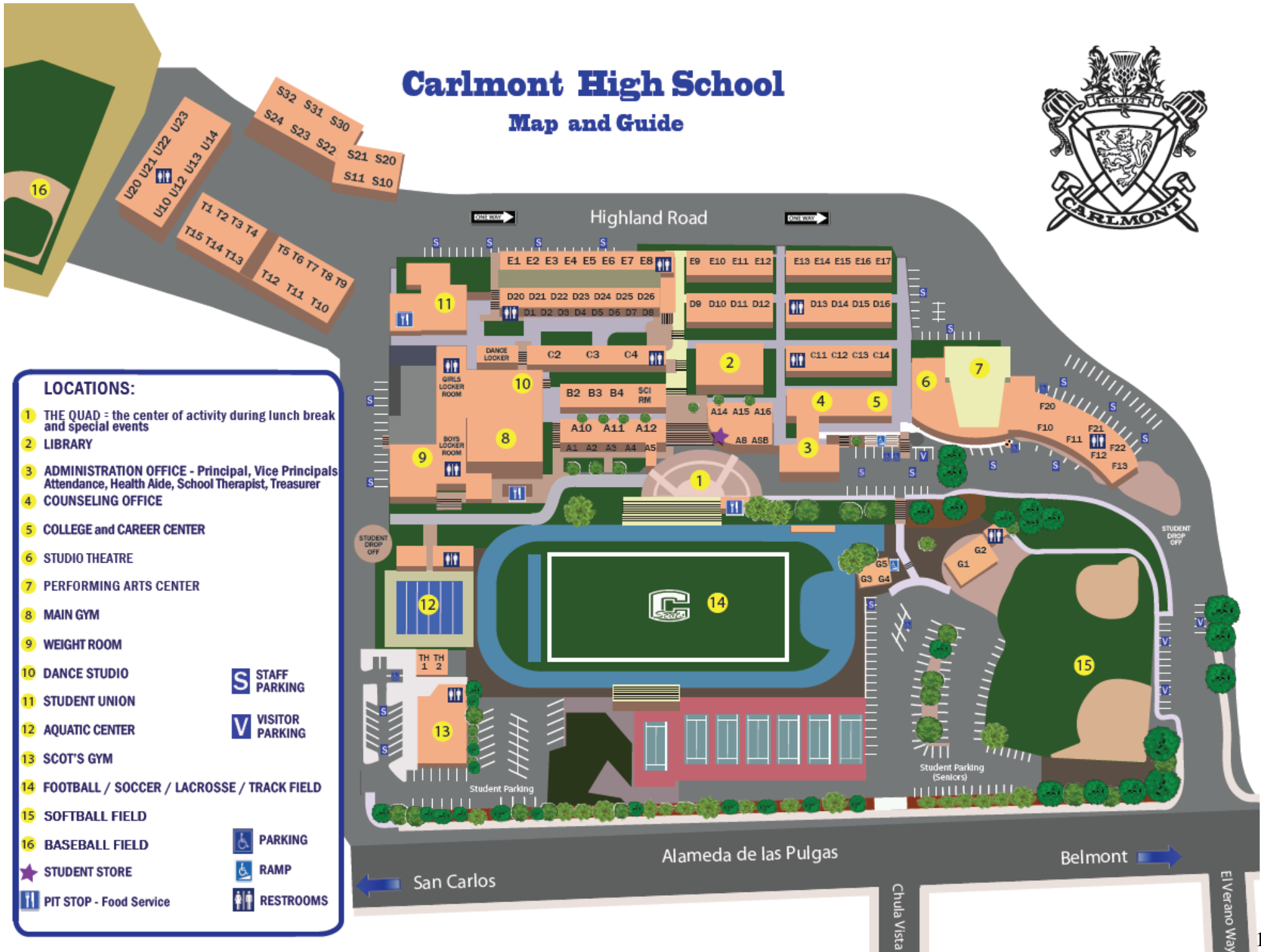
Woodside Rd faculty parking lot.

# Map of Sequoia Union High School District



# Carlmont High School

## Map and Guide



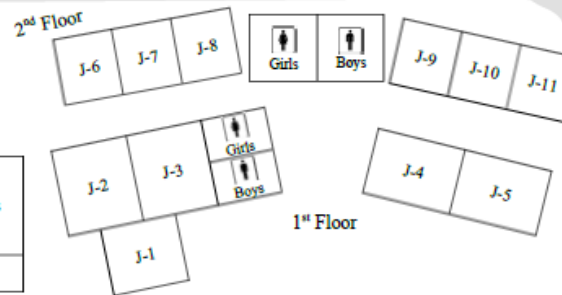
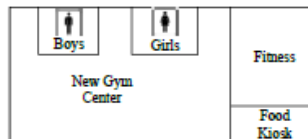
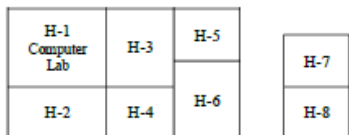
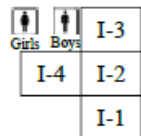
- LOCATIONS:**
- 1 THE QUAD = the center of activity during lunch break and special events
  - 2 LIBRARY
  - 3 ADMINISTRATION OFFICE - Principal, Vice Principals Attendance, Health Aide, School Therapist, Treasurer
  - 4 COUNSELING OFFICE
  - 5 COLLEGE and CAREER CENTER
  - 6 STUDIO THEATRE
  - 7 PERFORMING ARTS CENTER
  - 8 MAIN GYM
  - 9 WEIGHT ROOM
  - 10 DANCE STUDIO
  - 11 STUDENT UNION
  - 12 AQUATIC CENTER
  - 13 SCOT'S GYM
  - 14 FOOTBALL / SOCCER / LACROSSE / TRACK FIELD
  - 15 SOFTBALL FIELD
  - 16 BASEBALL FIELD
  - ★ STUDENT STORE
  - ☰ PIT STOP - Food Service
- S** STAFF PARKING  
**V** VISITOR PARKING  
**P** PARKING  
**R** RAMP  
**RR** RESTROOMS

