

**RED BLUFF JOINT UNION HIGH SCHOOL
DISTRICT
EMPLOYEE HANDBOOK
2026-27**



Todd A. Brose, Superintendent
Red Bluff Joint Union High School District
1525 Douglass Street
Red Bluff, CA 96080

Board Approved

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The Red Bluff Joint Union High School District is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. (Title VI, Title IX, and Section 504 Vocational Rehabilitation)

Every Student. Every Opportunity.

Through the Spartan Experience.

Every Student Deserves Every Opportunity.

Those five words shape our decisions, our priorities, and our commitment to students. We believe a student's future should never be determined by where they live, their background, or the obstacles they may face. Every student deserves access to exceptional teaching, rigorous academics, career pathways, extracurricular opportunities, caring adults, and the support needed to reach their full potential.

We call this the **Spartan Experience**.

Excellence in Learning

We are committed to providing rigorous and engaging learning experiences that prepare students for an ever-changing world. Through Advanced Placement courses, Career Technical Education pathways, dual enrollment opportunities, agriculture, visual and performing arts, intervention programs, and innovative instructional practices, students are empowered to discover their strengths and pursue their goals with confidence.

Relationships Matter

We know that students learn best when they feel connected, supported, and valued. Positive relationships are at the heart of everything we do. Our staff works intentionally to build meaningful connections with students and families while fostering a safe, welcoming, and inclusive environment where every student feels a true sense of belonging.

Opportunity Without Limits

We are proud to serve a rural community, and we firmly believe our students deserve the same opportunities as students anywhere in California. Through partnerships with local businesses, first responders, higher education, community organizations, and industry leaders, we continue to expand opportunities that prepare students for success while honoring the values and traditions that make Red Bluff unique.

Preparing Students for Life

Success after high school looks different for every student. Whether our graduates pursue college, technical training, apprenticeships, military service, or enter the workforce, our goal remains the same—to ensure every student leaves RBJUHS with the knowledge, skills, character, and confidence to lead a meaningful and productive life. None of this happens without the unwavering support of our families, Board of Trustees, community partners, and dedicated employees. Together, we are creating opportunities that allow every student to succeed while preserving the pride, tradition, and spirit that have defined Red Bluff High School for more than 100 years.

REFERENCE & COMMUNICATION

RBHS SCHOOL CALENDAR

July 2026						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

First Semester

First Day of School - Full Day	8/12/2026
First Six Week Session Ends	9/18/2026
Second Six Week Session Ends	10/30/2026
Semester Ends	12/18/2026

January 2027						
Su	M	T	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
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August 2026						
Su	M	T	W	Th	F	Sa
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30	31					

Second Semester

Full Instructional Day	1/5/2027
First Six Week Session Ends	2/12/2027
Second Six Week Session Ends	4/9/2027
Semester Ends	6/3/2027

February 2027						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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September 2026						
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March 2027						
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October 2026						
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April 2027						
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November 2026						
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29	30					

180 Total Instructional Days

	First & Last Day/Minimum Day
	Legal and Local Holidays
	Non-instructional Days
	Staff In-service Days
	Teacher Duty Days
	CSEA Holiday
	Finals (12:40 p.m. Dismissal)
	Minimum Days (1:19 p.m.)
	Finals (3:12 p.m. Dismissal)
	HC Rally (12:40 p.m. Dismissal)

May 2027						
Su	M	T	W	Th	F	Sa
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December 2026						
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June 2027						
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Board Adopted 2.12.2026

SHS SCHOOL CALENDAR

July 2026						
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First Semester

First Day of School - Minimum Day	8/12/2026
End of Session 1	9/18/2026
End of Session 2	10/30/2026
End of Session 3	12/18/2026

January 2027						
Su	M	T	W	Th	F	Sa
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August 2026						
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Second Semester

First Day of School - Minimum Day	1/5/2027
End of Session 4	2/12/2027
End of Session 5	4/9/2027
End of Session 6	6/3/2027

February 2027						
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September 2026						
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October 2026						
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November 2026						
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December 2026						
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180 Total Instructional Days

	First & Last Day/Minimum Day
	Legal and Local Holidays
	Non-instructional Days
	Staff In-service Days
	Teacher Duty Days
	CSEA Holiday
	Minimum Days (12:35 p.m.)
	SHS Graduation/Minimum Day
	ISP Graduation/Minimum Day



March 2027						
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April 2027						
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May 2027						
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June 2027						
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27	28	29	30			

Board Adopted 3.19.2026

Minimum Day Wednesdays
2026-2027 Schedule
(Subject to change)

August

8/19 Phone calls home for
back-to-school night
8/26 Dept. Mtg

September

9/2 Spartan Groups (2)
9/9 Department Mtg/Meet with EL Paras
9/16 Work on Grades
9/23 Dept. Mtg/6 wk. Assessment
9/30 Spartan Groups (2)

October

10/7 Teacher Leader Rotations
10/14 Spartan Groups (2)
10/21 Department Mtg (504s/SSTs)
10/28 Work on Grades

November

11/4 Dept. Mtg/6 wk. assessment
11/18 Department Mtg (504s/SSTs)

December

12/2 Spartan Groups (3)
12/9 Dept. Mtg
12/16 Work on Grades

January

1/13 Spartan Groups (3)
1/20 Teacher Leader Rotations
1/27 Dept. Mtg (504s/SSTs)

February

2/3 Dept. Mtg/Meet with EL Paras
2/10 Work on Grades
2/24 Dept. Mtg./6 wk. Assessment
(504s/SSTs)

March

3/3 Spartan Groups (3)
3/10 Teacher Leader Rotations
3/17 Dept. Mtg/Scholarship Mtg.
3/24 Spartan Groups (2)

April

4/7 Work on Grades
4/14 Dept. Mtg./6 wk. Assessment
(504s/SSTs)
4/21 Spartan Groups (3)
4/28 Department Mtg.

May

5/5 Dept. Mtg
5/12 Staff Appreciation
5/19 Dept. Mtg/Instructional Collab.
5/26 Spartan Groups

Notes:

- Every Spartan Group will include
a rotation on Advisory

ASSESSMENT CALENDAR

Assessment Calendar 2026-27

July 2026						
Su	M	T	W	Th	F	Sa
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August 2026						
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November 2026						
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January 2027						
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February 2027						
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June 2027						
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27	28	29	30	31		

8/14 - 8/19 Norming Math

8/24 Fastbridge

9/9 Student SEL Survey

9/30 SAEBRS Fall Screening

10/3 SAT Test (Optional)

10/14 PSAT (Optional)

10/17 ACT (Optional)

1/20 Student SEL Survey

2/3 SAEBRS Spring Screening

2/22 Staff Survey

3/8 - 3/31 PE Testing

3/8 - 3/19 ELPAC

3/22-3/26 8th Gr. Math Test

4/5-4/19 SBAC Math (11)

(ICA's 9th & 10th)

4/12-4/23 SBAC ELA (11)

(ICA's 9th & 10th)

4/19-4/23 CAST Science (11)

4/20 Family Survey

5/1 SAT (Optional)

5/3-5/14 AP Testing

EMPLOYEE PORTAL

Employees of the RBJUHSd can find all payroll information through the [Employee Portal](#). Please contact the payroll office for login information. The [Employee Portal](#) provides information on salary, leaves, employee calendars, withholding information, and other pertinent information.

COLLECTIVE BARGAINING AGREEMENTS

You may view the [bargaining unit contracts](#) on the Staff page of the district's website at www.rbhsd.org. Select the "Departments" tab. Then select the "Human Resources" tab.

STAFF DIRECTORY

The Staff Directory can be found [here](#).

HEALTH, SAFETY & WELLNESS

EMPLOYEE ASSISTANCE PROGRAM

Carelon Behavioral Health, our Employee Assistance Program (EAP), is free to all CVT subscribers with medical coverage. Employees and their family members can receive confidential assistance from highly trained and qualified professionals to help with personal and professional goals, manage daily stresses, and develop fulfilling relationships.

Go online at www.carelonwellbeing.com/cvt or call the toll-free phone number 1-877-397-1032 any time - 24 hours a day, 365 days a year. Each member must call Carelon Behavioral Health for authorization and referral before receiving services. Claims will not be paid without an authorization.

Online Resources

Employees who do not have medical coverage through CVT may still visit the Achieve Solutions website at www.carelonwellbeing.com/cvt to access articles, videos, calculators, and quizzes on improving health and managing life events. **The site is available in English, Spanish, and many other languages.**

EAPs offer a range of services, including:

Education. EAPs commonly provide education and prevention programs on goal setting, stress, substance use disorder, weight management, coping with grief and loss, and illnesses such as depression and anxiety. Education is also available on budgeting and improving your financial health.

Individual assessment. Whether it's stress at home or on the job or concerns about a family member, EAP counselors can provide confidential screening, assessment, and support at no cost to you or your family. By addressing problems early, the EAP can help prevent small problems from becoming overwhelming, costly, and destructive. In addition to listening and talking about a problem, EAPs will often use a short paper-and-pencil test to help identify and clarify symptoms of particular problems, such as depression or anxiety. This enables the EAP to assess the problem accurately and provide the indicated help.

