

For More Information

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Check the District Web Page under "Teachers and Staff" — "Health & Safety"	www.sduhsd.net
About SDUHSD "District Polices"	www.sduhsd.net

Electronic Communication

E-Mail

- Never assume your e-mail messages are private or that they will only be read by the person to whom you send the e-mail.
- Never send an e-mail with content that you wouldn't mind seeing on the evening news or in the hands of a parent, student, co-worker, or your supervisor.
- Your e-mails may be considered public records or subject to subpoenas as part of legal proceedings.
- All e-mails sent or received using your district e-mail account are subject to the Acceptable Use Policy and can be monitored or reviewed at any time.
- Use your personal e-mail account (gmail, yahoo, hotmail, etc) for personal communication and your district e-mail account for school-related purposes.

Social Networking Sites

- Don't post any pictures or say anything in a blog or social networking site that you wouldn't want your students, parents, supervisors, evening news or the credentialing commission to see.
- Do not invite or accept students as "friends" or invite them to view your private profiles/blogs.

Cell Phones & Text Messaging

- Many parents are uneasy with adults calling or text messaging their children directly on their personal cell phones.
- Even well meaning voice or text messages like, "How are you," can seem suspicious to a parent when taken out of context.
- Call the student's home phone number if you need to speak with a student.

Bloodborne Pathogens

How Are People Exposed?

Any bodily fluid can contain infectious diseases.

This includes saliva and vomit, or any other fluids where it is difficult or impossible to determine if blood is present. Any contact between blood or other potentially infectious materials (OPIM) and your blood, eyes, nose, mouth, or broken skin can cause an exposure to bloodborne pathogens.

Some tasks which can lead to exposure include cleaning contaminated surfaces and utensils and assisting with first aid.

How Do I Prevent Exposure?

The best approach to infection control is to use Universal Precautions. Universal precautions means considering all human blood and certain human body fluids as infectious for HIV, hepatitis and other infectious diseases.

- Always use gloves when handling blood or OPIM.
- Contact the school custodian to disinfect contaminated surfaces and to dispose of any blood or OPIM.
- **Thoroughly wash your hands** after coming in contact with blood or OPIM—even if you were wearing gloves.

Pre-Exposure Vaccination

Some job classifications have been determined to have an increased risk of exposure to bloodborne pathogens due to the nature of the job duties.

If you are interested in pre-exposure vaccination, contact Human Resources to verify that you are eligible under this program. After verification, Human Resources will provide instructions as to how to obtain the vaccination at the District's expense.



ANNUAL NOTIFICATIONS

AUGUST/SEPTEMBER
2011

HEALTH AND SAFETY

The Board of Trustees of the San Dieguito Union High School District recognize that the District has a responsibility to educate and train all District employees in their responsibilities regarding various topics on the health and safety of our students and staff. This handout supplements the information you receive at orientation. It provides basic information only.

The official authoritative

sources for information are:

1. The California Ed Code
2. The California Government Code.
3. Current Collective Bargaining Agreements between your employee associations and the District
4. District Board Policies
5. Policies and Directions of your Supervisor.



Health and Safety Training Workshops are conducted at all school sites and department meetings on an annual basis.

CHILD ABUSE MANDATORY REPORTING

District employees shall report known or suspected incidences of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

The duty to report known or suspected child abuse is an individual duty under the law. You can not delegate your responsibility to make a report to another person, nor can any supervisor or administrator prevent you from making a report.

Determining whether or not the suspected abuse actu-

ally occurred is not the responsibility of the school employee.

Reporting Procedures:

If you suspect that a student is a victim of child abuse, contact your school's counseling office immediately or as soon as practically possible and ask for a Child Abuse Mandatory Report form.

Call CPS at (858) 560-2191 to make the report. You must then fax a written report to Child Protective Services. **You may not delegate** your responsibility to complete and transmit the report to any other person.

Reporting your suspicions to an administrator, coun-

selor, or even a school resource officer does not take the place of the written report which you must transmit to Child Protective Services.

School employees have absolute immunity and can not be held civilly or criminally liable for filing a mandated report of known or suspected child abuse, even if the report is determined later to be unfounded.

Your identity will be **kept confidential** by the investigating agencies and will only be disclosed to other investigatory agencies or the district attorney for the purposes of conducting a criminal investigation or prosecution.

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Sexual Harassment Policy

Under the California Government Code, the California Education Code and federal law, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission is a term or condition of your employment, progress, promo-

tion, benefits, services, honors, programs or activities available in the educational setting.

- The conduct has the purpose or effect of having a negative impact upon the individual's work or performance, or of creating an intimidating, hostile, or offensive work or educational environment.

- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities.

Sexual harassment is prohibited against members of the same sex as well members of the opposite sex.

Examples of Sexual Harassment

Verbal:

- Epithets, derogatory comments, name-calling, belittling, slurs
- Sexual jokes or stories
- Comments about anatomy or attire
- Spreading sexual rumor
- Questioning a person's sexual practices or orientation
- Continued requests for dates or repeated unwanted sexual advances
- Sexually-oriented

Physical:

- Touching an individual's body or clothes in a sexual way such as pinching, patting, grabbing, brushing against, poking
- Cornering or blocking of normal movements
- Assault

Visual:

- Displaying sexually suggestive objects, posters, cartoons, drawings
- Staring, leering, gesturing

- Unwanted love letters, notes, or invitations

Institutional:

- Limiting student's access to educational tools
- Sexual advances which condition employment or academic benefit or harm upon an exchange of sexual favors
- Retaliation against anyone who reports sexual harassment or participates in any way with an investigation

Stopping Sexual Harassment

When possible, speak with the harasser and **ask him/her to stop**. It is possible that the harasser may not realize the behavior is offensive to you. Sometimes, a simple conversation will stop the problem.

Under no circumstances shall a principal, supervisor, manager or other authority figure retaliate in any way against an employee or student who has provided information as a witness to an incident of alleged sexual harassment.

Report the behavior to your supervisor. If your supervisor is the harasser, report the situation to that person's supervisor, or to Human Resources.

All principals, supervisors, and managers are required to **maintain confidentiality** in investigating any claims.

Sexual harassment is a violation of Board Policy and not performed in the scope of job duties.

Employees who commit sexual harassment are subject to disciplinary action, up to and including termination.

The District does not necessarily have a duty to defend you if you engage in this behavior.

"When possible, speak with the harasser and ask him/her to stop. It is possible that the harasser may not realize the behavior is offensive to you. Sometimes, a simple conversation will stop the problem."



- **RESPECT**
- **AWARENESS**
- **FEEDBACK**
- **PREVENTION**

Setting Boundaries

Setting boundaries is defined as setting limits on your own and others' behaviors in a given situation.

Your behavior should be dependent on with whom you are interacting...friends, co-workers, family, students, relatives, etc.

When two people are confused as to the nature of the relationship, this is when problems arise.

Students don't know what their boundaries are—that's what we are teaching them by example. Every interaction with a student is a lesson.

There is a higher standard of conduct that parents and the general public expect of school employees.

Parents entrust their children to us. They expect us to always stay in that teacher/

student role and can become very concerned when the relationship appears to be more friendly.

Keep in mind that involving students in your personal life or asking students' about their personal lives can lead to role confusion. Stay focused on your role as an educator and not as a friend.

Remember, you can be friendly without being a friend.

What are the risks?

- Losing professional objectivity, conflict of interest
- Appearance of wrong doing
- Exposure to complaints and litigation
- Deliberate acts
- Students take advantage of you
- Accusations of favoritism

Minimizing risks

- Stay within your assigned role...teacher, IA, coach, counselor, etc.
- Keep your professional distance
- Avoid physical contact, except as appropriate to your role at the school
- Use official lines of communication
- Don't give students your cell phone number or personal e-mail address
- Have students/parents call you at school
- When calling home, use the home phone number (you can call parents on their cell phones)
- Don't take kids off campus, except with authorization
- Avoid conflicts of interest
- Talk like an adult, not like a student
- Keep your private life private

"Students don't know what their boundaries are—that's what we are teaching them by example. Every interaction with a student is a lesson."

Material Safety Data Sheets

The Occupational Safety and Health Administration (OSHA) is the Federal governmental organization that enforces safety regulations for safety in the workplace. The OSHA regulations require companies to do three things: train their employees, have documented policies and procedures outlining safety policies and have labor law posters.

The Material Safety Data Sheet, sometimes called OSHA Form 20, must be pre-

pared and furnished by every manufacturer of a product used today in the USA. By law, you are entitled to see a copy of this MSDS for every product you work with or are exposed to in your working area.

This sheet has several portions which describe the product, its hazardous components (if any), boiling point, flammability, reactivity, how to handle, how to dispose, how to store, conditions to avoid, protective clothing and

many other important characteristics pertaining to the safe use of the product.

Where can I get a Material Safety Data Sheet?

Go to the District's web page at sduhsd.net to the top tab entitled "Teachers and Staff". Then scroll down to "Health and Safety". Last, scroll down to "Material Safety Data Sheets." Employees can click on the designated space and look up any product the District purchases.