# Woodside High School

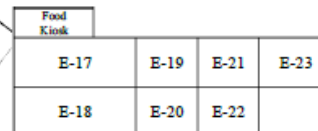
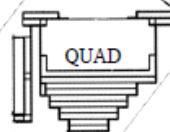
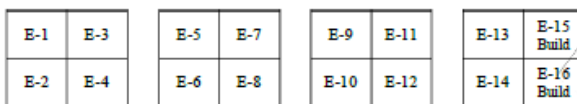
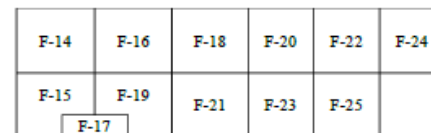
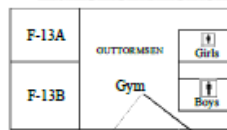
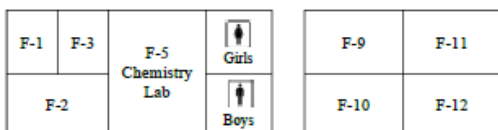
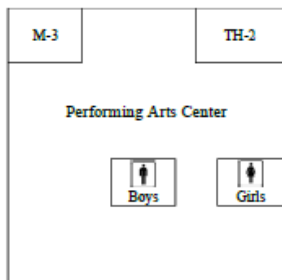
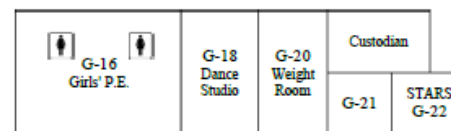
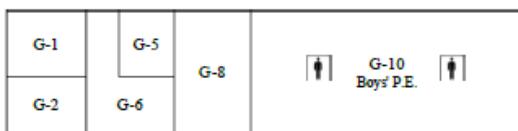
Woodside Road

Bradley Field

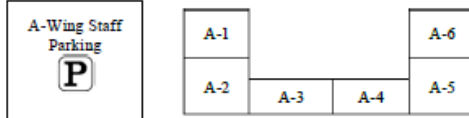
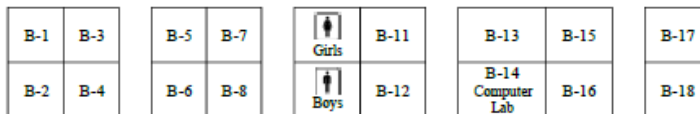
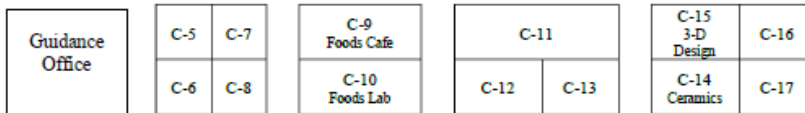
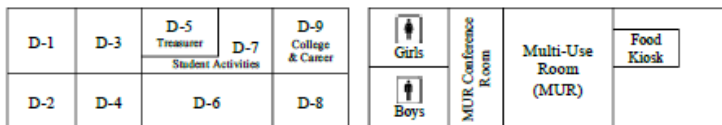
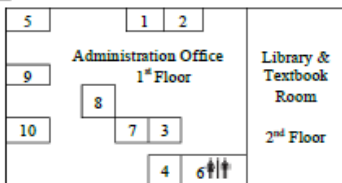
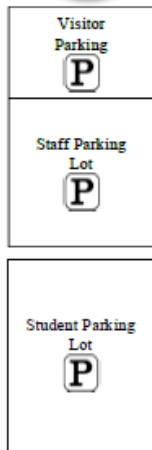
Faculty Lane



Food Kiosk



Drop Off Circle



## Administration Office Key

- 1- Principal's Office
- 2- IVP Office
- 3- AVP Office (Last Name A-L)
- 4- AVP Office (Last Name M-Z)
- 5- Attendance
- 6- Health Office
- 7- Athletic Director
- 8- Student Services
- 9- Aspirations Advocate
- 10- Campus Security

## Campus Map



Churchill Ave.