Short-term counseling. Many stress-related problems or concerns about a loved one do not require long-term counseling. We have all been overwhelmed and overloaded and in need of someone objective to talk with. The EAP is designed to provide short-term support, to simply listen, assist in problem solving, or identify new ways to cope with common but sometimes painful problems. In general, EAPs have expertise in stress reduction counseling, crisis and conflict resolution, and substance use disorder.

Referral. It is difficult to know where to turn when personal problems arise. The EAP keeps abreast of the best providers in your area. For example, if a child exhibits behavioral or learning problems, a specialist in child psychology would be needed. The EAP can facilitate this referral and guide the family through treatment, saving time and headaches.

Support. There are no quick fixes for some problems. Individuals recovering from alcoholism, depression, or the loss of a loved one may require ongoing support from the EAP or a designated professional. The EAPs work with the employee to develop and coordinate a support plan.

WORKER'S COMPENSATION and INJURY REPORTING

Work-related injuries and illnesses should be reported immediately to your direct supervisor. Supervisor and/or injured employee immediately call the injury hotline 1-877-518-6702. The supervisor must complete an Injury & Illness Incident Report form. For any assistance in reporting Injuries and Illnesses, please contact the Human Resource Office (530) 529-8703.

INJURY and ILLNESS PROGRAM

You should at all times keep in mind the safety and welfare of our students, your fellow employees, and yourself. In keeping with RBJUHSD's commitment to safety in the workplace, we have established an [Injury and Illness Prevention Program \(IIPP\)](#). This program includes features that address workplace security and violence. It provides for meetings, training programs, and the posting of safety notices and safety tips. The program also includes periodic inspections to identify and evaluate potential safety hazards. In addition, it provides for the correction of any hazards that are identified and the investigation of any incidents of workplace violence. For more information, please refer to the Safety binder in your department.

- Overall, please remember that no job is so important and no service is so urgent that we cannot take time to perform our work safely.
- Should there be any job-related accident, injury, and/or illness, employees are to immediately report this occurrence to their supervisor. In no situation, except in an emergency, should an employee leave their shift without reporting an injury that occurred.
- Report immediately to your supervisor any personal injury you may suffer, regardless of how minor it may seem at the time.
- Report immediately to your supervisor any personal injury a guest may suffer, no matter how minor it may seem at the time.
- Make sure you develop a "safety attitude" in all your work habits.

SAFETY and WELFARE

Emergency Preparedness

Emergencies and disasters happen. They come in many forms, can occur anywhere at any time, and run the gamut from natural causes such as illness, earthquakes, fires, floods, and severe storms to man-made causes such as an active shooter and chemical spills. Knowing

how to react and respond in a time of crisis can go a long way to keeping you and your students out of harm's way. School emergency preparedness efforts and emergency plans help to keep students and staff safe.

As a first step, we recommend that you ensure that you and your family are prepared. Experts recommend that you ensure that your family has everything they need to be self-sufficient for five to seven days without regular utilities or services.

As School District employees, it is our collective responsibility to be sure that we are adequately prepared in the event of an emergency to minimize potential risk to ourselves, to our students, and others. For this reason, employees are asked to be familiar with different emergency and disaster plans as well as to participate fully in District drills.

In addition, California Government Code Section 3100-3109 states in part: "It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, **all public employees are hereby declared to be disaster service workers...**" Because we serve a population that is dependent on our services, we cannot abandon this critical responsibility. We need to be prepared to protect all of our students during an emergency.

Emergency/Disaster Drills

RBJUHSD will conduct intermittent Fire Drills, Lockdown Drills, Disaster Drills, and other Emergency Action exercises. Employees should refer to their school-specific Emergency Action Plans for information on roles, responsibilities, and compliance with these important measures.

PROHIBITED CONDUCT

RBJUHSD takes its commitment to school safety extremely seriously. Employees of RBJUHSD are expected to read and understand and uphold all safety guidelines, plans, and policies. Employee conduct, which deliberately violates safety policies and procedures or places members of the school community at a safety risk, is strictly prohibited. Employees should refer to their school-specific Safety Documents and the RBJUHSD Illness and Injury Prevention Plan (IIPP) to ensure that their behavior is aligned with all safety initiatives.

EMPLOYEE BADGES

All staff must wear identification badges while working. If your identification becomes lost or damaged, contact the School Site Secretary for a replacement.

THREAT ASSESSMENT TEAM

Schools play an important role in protecting children from violence. School violence can be defined as any violent act that disrupts learning and has a negative impact on students, schools, and the community. School violence can include bullying, fighting, weapon use, gang violence, and sexual violence.

All students have the right to learn in a safe school environment. Students who have a tendency toward violence often will display warning signs or notify someone of their intentions. Preventative measures, such as threat assessment, can help reduce the risk for school violence and provide interventions.

The National Association of School Psychologists (NASP) defines threat assessment as the

identification and evaluation of a student who poses a risk of committing a violent act. The threat may be spoken, written, or gestured. Threats can be explicit or implied and may be spoken directly to the person(s) targeted or spoken to others. While school shootings are highly publicized, most threats typically do not involve weapons or explosive devices and do not lead to violent acts.

Threat assessments for RBJUHSD are conducted by a multidisciplinary team, including a mental health professional (i.e., therapist, school psychologist, social worker, school counselor), an administrator, and a school resource officer or local law enforcement. The team gathers information to determine whether a threat is transient (not serious) or substantive (serious). Based on findings, the team determines how to respond and intervene in order to maintain a safe school environment.

The Red Bluff Joint Union High School District is committed to ensuring a safe, civil, and secure school environment. This document serves as a resource and general guidelines for teachers and support staff, as well as the district's Threat Assessment team. It is important to note that while teachers and support staff are not responsible for assessing or determining whether a student may become violent, they have an important role in supporting students by observing any concerning behaviors, listening to students who self-disclose information, and referring and reporting students to the Threat Assessment Team. Check with the GRIT Center (8737) for more information.

SUICIDE PREVENTION AND INTERVENTION

Suicide is the second leading cause of death in youth between the ages of 10 and 19. The rates of youth suicide and self-injury hospitalization are on the rise, especially among younger adolescents. A 2017 survey estimated that more than 1 in 6 high school students nationwide seriously considered suicide in the previous year, a figure nearly 20% higher than findings from a decade earlier. Between 2007 and 2015, suicide rates rose 130% for U.S. children ages 10-14 and 46% for youth ages 15-19. Similar to suicide trends, from 2001 to 2015, self-injury hospitalization rates increased by more than 130% for ages 10-14 and by 47% for ages 15-19. It's important to note that some groups are more affected than others. According to the CA Healthy Kids Survey and CDE, students who identify as LGBTQ are more likely to engage in suicidal ideation, with 45.5 % of students who self-identified as LGBTQ reporting having seriously considered suicide the previous year (2015-2017).

Schools are an essential resource to students and can provide support and stability for students in crisis. The Red Bluff Joint Union High School District (RBJUHSD) is committed to ensuring a safe, civil, and secure school environment, which includes crisis response procedures. This document was adapted from other handbooks from Local Education Agencies (LEAs) to fit the needs of this District and will serve as guidelines for the RBJUHSD School Crisis team. It also serves as a resource and general guidelines for teachers and support staff. It is important to note that teachers and support staff are not expected to intervene and assess risk; they have a crucial role in supporting students by observing any concerning behaviors, listening to students who self-disclose information, and referring and reporting students to the School Crisis team. Check with the GRIT Center (8737) for more information.

CRISIS INTERVENTION PLAN

In some cases, there is a need for a School Site Crisis Intervention Team to convene. These cases include suicide, death of a student or staff member, or any traumatic event that affects the mental status of students, staff, and the community. The need for this team focuses on the response to students, staff, and community (including the media) of a traumatic event that has

impacted the school and district. Check with the GRIT Center (8737) for more information.

WORKPLACE VIOLENCE PREVENTION PLAN

The Red Bluff Joint Union High School District endeavors to promote mutual respect, civility, and orderly conduct within our school system and seeks public cooperation with this endeavor. The district believes a safe and civil environment is essential to ensure high expectations and high student achievement, and seeks to establish a work and learning environment that is safe, secure, and peaceful.

SB 553 and Labor Code § 6401.9 require employers to establish, implement, and maintain an effective written Workplace Violence Prevention Plan (WVPP) that includes, but is not limited to, the following:

- Identifying who is responsible for implementing the plan
- Involving employees and their representatives
- Accepting and responding to reports of workplace violence
- Communicating with employees regarding workplace violence matters
- Responding to actual potential emergencies
- Developing and providing effective training
- Identifying, evaluating, and correcting workplace violence hazards
- Performing post-incident response and investigations

The WVPP identifies definitions of workplace violence, roles and responsibilities, employee compliance, incident reporting procedures, hazard identification and evaluation, hazard correction, post-incident response and investigation, training and instruction, and record keeping. The WVPP and reporting forms may be found on the district HR page, "[District Safety and Training](#)" or "[Quicklinks](#)".

Direct all questions or concerns to the Workplace Violence Administrator, Sandy Wallace (8703).

