

ANNUAL NOTIFICATION MANDATED TOPICS

The following programs are mandated by the State to be reviewed annually.

- Child Abuse Reporting
- Injury and Illness Program (IIPP)
- Hazardous Materials
- Bloodborne Pathogens ● Smoking Policy
- Sexual Harassment
- Drug Free Workplace
- Use of Copyrighted Materials
- Megan's Law
- Emergency Procedures-Earthquake and Disasters
- Suspended/Expelled Students (teachers)

In addition to the State Mandated programs, FRJUSD policies to be reviewed:

- Supplementary Instructional Materials
- Uniform Complaint Procedure
- School Safety Plan

CHILD ABUSE REPORTING

All employees of schools are required by law to report child abuse. Any person who fails to report an instance of suspected child abuse is guilty of a misdemeanor punishable by confinement in the county jail for a term not to exceed six months, or by a fine of not more than \$1 ,000, or both. "Child Abuse" is any act which impairs a child's physical or emotional health and development. It includes the sexual assault of a child, willful cruelty, unjustifiable punishment or corporal punishment resulting in trauma, medical neglect, the infliction of mental suffering and neglect.

INJURY AND ILLNESS PROGRAM (IIPP)

The objective of our safety program is to prevent accidental injuries. We are committed to provide safe and healthy working conditions for all employees and our clients. if you observe unsafe conditions at your work site, report these potential hazards to your immediate supervisor. A reporting form is provided at your site. Each site is required to perform monthly premise self-inspections and document the results. Be sure that any unsafe conditions are brought to the attention of the person(s) responsible for conducting the inspections and are noted on the inspection form.

HAZARDOUS MATERIALS

Your work site may contain materials that are hazardous to you. Make yourself familiar with the material safety data sheets (MSDS). Call your supervisor if you cannot locate this information. If you encounter a container without a label, it is your responsibility to notify your supervisor. Labels and MSDS's are your guides to working safely with hazardous materials.

BLOODBORNE PATHOGENS

Employees who are exposed to blood or other potentially infectious materials during the performance of their duties, or who regularly respond to accidents where they come into contact with bodily fluids, must complete a comprehensive training program. Our Exposure Control Plan (R 4119.43, 4219.43, and 4319.43) outlines the universal precautions that each of us needs to know and practice.

SMOKING POLICY

The Fall River Joint Unified School District has designated all school property and vehicles tobacco free (P and R 3513.3). This policy supports our instructional programs designed to discourage students from using tobacco products.

SEXUAL HARASSMENT

Sexual Harassment of any type is forbidden by law including: any unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting. There are two types of sexual harassment: 1) Quid pro quo occurs when submission to or rejection of such conduct is used as a basis for making employment decisions. 2) Hostile environment sexual harassment involves unwelcome sexual conduct that interferes with work or creates an intimidating, hostile or offensive work environment. You may contact your immediate supervisor or Personnel Office if you believe you have been sexually harassed. You may also contact the Equal Employment Opportunity Commission, the Department of Fair Employment and Housing or the local police or sheriff's department. As an employee, you are encouraged to review your own behavior and comments to assure that your conduct cannot be considered harassing. (Policy 4119.11)

DRUG FREE WORKPLACE

FRJUSD promotes a safe and healthy environment that encourages and supports students and staff in their efforts to lead productive lives. It is our policy to maintain a drug-free workplace by prohibiting the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by an employee. (Policy 4020)

USE OF COPYRIGHTED MATERIALS

All employees of the FRJUSD are required to adhere to the provisions of the federal copyright laws that can include printed materials; sheet and recorded music; audiovisual works; computer software; and off-air videocassette recordings. Educational users are not exempt from these laws.

MEGAN'S LAW

Any person who copies, distributes, discloses, or receives sex offender record information, except as authorized by law, is guilty of a misdemeanor, punishable by imprisonment in the county jail not to exceed six months or by a fine not exceeding one thousand dollars (\$1,000), or both.

EMERGENCY PROCEDURES-EARTHQUAKE AND DISASTERS

Requires that school districts establish earthquake and disaster emergency procedures for each school building and train their employees on these earthquake and disaster procedures. (Policy and Regulation 3516)

USE OF SUPPLEMENTARY INSTRUCTIONAL MATERIALS

When selecting supplementary materials for classroom use, teachers should carefully review them and provide appropriate introductory and follow-up activities. (P 6161.11)

NOTIFICATION OF SUSPENDED/EXPELLED STUDENTS

California Ed Code section 49079 requires that teachers be notified of any student who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivision, except subdivision (h), of section 48900 or in section 48900.2, 48900.3, 48900.4, or 48900.7 within the last three-year period.

Pursuant to this requirement a list of students who have been cited for violating the above referenced Ed Code sections during the past three (3) school years will be provided by the district to review. It is imperative that this information be kept absolutely confidential.

NEXT STEPS

As a follow-up to these reminders and information provided with regard to our policies on the above subjects, **you need to do the following:**

1. Sign and date the attached notification record.
2. Submit the signed sheet to your school secretary.
3. If you have any questions, need more information or need to talk with someone in relation to any of the above subjects let your supervisor know.
4. Have a Safe and Wonderful Year.

District policies and regulations are available on our district website: www.frjusd.org

ANNUAL MANDATED TRAINING NOTIFICATION RECORD

Please read and sign the statement below verifying that you have received information regarding mandated training topics.

- Child Abuse Reporting
- Injury and Illness Program (IIPP)
- Hazardous Materials ● Bloodborne Pathogens
- Smoking Policy
- Sexual Harassment
- Drug Free Workplace
- Use of Copyrighted Materials
- Megan's Law
- Emergency Procedures
- Earthquake and Disasters
- Supplementary Instructional Materials
- Notification of Suspended/Expelled Students
- Uniform Complaint Procedures
- School Safety Plan

I understand that if I need additional materials, information, or policies or if I wish to talk with someone, I can contact my supervisor specifically regarding any of the above subjects.

Employee (please print)

Employee signature

Date