WHS Garden



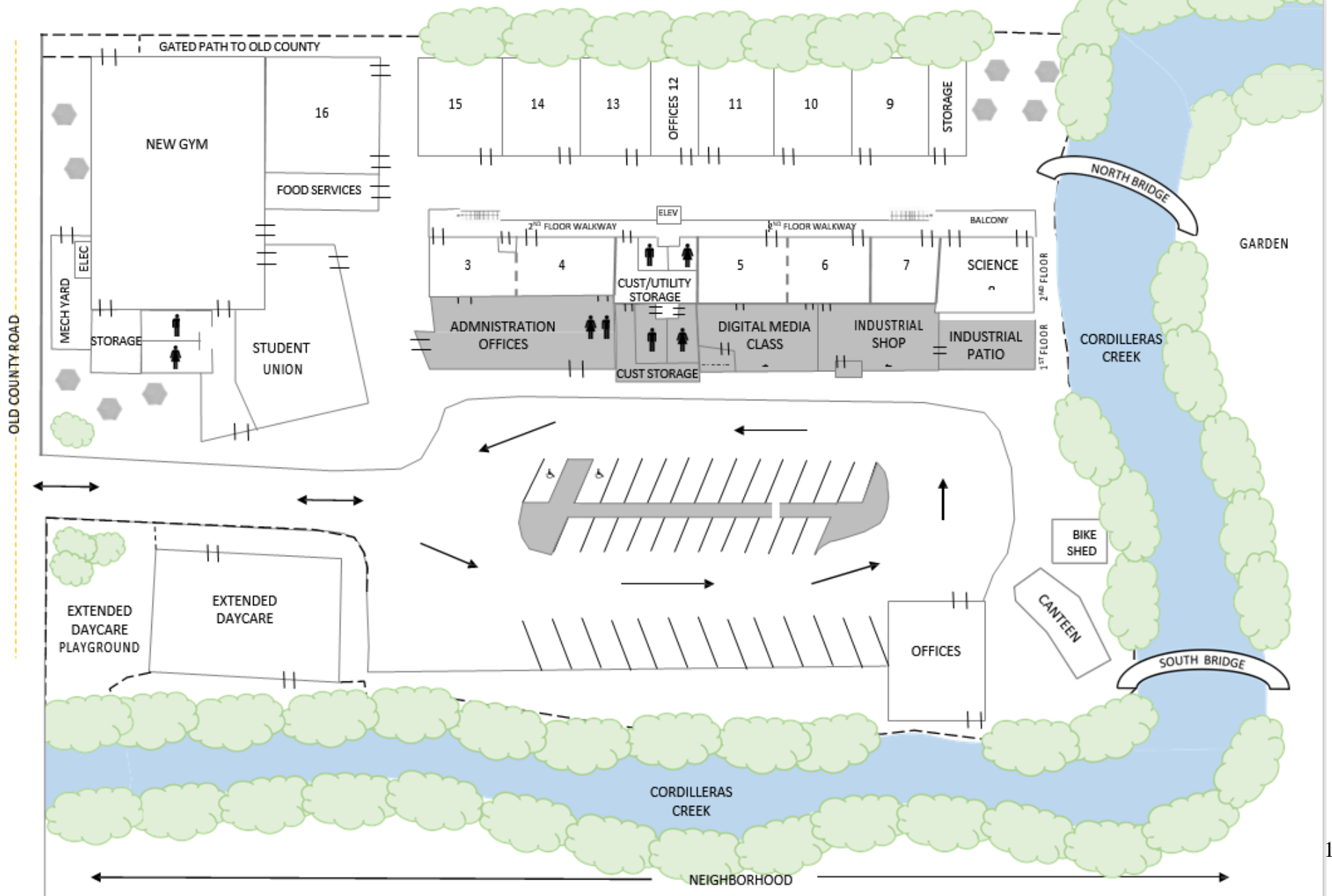
# REDWOOD HIGH SCHOOL

1968 OLD COUNTY ROAD, REDWOOD CITY, CA 94063

650-298-8879

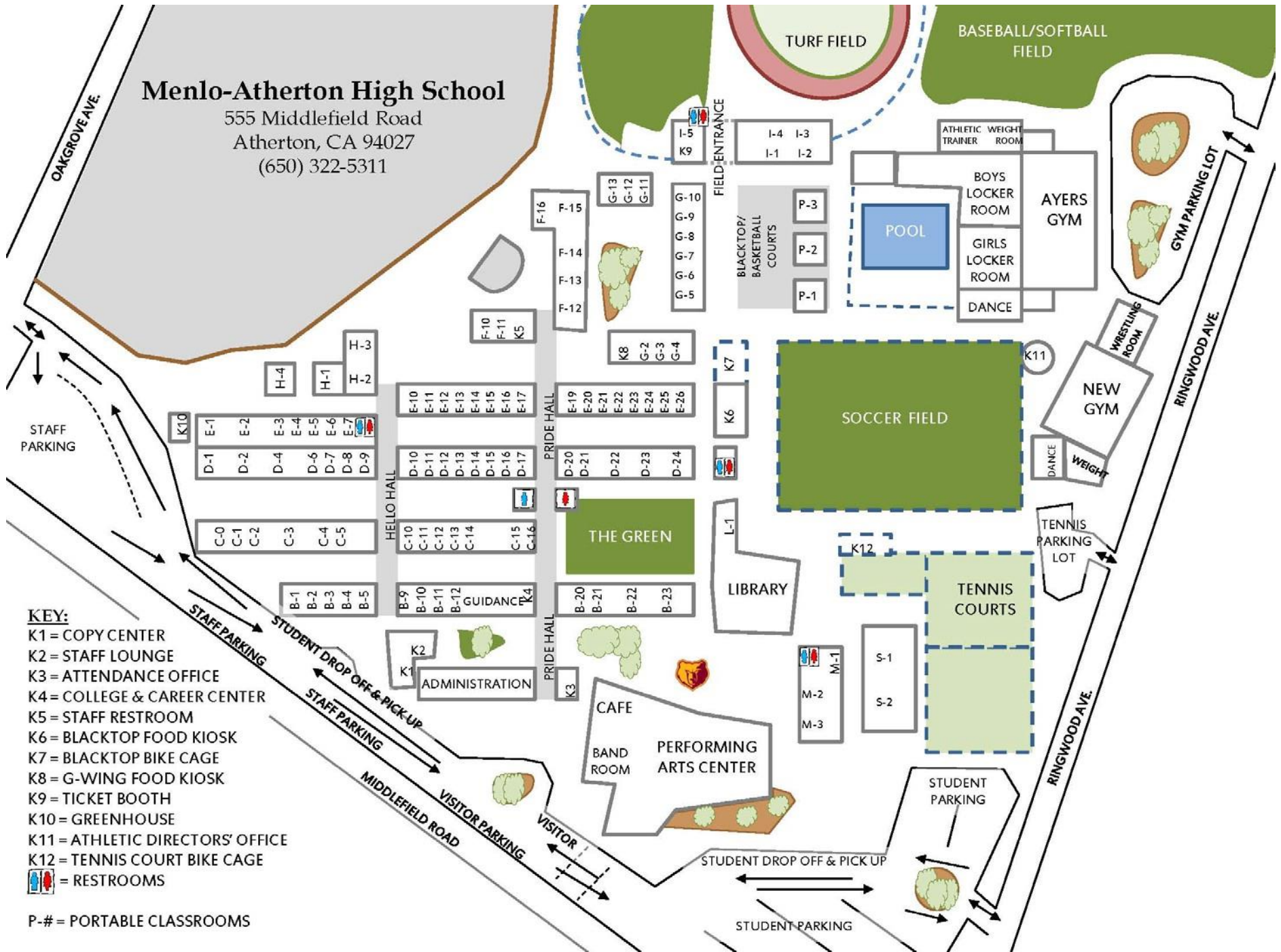
# CAMPUS MAP

2018-2019



# Menlo-Atherton High School

555 Middlefield Road  
Atherton, CA 94027  
(650) 322-5311



**KEY:**

- K1 = COPY CENTER
- K2 = STAFF LOUNGE
- K3 = ATTENDANCE OFFICE
- K4 = COLLEGE & CAREER CENTER
- K5 = STAFF RESTROOM
- K6 = BLACKTOP FOOD KIOSK
- K7 = BLACKTOP BIKE CAGE
- K8 = G-WING FOOD KIOSK
- K9 = TICKET BOOTH
- K10 = GREENHOUSE
- K11 = ATHLETIC DIRECTORS' OFFICE
- K12 = TENNIS COURT BIKE CAGE
- = RESTROOMS