CALIFORNIA WORKPLACE – SB 294 KNOW YOUR RIGHTS

In accordance with the California Workplace Know Your Rights Act (Labor Code sections 1550–1559), the Red Bluff Joint Union High School District provides employees with information regarding certain workplace and constitutional rights.

The district will provide each employee with the California Workplace Know Your Rights notice required by law upon hire and annually thereafter. The notice from the Department of Industrial Relations (DIR) is provided below and contains information concerning workplace rights, including:

- rights relating to notice of inspections of employment eligibility records by immigration agencies;
- protections against unfair immigration-related practices;
- constitutional rights when interacting with law enforcement at the workplace;
- rights to organize, form, join, or assist a union and to engage in protected concerted activity;
- workers' compensation rights;

- significant developments in California workplace laws identified by the California Labor Commissioner; and
- governmental agencies responsible for enforcing the rights described in the notice.

Where required by law and where an applicable translated notice is available from the California Labor Commissioner, the district will provide the notice in the language normally used to communicate employment-related information to the employee and that the employee understands.

Employees will also be provided an opportunity to designate and update an emergency contact and to indicate whether that person should be contacted if the employee is arrested or detained at the worksite or, under circumstances provided by law, during work hours or while performing job duties.

The district prohibits retaliation or discrimination against an employee for exercising or attempting to exercise rights protected by the Workplace Know Your Rights Act, filing a complaint concerning those rights, cooperating in an investigation or enforcement proceeding, or assisting another person in exercising rights protected by the Act.

The district will separately distribute the current California Labor Commissioner Workplace Know Your Rights notice as required by law. Employees should refer to that notice for the most current information regarding these rights.



DIR
EST. 1927

State of California
Department of
Industrial Relations



California Workplace - Know Your Rights

As a worker in California, you are entitled to know and exercise your workplace and constitutional rights. Labor laws, including but not limited to standards for wages, hours, and health and safety, apply to all workers in the state regardless of immigration status.

It is against the law for your employer to retaliate against you for exercising your rights, including:

- Filing a complaint with the Labor Commissioner, Cal/OSHA, the Civil Rights Department, or another government agency.
- Asking about your employer's compliance with federal, state, or local law.
- Talking with others about their rights or helping them exercise their rights under federal, state, or local law.

Examples of illegal retaliation include firing you, reducing your work hours, or threatening to report you or a relative to immigration authorities because you exercised your rights.



Workplace Protections Related to Immigration Status

Your right to Notice of Immigration Inspections ([*Labor Code § 90.2*](#))

If your employer receives notice of an upcoming immigration agency's inspection of I-9 Employment Eligibility Verification forms or other employment records, your employer must post a notice informing workers and their union representative, if applicable, within 72 hours of receiving that notice.

Your protections against unfair immigration-related practices (*Labor Code §§ 1019-1019.2*)

Under California law, it is unlawful for employers to retaliate against you or threaten immigration-related action when you exercise your rights. An employer is prohibited from taking any of the following actions because you exercised your rights:

- Refusing to accept identification documents during the I-9 process (proof of ID and federal permission to work) that appear to be genuine.
- Using E-Verify in a way not required or authorized by law.
 - For example, using E-Verify to reverify employment eligibility for an employee when not legally required to do so or screening only specific workers rather than all workers in a workplace without a legitimate basis for doing so.
- Reporting or threatening to report you or your family to immigration authorities.
- Filing or threatening to file any false report to the police or a state or federal agency.



Your right to designate an emergency contact (*Labor Code § 1555*)

Your employer must allow you to provide them with emergency contact information and to indicate if you want the emergency contact to be notified if you are arrested or detained at work. If you are arrested or detained at work and your employer has knowledge of it, they must notify your designated emergency contact if you choose that option.



Your right to organize a union or engage in protected activity in the workplace

Most employees in California have the right to organize, join, or participate in union activities. Employees also have the right to jointly act with co-workers to address work-related issues and concerns to improve working conditions or for the purpose of collective bargaining. This means you have the right to join with coworkers to request better working conditions or raise work-related concerns, including about wages, hours, health and safety, and other terms of employment. You also have the right to not participate in union activities or protected activities. It is illegal for your employer to:

- Interfere with or discourage your union activity or protected activities.
- Threaten you, or retaliate or discriminate against you, because of your union support or protected activities.



Your rights when interacting with law enforcement, including immigration agents, in the workplace

California workers have certain rights and protections under the U.S. Constitution, *regardless of their immigration status*, including when law enforcement (including a federal immigration agent) approaches you. In addition, under California law, state and local law enforcement cannot assist federal agencies such as ICE with immigration enforcement in most circumstances.

Your right to be free from unreasonable searches (U.S. Constitution, 4th Amendment)

- If law enforcement, including immigration agents, ask if they can search you or your personal belongings, unless they have a judicial warrant specifically authorizing a search of your person or your personal belongings, you have the right to say no.
- If the officer conducts the search, even if you say no – remain calm, do not physically resist, and do not run.

Law enforcement can enter *public areas* without a warrant. Public areas may include a lobby, waiting room, public dining area, or parking lot of a workplace. In most circumstances, law enforcement needs a [judicial warrant](#), signed by a judge, to enter *non-public areas* of your workplace without consent. Non-public areas may include a breakroom, employee restroom, workspace, or any area marked as employees only. Administrative forms, such as an I-200 or I-205, are not a judicial warrant.

In California, your employer is prohibited from providing voluntary consent to an immigration enforcement agent to enter *non-public* areas of the workplace. Without a judicial warrant, your employer must refuse entry to immigration enforcement to *non-public* areas of the workplace.

More detailed information can be found in the DOJ's and LCO's joint [Immigrant Worker Protection Act FAQ](https://oag.ca.gov/system/files/media/ab450-faqs.pdf) (<https://oag.ca.gov/system/files/media/ab450-faqs.pdf>).



Your right to be free from unreasonable seizures (U.S. Constitution, 4th Amendment)

- You are protected against unreasonable seizures, which includes detaining or arresting you.
- Law enforcement must have a reasonable suspicion of wrongdoing before they can stop and question or search you. You can ask "Am I being detained?" or "Am I free to leave?" If the officer says that you are not being detained or you are free to leave, then you can walk away calmly.
- An arrest requires probable cause and occurs when a person is taken into custody by law enforcement officers.
- Law enforcement agents do not need a judge-signed warrant to arrest someone in public.
- You have the right to speak to a lawyer if you are arrested. You may be pressured to sign documents. You do not have to sign anything without speaking to an attorney.

Your right to remain silent (*U.S. Constitution, 5th Amendment*)

- Anything you say to law enforcement officers can be used against you in court.
- You have the right to remain silent, even if you are asked about your immigration status.
- If you wish to remain silent, clearly state so, request to speak with an attorney and then remain silent.
- Do not provide false information, false identification, or false documents to an officer. Providing false documents is a federal offense and may carry severe immigration consequences for noncitizens.



Your right to record interactions with law enforcement in public spaces under the 1st Amendment

The public has the right to observe and record officers and government officials carrying out their duties in public. If you choose to record, you should stand a safe distance away and do not interfere with the officer's actions. Physical obstruction or verbal escalation can put your safety at risk and may lead to criminal charges.

Access to legal representation

If you are arrested, you have the right to an attorney. If you cannot afford an attorney, you can get a government-appointed attorney to represent you in a criminal case.

However, if you are arrested by U.S. Immigration and Customs Enforcement (ICE) or U.S. Customs and Border Protection (CBP), which includes Border Patrol, for civil immigration violations, you have the right to consult with a lawyer, but the government is not required to provide a lawyer for you. If you are arrested by ICE or CBP, you may invoke your right to speak with an attorney before saying or signing anything. You may also ask to speak to your consulate who may provide assistance.



Workers' Compensation

You have the right to workers' compensation benefits if you are injured or become ill because of your job. The benefits provide you with medical care for your injury/illness, partially replace the wages you lose while you are recovering, and help you return to work. For additional information, visit www.dir.ca.gov/dwc/ or call 1-800-736-7401.



Who can I contact if I believe my rights have been violated?

If you believe your rights have been violated, below is a list of government agencies where you can seek assistance:

California Department of Industrial Relations (DIR):

California Labor Commissioner's Office (LCO)

Information: (833) LCO-INFO (833-526-4636)

Immigration helpline: (855) 526-7775

www.dir.ca.gov/dlse/

California Division of Occupational Safety and Health (Cal/OSHA)

(833) 579-0927

<https://www.dir.ca.gov/dosh/>

California Division of Workers Compensation (DWC)

(800) 736-7401

dir.ca.gov/dwc/

Other California Agencies:

California Attorney General (AG)

(800) 952-5225

www.oag.ca.gov

California Agricultural Employees

Agricultural Labor Relations Board (ALRB)

(800) 449-3699

www.alrb.ca.gov

California Civil Rights Department (CRD)

(800) 884-1684

calcivilrights.ca.gov/

California Public Sector Employees

and Transportation Network Company Drivers

Public Employment Relations Board (PERB)

(916) 322-3198

perb.ca.gov

Federal Agencies:

Private Sector Employees

National Labor Relations Board (NLRB):

(844) 762-6572

www.nlr.gov

Federal Employees

U.S. Federal Labor Relations Authority (FLRA):

(771) 444-5801

<https://www.flra.gov/>

Railway and Airline Employees

National Mediation Board (NMB):

(202) 692-5000

https://nmb.gov/NMB_Application/

Non-Governmental Organizations:

You may also contact a nonprofit legal or community-based organization for assistance. For a list of organizations that partner with state agencies to help workers to understand their rights, scan the QR code to the right, or visit www.dir.ca.gov/dlse/Nonprofit-Legal-and-Community-Based-Organizations-Serving-Workers.html.