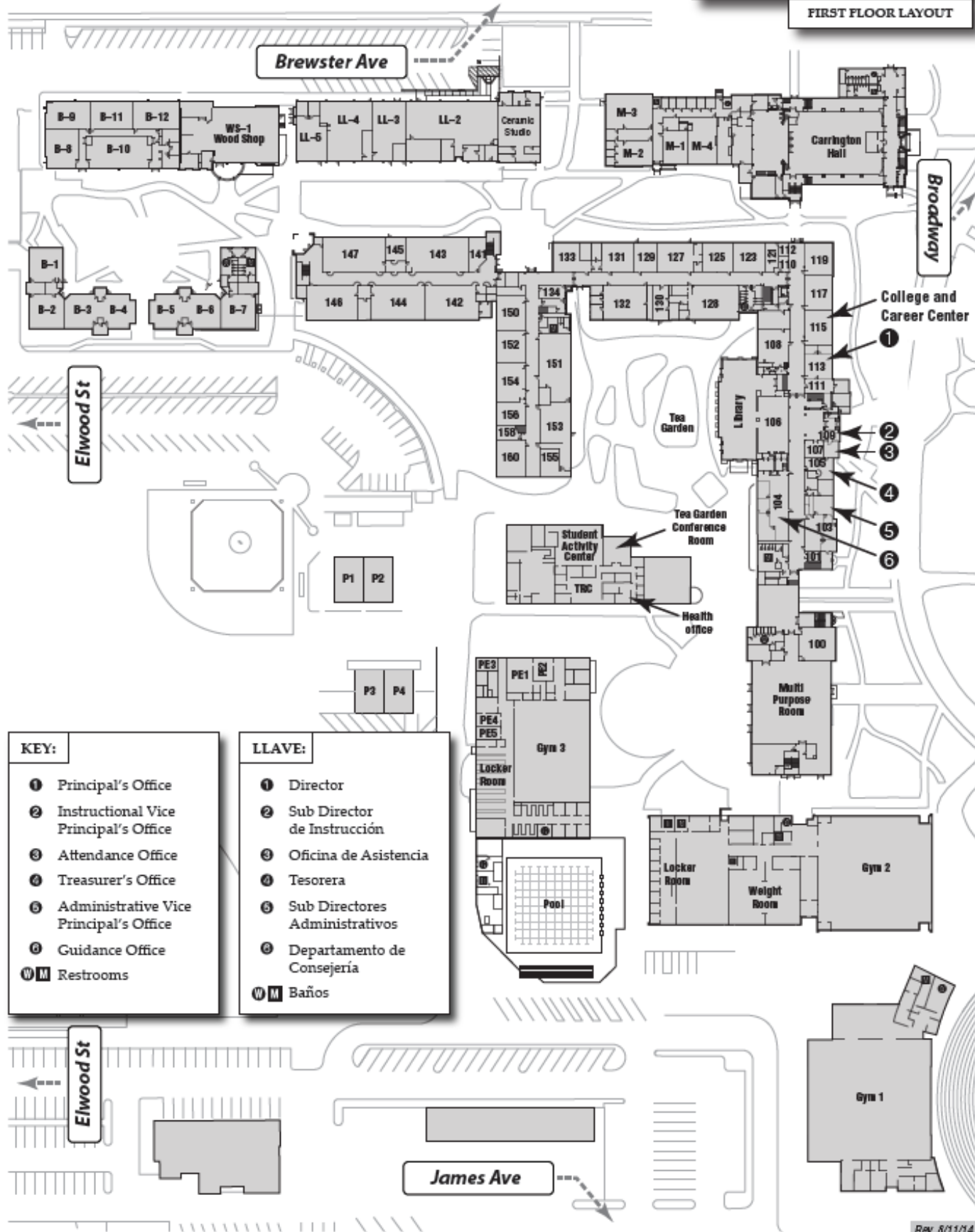
P-# = PORTABLE CLASSROOMS





# Sequoia High School

## FIRST FLOOR LAYOUT



**KEY:**

- ① Principal's Office
- ② Instructional Vice Principal's Office
- ③ Attendance Office
- ④ Treasurer's Office
- ⑤ Administrative Vice Principal's Office
- ⑥ Guidance Office
- W M Restrooms

**LLAVE:**

- ① Director
- ② Sub Director de Instrucción
- ③ Oficina de Asistencia
- ④ Tesorera
- ⑤ Sub Directores Administrativos
- ⑥ Departamento de Consejería
- W M Baños

Rev. 5/11/14

## **SUBSTITUTE TEACHER INFORMATION**

### **Employment notification**

Substitute Teachers are at-will employees and are not covered by any District contracts. The work of a Substitute Teacher is on-call on a day-to-day basis. Assignments are not guaranteed and can be cancelled or modified.

### **Salary and pay schedule**

*Pay periods* – Are always from the first to the last working day of the month.

**You will receive your paycheck the last working day of the following month.**

*Paychecks* – Will be mailed on the last working day of the month. Direct deposit is available and typically takes to 3 pay cycles to take effect. Must register for [Employee Self Service \(ESS\)](#) to receive paystubs if opting for direct deposit. Information may be found on the district's Accounting webpage.

*Inclusion Aide/Paraprofessional II assignment* – Inclusion Aide/Paraprofessional II assignments (one-on-one with a special needs student) are up to 6 hrs, **\$26.89/hr.**

*Regular rates* – **\$240/full day, \$120/half day.** A full day is defined as working over 3.75 hours in one day and a half day is defined as working 3.75 hours or less in one day, regardless of the number of assignments and locations, 30 minutes of lunch time excluded (deducted from time listed in Frontline Absence Management).

*SUHSD retired teachers* – SUHSD retirees who return to work as a substitute teacher will be paid at the rate of **\$280/full day, \$140/half day.**

*Long term assignment* – **\$260/full day, \$140/half day.** Established on the 15<sup>th</sup> consecutive day worked in the SAME assignment. Increased rate is then retroactive to the first day of the assignment. The long term rate will continue so long as there is not a break (sick time used will not result in a break) in the assignment. A break in the assignment will result in returning to the regular pay rate until another 15 consecutive days of the assignment are completed. Retro pay will apply again.

*Peak days* – **\$260/full day, \$140/half day.** Peak days typically coincide with PD days and release days. Notifications of these dates will be posted in Absence Management. This only applies to teaching assignments (not IA/Para II assignments).

*Site errors* – If a “site error” occurs, where a substitute arrives for their assignment, but their services are no longer needed at that site AND there are no other available assignments within the District, the substitute will be compensated for a **half day**, regardless of whether the original assignment was for a half day or a full day.

## *Deductions*

1. Income tax deductions will be made according to your Treasury W-4 Form.
2. State Teachers' Retirement System (STRS) deductions are made for all members in accordance with the California Ed Code. Substitutes who have never been members will have a choice to pick between STRS and Social Security. However, a substitute who works equivalent to 100 days or more within a fiscal year will automatically be enrolled into STRS. A substitute who is already a member contributes on all earnings.
3. Substitute Teachers can become members of the retirement system immediately by making arrangements through the Payroll office.
4. Retirees may earn up to \$50,655 in the 23-24 school year without exceeding the legal maximum set by STRS. Retired teachers do not contribute to the retirement system, but will be subject to payroll taxes for Social Security.

## **Paid sick leave**

*When does the new law take effect?* – The right to accrue and take sick leave under this law took effect July 1, 2015.

*SUHSD: To qualify, substitutes must be employed for 90 days and work at least 225 hours each fiscal year (July 1 through June 30).*

*If I qualify, how much paid sick leave am I entitled to take and be paid for?* – Starting July 1, 2015, employees will **earn** at least one hour of paid leave for every 30 hours worked. But employers can limit the amount of paid sick leave you can **take** in one year to 24 hours (three days).

*SUHSD: **Eligible** substitutes will have 3 days of sick leave per fiscal year. Unused time will NOT carry over to the next fiscal year.*

*What can I use sick leave for?* – You can take paid leave for you or a family member for preventive care or care of an existing health condition or for specified purposes if you are a victim of domestic violence, sexual assault, or stalking. Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling. Preventive care would include annual physicals or flu shots. For partial days, your employer can require you to take at least two hours of leave, but otherwise the determination of how much time is needed is left to the employee.

This information may be referenced at [http://www.dir.ca.gov/dlse/Paid\\_Sick\\_Leave.htm](http://www.dir.ca.gov/dlse/Paid_Sick_Leave.htm).

**For FAQs and procedures related to sick leave, go to:**

<https://www.seq.org/DEPARTMENTS/Human-Resources/General-Information/Substitutes/index.html>

## **Medical coverage options**

Substitutes who work an average of 30 hours or more per week for a full school year will be offered medical benefits for the following school year. Additionally, all substitutes may access information related to the Affordable Care Act at the following link <http://www.seq.org/documents/HR%20Subs/affordablecare.pdf>.

## **RENEWALS AND PERSONAL INFORMATION UPDATES**

### **Renewing tuberculosis (TB) clearance**

Substitutes must have a valid TB clearance on file for the duration of employment with the SUHSD. Substitute TB clearances are valid for four years from the date the results were read. To fulfill the TB clearance requirement, you may complete a TB Risk Assessment, TB skin test, or a TB blood test with your normal medical provider or local clinic. TB clearances must explicitly indicate that the patient tests negative for TB. If the patient tests positive, a letter from a medical provider indicating that the patient does not have active TB will suffice.

Employees often renew their TB clearance with [Concentra](#). The fee is typically around \$45 and they accept walk-ins. You will need to bring the "TB Risk Assessment" form with you if you choose to fulfill this requirement at Concentra. The [TB Risk Assessment form](#) may be found on the SUHSD Human Resources webpage. You may fax, email, mail, or hand deliver a copy of your results to the Substitute Teacher Staffing Technician at the District Office.

### **Renewing 30 day substitute permit**

Please renew your permit before the expiration date to prevent any disruption in your ability to continue subbing with our District. [The Absence Management system will prevent substitutes from viewing and working assignments if there is an expired permit on file.](#)

Please notify the Substitute Teacher Staffing Technician once you have completed the renewal process so that your Absence Management profile may be updated.

Instructions to renew:

1. [ctc.ca.gov](http://ctc.ca.gov)
2. Click "Renew Your Document"
3. Click "Educator Login " button
4. Login or create a new user ID and password
5. Review personal info and click "Next" button (bottom right)
6. Under Renew Your Document, select "Yes" in the drop box under Choose Yes to Renew (ensure you are renewing the correct document)
7. Click "Complete" button directly above
8. Answer questionnaire
9. After answering all questions, the payment page will come up to pay the associated fee, \$102.50
10. Email your receipt to the Substitute Teacher Staffing Technician

### **Updating personal information**

To notify Human Resources of a change in your personal information, including phone number, direct deposit information, address, etc., send an email to the Substitute Teacher Staffing Technician with the following information: full legal name, last four digits of your social security number, date of birth, and updated information. You will receive an email confirmation once updated.

## **Performance concerns**

The principal is responsible for the operation of the school and will determine the suitability of substitutes for their site. Principals should discuss performance concerns with substitutes prior to their departure; however, this may not always be possible. Therefore, when a principal submits a request to have a substitute removed from the active list at their particular school site, the following will occur:

1. Principal must submit request in writing to the HR department.
2. The Substitute Teacher Staffing Technician will obtain additional information from the site, if necessary.
3. The substitute will be restricted from viewing assignments at that school site only. Assignments at other sites will still be accessible. The District Office is not obligated to notify a substitute that they have been restricted from a school site.
4. If a substitute wishes to discuss the reason for their restriction(s), they may contact the Administrative Assistant of HR to schedule a meeting with the Assistant Superintendent of HR at (650) 369-1411 x22223.
5. If a substitute is alleged to have inappropriately touched or abused a child, the case will be reported to School Police. School Police will conduct an investigation and report the findings to the Division of Human Resources who will place the substitute on inactive status.