DIR
EST. 1927

State of California
Department of
Industrial Relations



Lugar de Trabajo en California - Conozca sus Derechos

Como trabajador en California, usted tiene el derecho de conocer y ejercer sus derechos laborales y constitucionales. Las leyes laborales, incluyendo, entre otras, los estándares para salarios, jornadas laborales y salud y seguridad se aplican a todos los trabajadores en el estado, *sin importar su estatus migratorio*.

Es contra la ley que su empleador tome represalias en su contra por ejercer sus derechos, entre los que se incluyen:

- Presentar una denuncia ante la Comisión Laboral, Cal/OSHA, el Departamento de Derechos Civiles u otra agencia gubernamental.
- Preguntar sobre el cumplimiento de las leyes federales, estatales o locales por parte de su empleador.
- Hablar con otras personas sobre sus derechos o ayudarlas a ejercer sus derechos según la ley federal, estatal o local.

Algunos ejemplos de represalias ilegales son el despido, la reducción de las horas de trabajo o la amenaza de denunciar a usted o a un familiar ante las autoridades de inmigración por haber ejercido sus derechos.



Protecciones en el Lugar de Trabajo relacionadas con el Estatus Migratorio

Su derecho a recibir un Aviso de Inspecciones de Inmigración ([Código Laboral § 90.2](#))

Si su empleador recibe un aviso sobre una próxima inspección de una agencia de inmigración de los formularios I-9 de Verificación de Elegibilidad de Empleo u otros registros de empleo, su empleador debe publicar un aviso informando a los trabajadores y a su representante sindical, si corresponde, dentro de las 72 horas siguientes a la recepción de dicho aviso.

Sus protecciones contra prácticas injustas relacionadas con inmigración (*Código Laboral §§ 1019-1019.2*)

Según la ley de California, es ilegal que los empleadores tomen represalias en su contra o le amenacen con tomar medidas relacionadas con inmigración cuando usted ejerce sus derechos. Se prohíbe al empleador tomar cualquiera de las siguientes medidas porque usted haya ejercido sus derechos:

- Negarse a aceptar documentos de identificación durante el proceso I-9 (prueba de identidad y permiso federal para trabajar) que parezcan ser auténticos.
- Utilizar E-Verify de una forma no requerida ni autorizada por la ley.
 - Por ejemplo, utilizar E-Verify para volver a verificar la elegibilidad laboral de un empleado cuando no existe la obligación legal de hacerlo, o seleccionar solo a determinados trabajadores en lugar de a todos los trabajadores de un lugar de trabajo sin una base legítima para hacerlo.
- Denunciar o amenazar con denunciar a usted o a su familia ante las autoridades de inmigración.
- Presentar o amenazar con presentar cualquier informe falso ante la policía o una agencia estatal o federal.



Su derecho a designar un contacto de emergencia (*Código Laboral § 1555*)

Su empleador debe permitirle proporcionar información de contacto de emergencia e indicar si desea que se notifique al contacto de emergencia en caso de que usted sea arrestado o detenido en el trabajo. Si usted es arrestado o detenido en el trabajo y su empleador tiene conocimiento de ello, su empleador debe notificarlo a su contacto de emergencia designado, si usted elige esa opción.



Su derecho a organizar un sindicato o participar en actividades protegidas en el lugar de trabajo

La mayoría de los empleados de California tienen derecho a organizarse, afiliarse o participar en actividades sindicales. Los empleados también tienen derecho a actuar de forma conjunta con sus colegas de trabajo para abordar cuestiones e inquietudes relacionadas con el trabajo a fin de mejorar las condiciones laborales o con el propósito de negociar colectivamente. Esto significa que tiene derecho a unirse a sus colegas de trabajo para solicitar mejores condiciones laborales o plantear inquietudes relacionadas con el trabajo, incluyendo salarios, horarios, salud y seguridad, y otras condiciones de empleo. También tiene derecho a no participar en actividades sindicales o actividades protegidas. Es ilegal que su empleador:

- Interfiera o desanime su actividad sindical o actividades protegidas.
- Amenazarle, tomar represalias en su contra o discriminarle por su apoyo al sindicato o por sus actividades protegidas.



Sus derechos al interactuar con las autoridades policiales, incluidos los agentes de inmigración, en el lugar de trabajo

Los trabajadores de California tienen ciertos derechos y protecciones bajo la Constitución de los Estados Unidos, *sin importar su estatus migratorio*, incluso cuando las autoridades policiales (incluyendo a un agente federal de inmigración) se acerquen a usted. Además, según la ley de California, las autoridades estatales y locales no pueden ayudar a las agencias federales, como ICE, a hacer cumplir las leyes de inmigración en la mayoría de los casos.



Su derecho a no ser objeto de registro de cuerpo y artículos personales injustificados (*Constitución de los Estados Unidos, 4ª Enmienda*)

- Si las autoridades policiales, incluidos los agentes de inmigración, le preguntan si pueden catearle o registrar sus pertenencias personales, a menos que tengan una orden judicial que autorice específicamente el registro de su persona o sus pertenencias personales, usted tiene derecho a negarse.
- Si el agente lleva a cabo el cateo, aunque usted se niegue, mantenga la calma, no oponga resistencia física y no huya.



Las autoridades policiales pueden entrar en *áreas públicas* sin una orden judicial. Las áreas públicas pueden incluir el vestíbulo o salón, la sala de espera, el comedor colectivo o el estacionamiento de un lugar de trabajo. En la mayoría de los casos, las autoridades responsables de hacer cumplir la ley necesitan una [orden judicial](#), firmada por un juez, para entrar sin consentimiento en las *áreas no públicas* de su lugar de trabajo. Las áreas no públicas pueden incluir una sala de descanso, un servicio sanitario para empleados, un espacio de trabajo o cualquier área marcada como "solo para empleados". Los formularios administrativos, como el I-200 o el I-205, no son una orden judicial.

En California, su empleador tiene prohibido dar su consentimiento voluntario a un agente de inmigración para que entre en áreas *no públicas* del lugar de trabajo. Sin una orden judicial, su empleador debe negar el acceso a las autoridades de inmigración a las áreas *no públicas* del lugar de trabajo.

Se puede encontrar información más detallada en las [Preguntas Frecuentes sobre la Ley de Protección al Trabajador Inmigrante](#) (<https://oag.ca.gov/system/files/media/ab450-faqs.pdf>), desarrolladas por el Departamento de Justicia y la Oficina de la Comisionada Laboral.

Su derecho a no ser objeto de aprehensiones injustificadas (*Constitución de los Estados Unidos, 4ª Enmienda*)

- Usted está protegido contra aprehensiones injustificadas, lo que incluye su detención o arresto.
- Las autoridades policiales deben tener una sospecha razonable de que se ha cometido un delito antes de poder detenerle, interrogarle o hacerle un cateo. Puede preguntar "¿Estoy detenido?" o "¿tengo libertad para marcharme?". Si el agente le dice que no está detenido o que es libre de marcharse, puede alejarse tranquilamente.
- Un arresto requiere una causa probable y se produce cuando una persona es puesta bajo custodia por agentes de la autoridad encargada de hacer cumplir la ley.
- Las autoridades policiales no necesitan una orden judicial firmada por un juez para arrestar a alguien en público.
- En caso de ser arrestado, tiene derecho a hablar con un abogado. Es posible que le presionen para que firme documentos. No está obligado a firmar ningún documento sin antes consultar con un abogado.

Su derecho a permanecer en silencio (*Constitución de los Estados Unidos, 5ª Enmienda*)

- Todo lo que diga a las autoridades policiales, puede ser usado en su contra ante un tribunal.
- Tiene derecho a permanecer en silencio, incluso si le preguntan sobre su estatus migratorio.
- Si desea permanecer en silencio, indíquelo de forma clara, solicite hablar con un abogado y luego, permanezca en silencio.
- No proporcione información falsa, identificación falsa o documentos falsos a un agente. Proporcionar documentos falsos es un delito federal y puede conllevar graves consecuencias migratorias para los no ciudadanos.



Su derecho a grabar interacciones con las autoridades que hacen cumplir la ley, en espacios públicos en virtud de la Primera Enmienda

El público tiene derecho a observar y grabar a los agentes y funcionarios públicos en el ejercicio de sus funciones en la vía pública. Si decide grabar, debe mantenerse a una distancia segura y no interferir en las acciones del agente. Las obstrucciones físicas o las provocaciones verbales pueden poner en peligro su seguridad y dar lugar a cargos penales.