The work of a substitute teacher is subject to evaluation and report by principals, department heads, and teachers of the schools in which the substitute serves. As long as these reports are satisfactory, the substitute's services will be retained.

In the event that several concerns or one major offense are documented, a substitute may be deemed ineligible to substitute in the District and a formal release letter will be sent to the substitute. Terminations are non-negotiable and terminated substitutes are not eligible to reapply.

## **Inactive substitutes**

Substitutes have the flexibility to create their own work schedules and work as little or as much as desired. However, it is the district's expectation that substitutes **work at least one assignment every three months**. Substitutes who do not complete assignments for three consecutive months will become inactive. An "inactive substitute" email will be sent to the substitute as notification.

The substitute's Absence Management account will be inactive until the substitute contacts the Substitute Teacher Staffing Technician to reactivate the account. Then, in order to remain active on the substitute roster, the substitute must work at least one assignment within the first month of reactivation. Substitutes who do not contact the Substitute Teacher Staffing Technician to be reactivated will be terminated from the District at the end of the school year. An official release letter will be mailed to the substitute. This substitute is eligible to reapply.

## **SUBSTITUTE TEACHER TIPS**

### **Classroom management tips**

The initial impact of the substitute teacher is the key factor in successful classroom management. Self-confidence, resilience, initiative, and resourcefulness are some necessary prerequisites. Follow these tips to assist with successfully managing the class.

1. Start the day out quickly, firmly, concisely. Be pleasant. Appear confident. Your first words and actions usually go a long way to set the day's discipline. Be firm, but fair.
2. You are legally responsible for the students' safety. While on campus, students are NOT to be left unattended at any time. Do not release a student to anyone without approval from the parent and/or office.
3. Maintain established routines as much as possible. Try to hold to time schedules.
4. Have students who seek attention help you— even the smallest tasks can put them on your side.
5. With any group, smile, be friendly, show enthusiasm, and be positive. Try to see that every student experiences some success or praise.
6. Solve problems “on the spot.” Never degrade students, but do handle problem situations when they occur.
7. Deal with the individual student, not the group, when corrections are necessary. Have all the facts. Listen to both sides of a story. Focus attention on the problem. Give the student the benefit of the doubt.
8. As a professional, maintain the use of conservative, non-controversial, acceptable language when in the classroom. The use of foul, vulgar, or sexually suggestive language creates a potentially volatile situation for the students as well as the teacher.
9. The only time it is legal to physically restrain a student is when you determine the student will injure his/herself or others. The amount of restraint that can be applied is the absolute minimum to control the situation. Once order is maintained, immediately report the matter to the principal or site secretary.
10. The dress code prohibits students from wearing clothes that may reasonably be defined as gang-related apparel. This is apparel that, if worn or displayed on a site/school campus, could reasonably be determined to threaten the health and safety of the school environment. Any attire/paraphernalia/symbol that displays a logo or other message relating to alcohol, tobacco drugs, or gangs may not be worn. Students must wear clothing that covers the body.
11. Students must remain on campus for the entire school day. They do not leave campus during the break(s) or at lunch.

## **Classroom discipline tips**

Discipline is based on mutual understanding through honest and open communication. Use the following points to guide you if disciplining a student becomes necessary.

1. Do not threaten students with a consequence unless you plan to follow through.
2. The goal of discipline is to help students build their own self-control. Discipline techniques must be positive and rely on a problem-solving approach. It is important to be patient and consistent.
3. Discipline problems tend to be minimized in a classroom where the substitute is prepared, organized, adaptable, and demonstrates understanding.
4. Retaining student attention can be a challenge; however, the manner of presentation can make a difference.
5. District policy does not permit corporal punishment.
6. If serious discipline problems arise and you are unable to solve the problem, contact the principal or site secretary **IMMEDIATELY**.
7. When speaking to a student, do not get in their personal space.
8. Encourage students to think of alternative solutions to the conflict. Help the student see the consequences of his/her actions. Do not get into a power struggle with the student. Attempt to give the student(s) options, which will allow him/her to maintain dignity.
9. Remind students of the rules. Help them to understand why their behavior may not be acceptable. Use words that a student can understand and be consistent.
10. Reward good behavior. Praise behavior that you like. Again, tell the student what you want instead of what you don't want.
11. Be a positive role model. Students learn by example.
12. It is appropriate to disapprove of a student's behavior, but never the student. You may say, "That is not a good thing to do," but never, "You are not a good person."



# **Sequoia Union HSD**

## **Administrative Regulation**

### **Drug And Alcohol Free Workplace**

AR 4020  
**Personnel**

#### Smoking on School Premises

The policy of Sequoia Union High School District is that all individuals are prohibited from using tobacco products on district property, in district vehicles, and at school sponsored events held off district property. This policy also applies to community sponsored events held on district property.

Enforcement of the policy will be as follows for staff:

Staff who violate the policy will be dealt with in accordance with board policies for discipline, suspension or dismissal of certificated and of classified staff members.

Regulation      SEQUOIA UNION HIGH SCHOOL DISTRICT  
approved: December 10, 1997 Redwood City, California

# Sequoia Union HSD

## Board Policy

### Drug Free Workplace

BP 4020

#### Personnel

In compliance with the Drug-Free Workplace Act of 1988, the Board of Trustees has adopted the following substance use/abuse policy:

The unlawful manufacturing, distribution, dispensation, possession or use of any alcoholic beverage, drug, or controlled substance (as defined in 21 USC 81) at any of the work sites in the District is strictly prohibited. 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. 4112.41/4212.41/4312.41 - Employee Drug Testing)

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

Employees violating this policy will be subject to disciplinary action as provided by Board policy and the Education Code.