Acceso a representación legal

Usted tiene derecho a un abogado en caso de ser arrestado. Si no puede pagar un abogado, puede recurrir a un abogado designado por el gobierno para que lo represente en un caso penal.

Sin embargo, si usted es arrestado por el Servicio de Inmigración y Control de Aduanas de los Estados Unidos (ICE, por sus siglas en inglés) o por la Oficina de Aduanas y Protección Fronteriza de los Estados Unidos (CBP, por sus siglas en inglés), que incluye la Patrulla Fronteriza, por infracciones civiles de inmigración, tiene derecho a consultar con un abogado, pero el gobierno no está obligado a proporcionarle uno. Si usted es arrestado por ICE o CBP, puede hacer uso de su derecho a hablar con un abogado antes de decir o firmar cualquier cosa. También puede solicitar hablar con su consulado, quien puede proporcionarle asistencia.



Compensación de los Trabajadores

Tiene derecho a recibir prestaciones de compensación de los trabajadores si sufre alguna lesión o enfermedad a causa de su trabajo. Las prestaciones le ofrecen asistencia médica para su lesión o enfermedad, le reembolsan parcialmente el salario que pierde mientras se recupera y le ayudan a reincorporarse al trabajo. Para conocer un poco más al respecto, visite www.dir.ca.gov/dwc/ o llame al 1-800-736-7401.



¿A quién puedo contactar si creo que se han violado mis derechos?

Si cree que se han violado sus derechos, a continuación, encontrará una lista de agencias gubernamentales a las que puede acudir en busca de ayuda:

Departamento de Relaciones Industriales de California (DIR, por sus siglas en inglés):

Oficina de la Comisionada Laboral de California:

Información:

(833) LCO-INFO (833-526-4636)

Línea de ayuda a la inmigración:
(855) 526-7775

www.dir.ca.gov/dlse/

División de Compensación de Trabajadores de California (DWC, por sus siglas en inglés)

(800) 736-7401

dir.ca.gov/dwc/

División de Seguridad y Salud Ocupacional de California (Cal/OSHA, por sus siglas en inglés)

(833) 579-0927

<https://www.dir.ca.gov/dosh/>

Otras agencias de California:

Fiscal General de California (AG, por sus siglas en inglés)

(800) 952-5225

www.oag.ca.gov

Empleados agrícolas de California:
Junta de Relaciones Laborales Agrícolas (ALRB, por sus siglas en inglés)

(800) 449-3699

www.alrb.ca.gov

Departamento de Derechos Civiles de California (CRD, por sus siglas en inglés)

(800) 884-1684

civildrights.ca.gov/

Empleados del sector público de California y conductores de empresas de redes de transporte:
Junta de Relaciones Laborales Públicas (PERB, por sus siglas en inglés)

(916) 322-3198

perb.ca.gov

Agencias Federales:

Empleados del sector privado:
Junta Nacional de Relaciones Laborales (NLRB, por sus siglas en inglés):

(844) 762-6572

www.nlr.gov

Empleados federales:
Autoridad Federal de Relaciones Laborales de los Estados Unidos (FLRA, por sus siglas en inglés):

(771) 444-5801

<https://www.flra.gov/>

Empleados ferroviarios y de líneas aéreas:
Junta Nacional de Mediación (NMB, por sus siglas en inglés):

(202) 692-5000

https://nmb.gov/NMB_Application/

Organizaciones no gubernamentales:

Para obtener ayuda, también puede ponerse en contacto con una organización jurídica sin fines de lucro o una organización comunitaria. Para obtener una lista de las organizaciones que colaboran con las agencias estatales para ayudar a los trabajadores a comprender sus derechos, escanee el código QR a la derecha o visite: www.dir.ca.gov/dlse/Nonprofit-Legal-and-Community-Based-Organizations-Serving-Workers.html.



POLICIES & EXPECTATIONS

PROFESSIONAL STANDARDS

[BP 4119.21/4219.21/4319.21](#)

The Governing Board expects District employees to maintain the highest ethical standards, exhibit professional behavior, follow District policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the District, advance the goals of the District's educational programs, and contribute to a positive school climate.

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

HARASSMENT, DISCRIMINATION, and RETALIATION POLICY

[BP 4119.11/4219.11/4319.11](#)

[AR 4119.11/4219.11/4319.11](#)

[BP/AR 4030](#)

It is RBJUHSD's policy to maintain a work environment free from all forms of unlawful harassment, discrimination, or retaliation. This policy governs all aspects of employment, including recruiting, hiring, compensation, benefits, job assignments, promotions, scheduling, training, transfers, layoff/recall, discipline, termination, and all other terms, conditions, or privileges of employment. Harassment of any kind, including sexual harassment, of one employee by another employee, supervisor, or third party, is prohibited by both California Government Code sections 12940 and 12950 and Title VII of the United States Civil Rights Act of 1964.

Prohibited Discrimination & Harassment

RBJUHSD prohibits discrimination and harassment against applicants, clients, contractors, customers, employees, guests, interns, vendors, and others based on any protected characteristic or status, as defined by law, including:

- Age (40 and over)
- Ancestry
- Color
- Religious Creed (including religious dress and grooming practices)
- Denial of Family and Medical Care Leave
- Disability (mental and physical), including HIV and AIDS
- Marital Status
- Medical Condition (cancer and genetic characteristics)
- Genetic Information
- Military and Veteran Status
- Race
- Height and Weight

- Sex (which includes pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding)
- Gender, Gender/Transgender Identity, Transgender transition, and Gender Expression and/or Gender Perception
- Sexual Orientation
- English Proficiency (except when justified by business necessity)
- Citizenship or Immigration Status
- Political Affiliations or Activities
- Status as a Victim of Domestic Violence, Assault, or Stalking
- National Origin (which includes language restrictions, physical, cultural, and linguistic characteristics, accent, name, marriage to or association with persons of a national origin group, tribal affiliation, school or religious participation, and association/membership affiliations)

The prohibition against discrimination and harassment applies not only to RBJUHSD but also to coworkers, supervisors, managers, and third parties with whom an employee may come into contact. Harassment of any employee by another co-worker, supervisor, manager, third party, or anyone with whom the employee comes into contact while engaging in job duties for RBJUHSD is strictly prohibited by law and a violation of RBJUHSD's policy. Likewise, harassment by any employee toward any customer, vendor, guest, or client of RBJUHSD is also strictly prohibited.

Prohibited Harassment

Harassment in violation of this policy generally consists of unwelcome conduct based on a characteristic or status protected by law, including:

- Verbal harassment, such as epithets, derogatory comments, or slurs;
- Physical harassment, such as assault, impeding or blocking movement, or any physical interference with normal work or movement; OR
- Visual forms of harassment, such as derogatory posters, cartoons, or drawings.

A complete list of such prohibited conduct is not possible. However, some examples of prohibited behavior include:

- Mimicking another's culture, accent, appearance, or customs;
- Posting cartoons that denigrate another's religion; or
- Mocking a person's physical or mental disabilities.

Please be aware that California law provides that any employee who engages in unlawful harassment will be personally liable to anyone who is harmed.

Prohibited Sexual Harassment

Unlawful harassment consists of many forms of offensive behavior, including sexual harassment, which also means harassment based on gender, pregnancy, childbirth, or related medical conditions. It includes harassment of a person of the same or different gender. The conduct does not need to be motivated by sexual desire in order to be prohibited. Sexual harassment is not only a violation of District policy, it is a violation of both California and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when either: (1) submission to such conduct is an explicit or implicit condition for employment decisions affecting the individual; or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of prohibited sexual harassment include:

- Threatening to, or actively making, job decisions such as discharge, demotion, or reassignment if sexual favors are not granted;
- Demanding sexual favors in exchange for favorable or preferential treatment;
- Making offensive, insulting, derogatory, or degrading remarks relating to sex, gender, pregnancy, childbirth, or related medical conditions;
- Making unwelcome comments about an individual's physical appearance;
- Kidding, teasing, or joking about sexual matters, or using sexually explicit or offensive language, either in person, on paper, or through email or other electronic means, including text messages;
- Displaying in the workplace sexually suggestive objects, pictures, or cartoons, including material from the Internet;
- Making offensive contact, such as hugging, grabbing, patting, pinching, or brushing against another's body;
- Using obscene or sexually oriented language or gestures;
- Making repeated offensive sexual flirtations, advances, and propositions.

Retaliation Prohibited

RBJUHSD prohibits any form of retaliation against an employee for:

- Reporting discrimination or harassment;
- Submitting a report or helping another to submit a report pursuant to this policy;
- Requesting a reasonable accommodation for a mental or physical disability, pregnancy, or religious belief;
- Opposing any conduct or practice that the employee reasonably and in good faith believes to be unlawful or contrary to this policy;
- Assisting or participating in an investigation;
- Filing a complaint with a government agency or participating in an investigation, proceeding, or hearing concerning discrimination or harassment;
- Exercising any other legally protected rights.

Retaliation is a serious violation of this policy, and incidents of retaliation must be reported immediately.

Reporting Harassment, Discrimination & Retaliation

An employee who witnesses or experiences conduct that is harassing, discriminatory, retaliatory, or otherwise inconsistent with this policy must immediately report the matter. While an oral report may be submitted, a written report is preferred to ensure a proper investigation and outcome. The report must be submitted to the employee's manager, another manager, or the Assistant Superintendent for Human Resources. All supervisors or managers who receive any complaint of discrimination, harassment, or retaliation, or who directly observe conduct that violates this policy, must immediately report the matter to the Assistant Superintendent for Human Resources for investigation. It is a violation of this policy for anyone to attempt to discourage or prevent another from reporting discrimination, harassment, or retaliation.

Investigation of Reports

When a potential violation of this policy is reported, RBJUHSD will:

- Conduct a timely, fair, and thorough investigation that provides all persons with appropriate due process.
- Use only a qualified and impartial manager(s) or consultant(s) to conduct an investigation;

- Document and track the complaint, investigation, and outcome;
- Maintain confidentiality throughout the investigation to the extent possible under the circumstances;
- Consider appropriate options for remedial actions and resolutions; and
- Reach a reasonable conclusion based on the evidence collected.

The results of the investigation will normally be communicated to the complainant, the person(s) about whom the complaint was made, and to others directly concerned, as appropriate. If a violation of this policy is found to have occurred, appropriate and timely remedial measures will be implemented. Employees are urged to allow RBJUHSD to investigate and resolve any violations of this policy. Employees also have the legal right to contact the California Department of Fair Employment and Housing (DFEH) at 800-884-1684 or www.dfeh.ca.gov, or the Equal Employment Opportunity Commission (EEOC) at 800-669-4000 or www.eeoc.gov. The DFEH serves as a neutral fact-finder and seeks to help the parties resolve disputes voluntarily. If the DFEH finds sufficient evidence to establish that a violation occurred and settlement efforts fail, the DFEH may file a lawsuit. Employees also may pursue the matter through a lawsuit after a complaint has been filed with DFEH and a right-to-sue notice has been issued. Remedial measures available, through either RBJUHSD or the DFEH, for someone harmed by discrimination, harassment, or retaliation may include reinstatement, back pay, reimbursement of out-of-pocket expenses, hiring, transfer, reassignment, promotion, cease and desist orders, posting of notices, training, testing, expunging of records, reporting of records, and any other similar relief that is intended to correct a violation. Remedial measures that may be taken by RBJUHSD against employees who violate this policy include reimbursement for the cost of any remedial measures provided to the person(s) harmed, transfer, reassignment, demotion, training, testing, posting of notices, disciplinary action up to and including termination of employment, and any other actions necessary to ensure that no further violations of this policy occur.

DRUG AND ALCOHOL-FREE WORKPLACE

[BP 4020](#)

The Board of Trustees 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 pupils to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where pupils are under District jurisdiction; or during any period of time when an employee is supervising pupils on behalf of the district or otherwise engaged in district business.

The Superintendent or designee shall notify employees of these prohibitions.

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 that he/she receives for a violation occurring in the workplace.

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.

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.

A classified employee may be reemployed after conviction of such an offense if the Board determines, from the evidence presented, that the person has been rehabilitated for at least five years. 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:

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

EMPLOYEE USE OF TECHNOLOGY

BP 4040

The Board of Trustees recognizes that technological resources can enhance employee 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 exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their employment.

Employees shall be notified that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about pupils, employees, or District operations without authority. The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography, and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

To ensure proper use of the system, the Superintendent or designee may monitor employee usage of the District's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that they may have system access.

The Superintendent or designee shall establish administrative regulations and an Acceptable

Use Agreement that outline employee obligations and responsibilities related to the use of District technology. He/she may also establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the District's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

Use of a cellular phone or Mobile Communications Device

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergencies and/or during scheduled work breaks.

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use District equipment to access the Internet or other online services in accordance with Board policy, the District's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account number to which they have been assigned.
2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.
3. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.
7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.
8. Employees shall not develop any classroom or work-related websites, blogs, forums, or similar online communications representing the District or using District equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for District online publishing activities, including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the District is not responsible for the content of the messages. The District retains the right to delete material on any such online communications.
9. Users shall report any security problem or misuse of the services to the Superintendent or designee.

MANDATED REPORTING

[AR 5141.4](#)

The Board is committed to supporting the safety and well-being of District students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Board agrees with the Legislature that:

- Child abuse and neglect are severe and increasing problems in California.
- School Districts and preschools can provide an environment for training of children, parents, and all school District staff.
- Primary prevention programs in the school Districts are an effective and cost-efficient method of reducing the incidence of child abuse and neglect and promoting healthy family environments.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

District employees are obligated to report all known or suspected incidents of child abuse and neglect in accordance with law, Board policy, and administrative regulation. Employees shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating, and prosecuting cases of child abuse and neglect.

Parents/guardians may file a complaint against a District employee or other person whom they suspect has engaged in abuse of a child at a school site. The Superintendent or designee shall provide parents/guardians with information about reporting procedures in accordance with the law.

The Superintendent or designee shall provide training regarding reporting duties of District employees mandated by law to report suspected child abuse and neglect.

In the event that training is not provided to the employees mandated to report child abuse and neglect, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided.

Child Abuse Reporting Notification

State law requires that every school District employee who falls within certain criteria be familiar with the laws relating to child abuse reporting requirements. Such employees should receive annual notification reminding them of the reporting requirements.

Sections 11165.9 and 11166 of the Penal Code requires a mandated reporter to make a report 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 whenever the mandated reporter, in their professional capacity or within the scope of their employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as

soon as practicably possible by telephone, and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Child abuse or neglect includes a physical injury inflicted by other than accidental means on a child by another person, sexual abuse of a child as defined in penal code 11165.1, neglect as defined in penal code 11165.2, willful cruelty or unjustifiable punishment of a child as defined in penal code 11165.3, unlawful corporal punishment or injury resulting in a traumatic condition as defined in penal code 11165.4 and abuse or neglect of a child in out-of-home care, including at school as defined in penal code 11165.5.

Child abuse or neglect does not include a mutual affray between minors, an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of their employment, the exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning, an amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student and physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student. Mandated reporters include, but are not limited to, teachers, instructional aides, teacher's aides, or assistants, classified employees, certificated pupil personnel employees, administrators, and employees of a licensed day care facility, head start teachers, District police or security officers and administrators, presenters or counselors of a child abuse prevention program.

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on training and experience, to suspect child abuse or neglect.

Penal Code Section 11166 states:

(a) Except as provided in subdivision (c), a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in their professional capacity or within the scope of their employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as soon as is practicably possible by telephone, and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

(b) Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that fine and punishment.

(c) Any commercial film and photographic print processor who has knowledge of or observes, with the scope of their professional capacity or employment, any film, photograph, videotape, negative, or slide depicting a child under the age of 16 years engaged in an act of sexual conduct, shall report the instance of suspected child abuse to the law enforcement agency having jurisdiction over the case immediately, or as soon as practically possible, by telephone, and shall prepare and send a written report of it with a copy of the film, photograph, videotape, negative, or slide attached within 36 hours of receiving the information concerning the incident. As used in this subdivision, "sexual conduct" means any of the following:

- (1) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.
- (2) Penetration of the vagina or rectum by any object.
- (3) Masturbation for the purpose of sexual stimulation of the viewer.
- (4) Sadoomasochistic abuse for the purpose of sexual stimulation of the viewer.
- (5) Exhibition of the genitals, pubic, or rectal areas of any person for the purpose of sexual stimulation of the viewer.

(d) Any other person who has knowledge of or observes a child whom they know or reasonably suspect has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9.

(e) When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement, and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators may be established, provided that they are not inconsistent with this article. (2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose their identity to the employer.

(3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

(f) A county probation or welfare department shall immediately, or as soon as practically possible, report by telephone, fax or electronic transmission to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the District attorney's office every known or suspected instance of child abuse or neglect, as defined in Section 11165.6, except acts or omissions coming within subdivision (b) of Section 11165.2, or reports made pursuant to Section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare or probation department. A county probation or welfare department also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

(g) A law enforcement agency shall immediately, or as soon as practically possible, report by telephone to the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code and to the District attorney's office every known or suspected instance of child abuse or neglect reported to it, except acts or omissions coming within subdivision (b) of Section 11165.2, which shall be reported only to the county welfare or probation department. A law enforcement agency shall report to the county welfare or probation department every known or suspected instance of child abuse or neglect reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare

knew or reasonably should have known that the minor was in danger of abuse. A law enforcement agency also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

For RBJUHS, the "proper authorities" are:

Child Protective Services (800) 323-7711
Red Bluff Police Department (530) 527-3131

Tobacco Free Schools

[AR 3513.3](#)

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with District goals to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at any time in District-owned or leased buildings, on District property, and in District vehicles.

This prohibition applies to all employees, students, and visitors at any school-sponsored

instructional program, activity, or athletic event held on or off District property. Any written joint use agreement governing community use of District facilities or grounds shall include notice of the District's tobacco-free schools policy and consequences for violations of the policy.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as a nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.