As a condition of continued employment with the Sequoia District, employees must abide by this policy and report to the Superintendent or designee, within five days of conviction, any criminal convictions for drug-related activity in the workplace. (41 USC 702)

The personnel office will have available, for any employee requesting it, literature regarding the dangers of drug use and abuse in the workplace. Employees who wish assistance may request a meeting with any staff member of the personnel office as provided in the administrative regulations accompanying this policy. At the employee's request, the district will provide referrals to outside professional counselors and programs for diagnosis and therapy.

A copy of the District's drug-free workplace policy shall be given to all employees in the District. (Government code 8355; 41 USC 702)

#### Smoking on School Premises

Research has demonstrated the health hazards of the use of tobacco products and the breathing of second-hand smoke by non-tobacco users. It is the responsibility of the District and its employees to demonstrate and teach acceptable health principles to students. Therefore, the Sequoia Union High School District Board of Trustees, in the best interest of the health and safety of students, employees, and the general public, bans completely the use of tobacco products throughout the district buildings, grounds and vehicles. (This ban also applies to all meetings, events, and activities sponsored by community groups held in district facilities.)

This prohibition shall also apply to school-sponsored events held off district property. These activities would include, but not be limited to, field trips, athletic events, and dances.

The District shall also provide a list of clinics and community resources which may assist employees who want to stop using tobacco products.

(cf. 5131.6 - Alcohol and other Drugs)

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 SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

revised: April 21, 2010

# Sequoia Union HSD

## Board Policy

### Sexual Harassment

BP 4119.11

#### Personnel

The District is committed to providing a work and educational environment free of unlawful harassment. The District maintains a strict personnel policy prohibiting sexual harassment and harassment of employees because of race, religious creed, color, national origin, ancestry, physical handicap, medical conditions, marital status, sexual orientation, age or any other basis protected by federal, state or local law, ordinance or regulation. All such harassment is unlawful. Irrespective of law, the District believes that all such harassment is offensive. The District's anti-harassment policy applies to all persons involved in the operations of the District and prohibits unlawful harassment by any District student or any employee of the District, including management, supervisors, certificated employees, classified employees, and co-workers. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Sexual harassment is defined in Education Code Section 212.5.

The Board of Trustees prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

Violation of this policy may result in discipline, which may include discharge, depending on the seriousness of the violation.

Employees or job applicants who believe they are being harassed because of their gender, race, ancestry or other protected basis, or who have knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, should follow the procedure outlined in administrative regulation.

#### 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

[7287.8](#) Retaliation

[7288.0](#) Sexual harassment training and education

##### 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

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

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>

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

revised: December 9, 2009

# Sequoia Union HSD

## Administrative Regulation

### Sexual Harassment

AR 5145.7  
**Students**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.
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 school.

Other types of conduct which are prohibited in the District and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions
2. Sexual slurs, leering, 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. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements
9. Limiting a student's access to educational tools
10. Displaying sexually suggestive objects

## Notifications

A copy of the District's sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code 48980) (cf. 5145.6 - Parental Notifications)
2. Be displayed in a prominent location near each school principal's office. (Education Code 212.6)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. (Education Code 212.6)
4. Appear in any school or district publication that sets forth the school or District's comprehensive rules, regulations, procedures and standards of conduct. (Education Code 212.6)
5. Be provided to employees and employee organizations.

## Enforcement

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing staff in-service and student instruction or counseling
3. Notifying parents/guardians
4. Notifying child protective services
5. Taking appropriate disciplinary action

The Superintendent or designee shall investigate all complaints of sexual harassment thoroughly in accordance with board policy and regulation. This investigation shall include talking with the complainant, the alleged harasser, any other witnesses, and any other persons who may be mentioned as possessing information. The Superintendent or designee shall document all investigations and shall inform the complainant, as well as the alleged harasser, of the decision regarding any complaint.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Persons found to have knowingly made false allegations of sexual harassment shall be subject to disciplinary action. Persons submitting an unsubstantiated good faith complaint or report of sexual harassment shall not be subject to disciplinary action.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT  
approved: December 10, 1997 Redwood City, California

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

## **SEXUAL HARASSMENT IS FORBIDDEN BY LAW**

Sexual harassment in employment violates the provisions of the Fair Employment and Housing Act, specifically Government Code Sections 12940(a), (h), and (I).

### **EMPLOYER OBLIGATIONS**

- Employers must take all reasonable steps to prevent discrimination and harassment from occurring.
- Employers must act to ensure a workplace free from sexual harassment by posting in the workplace a poster made available by the Department of Fair Employment and Housing.
- Employers must act to ensure a workplace free from sexual harassment by distributing to employees an information sheet on sexual harassment. An employer may either distribute this brochure (DFEH-185) or develop an equivalent document, which must meet the requirements of Government Code Section 12950 (b).

### **DEFINITION OF SEXUAL HARASSMENT**

The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances, or visual or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser; the following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: making or using derogatory comments, epithets, slurs, and jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe and individual, suggestive or obscene letters, notes of invitations.
- Physical conduct: touching, assault, impeding or blocking movements.

### **EMPLOYER LIABILITY**

All employers are covered by the harassment section of the Fair Employment and Housing Act. If harassment occurs, the employer is liable even if management was not aware of the harassment. An employer might avoid liability if the harasser is a rank and file employee and if there was a program to prevent harassment. The harasser, as well as any management representative who knew about the harassment and condoned or ratified it, can be held personally liable for damages.

Additionally, Government Code section 12940(I) requires an entity to take "all reasonable steps to prevent harassment from occurring." If an employer has failed to take such preventive measures, then an employer can be held liable for the harassment.

An act of harassment, by itself, is an unlawful act. A victim may be entitled to damages even though no employment opportunity has been denied and there is no actual loss of pay or benefits.



## **TYPICAL SEXUAL HARASSMENT CASES**

The three most common types of sexual harassment complaints filed with the Department are:

- An employee is fired or denied a job or an employment benefit because he/she refused to grant sexual favors or because he/she complained about harassment. (Retaliation for complaining about harassment is illegal, even if it cannot be demonstrated that the harassment actually occurred.)
- An employee quits because he/she can no longer tolerate an offensive work environment. (Referred to as a “constructive discharge” harassment case.) If it is proven that a reasonable person, under like conditions, would resign to escape the harassment, the employer may be held responsible for the resignation as if the employee had been discharged.
- An employee is exposed to an offensive work environment. Exposure to various kinds of behavior or to unwanted sexual advances alone may constitute harassment.