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.

The Superintendent or designee may disseminate this information through annual written notifications, District and school web sites, student and parent handbooks, and/or other methods.

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property.

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.

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 the school premises.
3. If the person repeatedly violates the tobacco-free schools policy, prohibit them from entering District property for a specified period of time.

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the District or any employee.

UNIFORM COMPLAINT POLICY

[AR 1312.3](#)

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints that may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8498)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220,

Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School Site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8235-8239.1)
23. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process, or anyone who has acted to uncover or report a violation subject to this policy.
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process, such as mediation, may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for

compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to the Department of Social Services. (5 CCR 4611)
3. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
4. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
5. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
6. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
7. Any complaint related to the sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

NON-SCHOOL EMPLOYMENT

[BP 4136](#)

In order to help maintain public trust in the integrity of district operations, the Governing Board expects all employees to give the responsibility of their positions precedence over any other outside employment. A district employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties.

An outside activity shall be considered inconsistent, incompatible, or inimical to district employment when such activity: (Government Code 1126)

1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties.
2. Entails compensation from an outside source for activities that are part of the employee's regular duties.

3. Involves using the district's name, prestige, time, facilities, equipment, or supplies for private gain.
4. Involves service which will be wholly or in part subject to the approval or control of another district employee or Board member.

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the district and determine whether to grant authorization for such employment.

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the Superintendent or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

UNIVERSAL PRECAUTIONS (BLOODBORNE PATHOGENS)

[AR 4119.43](#)

In addition to a general knowledge of safe practices, school employees should be knowledgeable about the District's Exposure Control Plan. This Plan, written in compliance with 8 CCR 5193, is designed to prevent or minimize employee exposure to blood and other potentially infectious materials (OPIM) such as contaminated human fluids or materials that may be infected with human immunodeficiency virus (HIV), hepatitis B virus (HBV), or hepatitis C virus (HCV). The plan specifies who is covered by the Plan, the type of controls that you should adopt to reduce your risk of exposure, how to safely clean and decontaminate the workplace, what to do with regulated waste, how exposure incidents should be reported, and what steps to take if there is a potential exposure. If you are not familiar with this Plan, please ask your Manager or Human Resources for a copy of this important document.

LACTATION ACCOMMODATION

[BP 4033](#)

The Governing Board recognizes the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any district employee to express milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while at work.

An employee shall notify their supervisor or other appropriate personnel in advance of the intent to request an accommodation. The supervisor shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless limited circumstances exist as specified in law.

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s).

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute the policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave.

Break Time and Location Requirements

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid.

The employee shall be provided the use of a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area. The room or location provided shall meet the following requirements:

1. Is shielded from view and free from intrusion while the employee is expressing milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
3. Contains a place to sit and a surface to place a breast pump and personal items
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump
5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another cooling device suitable for storing milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes.

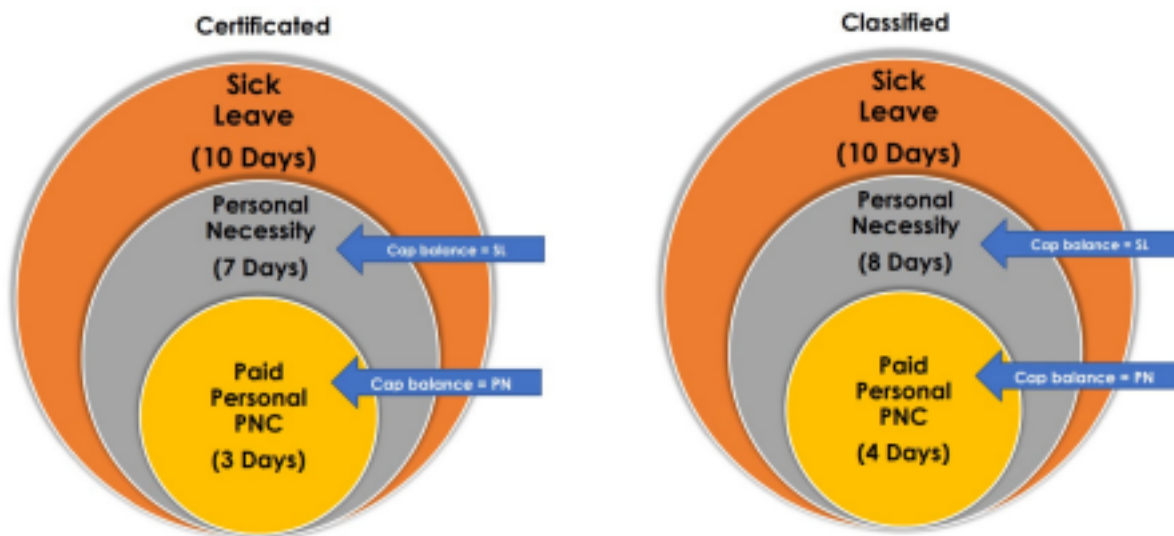
Dispute Resolution

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034.

ATTENDANCE

The contribution of each RBJUHSD employee is critical, and the efforts of each are needed to help RBJUHSD reach its goals. Consistent staff attendance increases program continuity and the chances of success for staff and students alike. For these and many more reasons, RBJUHSD places great value on positive and consistent attendance and thanks each of you in advance for your efforts to support it in practice.

Scheduled and unscheduled absences must be entered into the absence management system (Frontline) as soon as possible, but no later than the day of the absence. See the collective bargaining agreement for definitions of absence reason categories. Be aware that personal necessity days and paid personal days are part of your sick leave balance; they are NOT separate balances. A paid personal absence will be deducted from the paid personal balance, the personal necessity balance, and the sick leave balance. The following leave charts illustrate this concept:



For detailed information on the types of leave available to employees under the Education Code and State and Federal law, see the collective bargaining agreement and/or make an appointment with the Human Resources Director, Sandy Wallace.

DISTRICT SPONSORED SOCIAL MEDIA

[AR 1114](#)

Prior to activating an official district-sponsored social media presence, employees of Red Bluff Joint Union High School District who wish to create and maintain a district-sponsored presence on any social media site must first complete this form and obtain authorization from their school principal or department supervisor. Once authorization has been received, the employee's site administrator or designee(s) will be fully responsible for regularly monitoring the site to ensure appropriate online conduct and adherence to Board Policy 1114 and Administrative Regulation 1114 on Social Media Use. Personal social media use is not to be used to conduct official district or school business.

DRESS & GROOMING

Appropriate dress and grooming by District employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

ACCESS TO STUDENT RECORDS

A school employee may access a student record without written parental consent only when that employee has a legitimate educational interest to inspect the record. No school employee who is permitted to access a student record shall divulge or otherwise permit access to the information contained in that record to any other person without the written consent of the student's parent or guardian, unless further sharing of information is with other persons within the educational institution, and those persons have a

legitimate educational interest in the information.

RBHS STUDENT REFERRAL PROCESS

The teacher will refer to the RBHS Behavior Matrix to implement Pre-Referral strategies before Referral.

The teacher refers the student to Spartan Refocus by filling out a Referral to Intervention. Student MUST be escorted to Spartan Refocus by a Campus Supervisor.

*The teacher is required to send pre-made packet work OR current assignment (Chromebooks will not be allowed in Refocus) with the student. Students will be sent back to class if they enter Refocus without an assignment.

Upon arrival at Spartan Refocus:

1. Student signs in.
2. Student surrenders their phone. (If a student refuses to turn in the phone, refer to the cell phone policy and follow protocol.)
3. Student completes restorative reflection.
4. Students work quietly on their assignment until an adult is ready to meet.
5. Adult reviews the restorative reflection form with the student.
6. Student returns to class (escorted by campus supervisor as needed).
7. The teacher is given a copy of the reflection form.

*Students who do not participate in the restorative reflection/stay on task with the assignment will not be released back to class and will lose access to break/lunch.

If this student is sent to Spartan Refocus THREE times from the same teacher during a semester, a meeting will be scheduled (Teacher, Associate Principal, and/or Behaviorist) during the teacher's prep period to discuss Restorative Conversation implementation and to review strategies used in the RBHS Behavior Matrix. The student will be called up to the office, and the teacher will lead a Restorative Conversation with support from a Behaviorist and/or Associate Principal.

Continued behavior may result in the following:

1. Five or more referrals by the same teacher– Designated staff member (EBA, SEL Coordinator, and/or administrator) check in with the teacher and review further strategies for decreasing problem behaviors (classroom management plans, behavioral data collection, SST's, periodic check-ins with teacher and staff, etc.).
2. Restorative Mediation/Conferencing
3. Behavior Contract
4. SST Meeting

CELL PHONES

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergencies and/or during scheduled work breaks.

Any employee who uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

WORKING with VOLUNTEERS

Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies, and private institutions. The presence of volunteers in the classroom and on school grounds also enhances supervision of students and contributes to school safety.