## **HOW THE LAW IS ENFORCED**

Employees or job applicants who believe that they have been sexually harassed may, within one year of the harassment, file a complaint of discrimination with the California Department of Fair Employment and Housing. The Department serves as a neutral fact finder and attempts to help the parties voluntarily resolve disputes. If the Department finds evidence of sexual harassment and settlement efforts fail, the Department may file a formal accusation against the employer and the harasser. The accusation will lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed on the complainant’s behalf by the Department. If the Commission finds the harassment occurred, it can order remedies, including up to \$50,000 in fines or damages for emotional distress from each employer or harasser charged. In addition, the Commission may order hiring or reinstatement, back pay, promotion, and changes in the policies or practices of the involved employer. A court may order unlimited damages.

## **PREVENTING SEXUAL HARASSMENT**

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way to avoid or limit damages if harassment should occur despite preventive efforts.

## **COMPLAINT PROCEDURE**

An employer should take immediate and appropriate action when he/she knows, or should have known, that sexual harassment has occurred. An employer must take effective action to stop any further harassment and to ameliorate any effects of the harassment. To those ends, the employer’s policy should include provisions to:

- Fully inform complainant of his/her rights and any obligations to secure those rights.
- Fully and effectively investigate. It must be immediate, thorough, objective and complete. All those with information on the matter should be interviewed. A determination must be made and the results communicated to the complainant, to the alleged harasser, and, as appropriate, to all others directly concerned.
- If proven, there must be prompt and effective remedial action. First, appropriate action must be taken against the harasser and communicated to the complainant. Second, steps must be taken to prevent any further harassment. Third, appropriate action must be taken to remedy the complainant’s loss, if any.

## **TRAINING OF ALL INDIVIDUALS IN THE WORKPLACE:**

All employees must receive from their employers a copy of this pamphlet (DFEH-185) or an equivalent document. Any person may duplicate this brochure in any amount.

All employees should be made aware of the seriousness of violations of the sexual harassment policy. Supervisory personnel should be educated about their specific responsibilities. Rank and file employees should be cautioned against using peer pressure to discourage harassment victims from using the internal grievance procedure.

**STATE OF CALIFORNIA**  
**The Department of Fair**  
**Employment and Housing**

For more information, contact your nearest Fair Employment and Housing office.

**BAKERSFIELD**

1001 Tower Way, #250  
Bakersfield, CA 93309-1586  
(850) 395-2728

**LOS ANGELES**

322 West First Street, #2126  
Los Angeles, CA 90012-3112  
(213) 897-1997

**SACRAMENTO**

2000 "O" Street, #120  
Sacramento, CA 95814-5212  
(916) 445-9918

**SAN DIEGO**

110 West "C" Street, #1702  
San Diego, CA 92010-3901  
(619) 237-7405

**SAN JOSE**

111 North Market Street, #810  
San Jose, CA 95113-1102  
(408) 277-1264

**VENTURA**

5720 Ralston Street, #302  
Ventura, CA 93003-6081  
(805) 654-4513

**FRESNO**

1900 Mariposa Mall, Suite 130  
Fresno, CA 93721-2504  
(209) 445-5373

**OAKLAND**

1330 Broadway, #1326  
Oakland, CA 94612-2512  
(510) 286-4095

**SAN BERNARDINO**

1845 S. Business Center Dr., #127  
San Bernardino, CA 92408-3426  
(909) 383-4700

**SAN FRANCISCO**

30 Van Ness Avenue, Suite 3000  
San Francisco, CA 94102-6073  
(415) 557-2005

**SANTA ANA**

28 Civic Center Plaza, #538  
Santa Ana, CA 92701-4010  
(714) 558-4159

**TDD NUMBERS**

LOS ANGELES (213) 897-2840  
SACRAMENTO (916) 324-1678)

**SEQUOIA UNION HIGH SCHOOL DISTRICT**

**HUMAN RESOURCES AND PROFESSIONAL DEVELOPMENT**

**TO:** All District Employees

**FROM:** Assistant Superintendent of Human Resources

**SUBJECT:** Methods to Prevent Exposure to AIDS and Hepatitis B

Legislation requires school districts to notify their employees annually about appropriate methods to prevent exposure to both AIDS and hepatitis B. Attached is the required notification.

## **WHAT IS HEPATITIS B?**

Hepatitis B is an infection of the liver caused by a virus present in blood and other body fluids of infected persons. Less than 50 percent of persons who become infected show symptoms of illness. The symptoms are like those of hepatitis A and include fatigue, mild fever, muscle or joint aches, nausea, vomiting, loss of appetite, and abdominal pain. In some patients the urine turns dark and the skin becomes yellow. The onset of symptoms may appear 6 weeks to 6 months after becoming infected with the virus. Death is uncommon in hepatitis B, but 5 to 10 percent of those infected become long-term virus carriers. Up to 25 percent of carriers may develop serious chronic liver disease.

## **HOW IS HEPATITIS B SPREAD?**

An infected person can transmit hepatitis B as long as the virus remains in the blood. Transmission may occur as early as 4 weeks before any symptoms occur. A small number of people will carry the virus in their blood for years and are known as chronic carriers. Hepatitis B is transmitted by:

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

## **WHAT IS AIDS/HIV INFECTION?**

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

## **HOW IS HIV SPREAD?**

Everyone infected with HIV, even a person without apparent symptoms, is capable of transmitting the infection. HIV infection is transmitted by:

- 1) Sexual activity involving semen, blood, or vaginal secretions of someone who is infected;
- 2) Receiving blood transfusions or blood products from someone who is infected (a screening test has been used since 1985 that has reduced the risk to 1 in 68,000 in California);
- 3) Sharing intravenous (IV) needles and/or syringes with someone who is infected;
- 4) Direct contact of infected blood with broken skin (e.g. cuts);
- 5) Penetrating the skin with needles that have been used to inject and infected person;
- 6) Being born to an infected mother.