The Board prohibits harassment of any volunteer based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, practices, and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with District policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

CONFERENCE, EXPENSE, & SUBSTITUTE REQUEST

[Conference, Expense & Substitute Request](#)

Staff is required to complete a Conference, Expense & Substitute Request Form at least two weeks in advance of the trip. Please allow more time if you are requesting an advance for meals and/or mileage. If traveling in a group, you must complete one request for each traveler. Please complete all applicable sections in their entirety. If you have questions, please contact the district office manager.

Form Instructions

Forms are located under ["Staff Info"](#) on the district website.

Section B

1. Attach the conference registration description/information/flier and a registration form, or include a link if online.
2. If any hotel or flight information has already been booked, please indicate it on the form.
3. If you will be flying, please enter your name exactly as it appears on your ID in the space provided.
4. If any meals are provided at the conference and included in the registration, please do not include those meals in the "Meals" section.

Section D

1. Enter the budget code (your department chair will have this information)
2. Once the request is complete, please forward it to the principal's secretary for approval.

Claim for Reimbursement Form

Upon your return, a Claim for Reimbursement form will be emailed to you.

1. Review the information for accuracy.
2. Respond with any revisions needed.
3. Once complete, the District Office Assistant will request signatures via Adobe Sign, and you will be reimbursed.

EXPECTATIONS REGARDING STUDENT CONDUCT

[BP 5131](#)

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline, including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

FIELD TRIP REQUESTS

[Field Trip/Transportation/Substitute Request](#)

Staff are required to complete a Field Trip/Transportation/Substitute form at least 30 days before a field trip. Please follow the steps below for a field trip request:

1. The online form can be found at this link. <https://tehamaed.transfinder.com/tripfinder>.
2. Select Data Grids on the left side of the screen, select Field Trips, at the top right side of the page you will see a green Submit New Request.
3. Fill out all fields that are required. These will have a red asterisk. The form should be completed, signed, and forwarded to the Department Chair or Principal for approval.
4. Overnight field trips/excursions require Board approval. Please be mindful and submit to the district office manager one week in advance of the regular board meeting.
5. The Field Trip Checklist should be used to ensure all requirements are met.
6. Each student must have a permission slip and Voluntary Excursion/Field Trip Notice, and a Medical Authorization form on file.
7. Each adult chaperone must have a Voluntary Excursion/Field Trip Notice and Medical Authorization form on file.
8. For departments that have several field trips/excursions throughout the year, please use the Voluntary Excursion/Field Trip Notice and Medical Authorization labeled "Voluntary Activities Participation Form."
9. If the District will not be providing transportation to an event/field trip/excursion, each student participating must have a "Non-sponsored Transportation Notice" on file.

SALISBURY HIGH SCHOOL/FOCUS/ISP TRANSFER PROCEDURES

All students begin the enrolment process at RBHS. In some cases, students' needs would be better served in an alternative setting. The district's alternative settings include Salisbury High School (Continuation High School), FOCUS (Program for Expelled Youth), and Independent Study Program (ISP). Transfer procedures for these programs can be found [here](#).

PAYROLL & BENEFITS INFORMATION

EMPLOYEE PAYROLL PORTAL

Your secure [Employee Portal](#) allows you to:

- Update your contact information: mailing address, phone number, and emergency contacts
- Update your State and Federal Tax Withholdings (W4/DE4)
- View your leave balances as of the end of the previous month (Sick, Comp, Vacation, In Lieu)
- Review your leave activity
- View and print recent paychecks, W2s, and 1095s
- View all pay dates for the school year.

If you cannot log in to your Employee Portal, contact [Charity Pritchard](#) or [Camille Peters](#) for assistance.

EXTRA DUTY and OVERTIME

Employees are paid monthly according to their placement on the salary schedule. Employee salary determinations/status reports are uploaded to the Employee Portal annually at the beginning of the school year. This document should be reviewed carefully as it contains work hours, work days, step and column movement, and additional compensation such as shift premiums or additional periods.

Any work outside your salary determination/status report must be authorized by a supervisor and detailed on an extra-duty timesheet. State retirement reporting requires extra duty hours to be reported within 30 days to avoid penalties. Extra Duty Timesheets must be submitted to the supervisor on the last working day of each month.

SICK LEAVE EXHAUSTION AND PAYROLL ADJUSTMENTS

Employees are responsible for monitoring their available regular accumulated sick leave balance. Once an employee has exhausted all accrued sick leave, any additional sick leave taken will be considered unpaid and will result in a corresponding payroll deduction (pay dock), unless otherwise required by applicable law or an approved leave policy.

Payroll adjustments for sick leave overuse will be processed as follows:

- Any sick leave overused during the current payroll period that is identified before the month-end (EOM) payroll is processed will be deducted from the current month's payroll.

- If the sick leave overuse is not identified or cannot be processed before the current month-end payroll is finalized, the applicable pay deduction will be reflected in the next available month-end payroll.
- Employees are responsible for repaying any overpayment resulting from the use of unearned or unavailable sick leave.

Payroll adjustments resulting from leave reporting errors, overpayments, or corrections to compensation will be administered in accordance with applicable law, including California Education Code section 44042.5 and any applicable collective bargaining agreement.

RETIREMENT SAVINGS

All employees can participate in payroll deductions for 403b and/or 457b retirement savings plans. See authorized investment providers, plan highlights, and comparisons in the Client Resource Center at [EnvoyPlanServices.com](https://envoyplanservices.com).

To change the deduction amount of your current 403b or 457b plan, complete an Online SRA at [EnvoyPlanServices.com](https://envoyplanservices.com).

HEALTH BENEFITS INFORMATION

Medical, dental, and vision benefits are offered to all employees and their qualified dependents. California's Valued Trust administers these benefits. The participation agreement between CVT and the collective bargaining units requires all full-time employees to enroll in coverage within 31 days of employment. Part-time employees may choose between any available coverages (health, dental, or vision). Coverage begins on the first day of the month following the date of hire. Premiums will be deducted retroactively if enrollment is received after the billing date. Plan details, rates, and District contribution amounts are published on the District website.

Employee registration at [CVTrust.org](https://cvtrust.org) gives you an overview of your current benefits and dependents. It also provides direct links to Anthem Blue Cross, Delta Dental, and VSP Vision Care, where you can create an account to search for providers and view your billing history.

CVT Member Services can answer your questions about plan comparisons, dependents, and other value-added benefits. Contact them by phone Monday through Friday from 8 am – 5 pm or email MemberServices@cvtrust.org

Prescription Drug Benefits

Pharmacy benefits are provided through CVS Caremark. You are not required to fill your prescriptions at CVS. Visit [Caremark.com](https://caremark.com) for a complete listing of their national network of pharmacies. Call the CVS/Caremark Specialty Services/Admissions at 800-27-2767 for specialty drugs. Some prescription medications require a Prior Authorization evaluation. Call 800-294-5979 for this service.

TELEHEALTH

Telehealth is available through [MDLIVE](https://mdlive.com) for all CVT medical plans. Registration is required before services can be accessed.

HEALTH SAVINGS ACCOUNTS

Employees enrolled in a High Deductible Health Plan are eligible to open a Health Savings

Account. To take advantage of the tax-saving benefits of payroll deduction, be sure the financial institution you choose for your account accepts vendor checks. Tehama County does not provide ACH or wire transfers for payroll vendors. To begin payroll deduction for your HSA or to change your deduction amount, complete an RBHS [HSA Payroll Deduction Authorization](#). It is the responsibility of the employee to be informed of HSA rules. See [IRS Publication 969](#) or contact your HSA administrator.

DISABILITY INSURANCE

Classified employees pay into the California State Disability Insurance (SDI) program. Disability is an illness or injury, either physical or mental, which prevents customary work. Disability includes elective surgery, pregnancy, childbirth, or related medical conditions. SDI benefits plus wages cannot exceed your regular weekly wage. For complete details or to file a claim, review the Disability Insurance Provisions Brochure given to you at the time of hire or visit https://edd.ca.gov/en/disability/disability_insurance/

Certificated employees do not pay into the California State Disability Insurance program. To purchase disability insurance through payroll deduction, you may contact our preferred partner, American Fidelity, at 800-365.8306 or visit <https://americanfidelity.com/info/disability/>

Members of the California Teachers Association may also purchase disability insurance with payroll deduction through The Standard. To do so, contact the CTA Customer Service team at 800-522-0406 or the payroll department for an enrollment brochure.

Disability is a post-tax deduction. You may enroll any time during the year; it's not necessary to wait until open enrollment.

LIFE INSURANCE

The district's contribution toward benefits also applies to employee-only life insurance coverage through The Standard. Employees who elect coverage at the time of hire do not need to complete a medical examination. Employees may add dependent life insurance and supplemental coverage at their own expense through payroll deduction.

Supplemental life insurance policies (through American Fidelity or The Standard) may be elected at any time during the year, as they are post-tax deductions.

SUPPLEMENTAL INSURANCE

Many optional supplemental insurance policies are available to all employees pre-tax, lowering your taxable income through payroll deduction. Pre-tax policies such as Flexible Spending or Dependent Care Accounts, Accident, Critical Illness, Cancer, and Hospital Insurance can be purchased through our preferred provider, American Fidelity. Pre-tax policies must be elected at the time of hire or during the yearly open enrollment period. Contact the payroll department for more information.