

# **LAKE SIDE UNION SCHOOL DISTRICT**

*12335 Woodside Ave.  
Lakeside, CA 92040*

***"Igniting Passion in Today's Students for Tomorrow's  
Opportunities"***



## **EMPLOYEE HANDBOOK**



# Welcome

Thank you for choosing the Lakeside Union School District as your employer. We value you as an employee. If there is anything we can do to make your experience more positive, please do not hesitate to call the Human Resources Office with any questions or concerns you may have.

This handbook contains a brief summary of information about some of the policies and practices of the Lakeside Union School District. We expect each employee to read this handbook carefully, as it is a valuable reference for understanding the District as well as what is expected of you as an employee. For a complete list of all the policies and regulations of the Lakeside Union School District, please visit [www.lsusd.net](http://www.lsusd.net) under the *Board of Trustees / Board Policies and Regulations*.

The contents of this handbook shall not be construed as a contract for employment between the District and any of its employees.

## General Information

### Human Resources Contacts

**Assistant Superintendent of Human Resources:** Robin Ballarin (619) 390-2618  
[rballarin@lsusd.net](mailto:rballarin@lsusd.net)

**Human Resources Specialist:** Betsy Harding (619) 390-2619  
(Classified Staff) [bharding@lsusd.net](mailto:bharding@lsusd.net)

**Human Resources Technician:** Lisa Mendoza (619) 390-2600 ext. 2639  
(Certificated Staff) [lmendoza@lsusd.net](mailto:lmendoza@lsusd.net)

**Human Resources Assistant:** Michelle Williams (619) 390-2600 ext. 2638  
(Sub Desk) [mwilliams@lsusd.net](mailto:mwilliams@lsusd.net)

### Other District Contacts

**Assistant Superintendent, Educational Services:** Dr. Natalie Winspear (619) 390-2624  
[nwinspear@lsusd.net](mailto:nwinspear@lsusd.net)

**Assistant Superintendent, Business Services:** Lisa Davis (619) 390-2641  
[lisadavis@lsusd.net](mailto:lisadavis@lsusd.net)

**Payroll & Benefits:** Keri Wutzke (619) 390-2615  
[kwutzke@lsusd.net](mailto:kwutzke@lsusd.net)

Dee Dee Olivas (619) 390-2613  
[dolivas@lsusd.net](mailto:dolivas@lsusd.net)

LAKE SIDE UNION SCHOOL DISTRICT

2024-2025 Calendar

| S              | M  | T  | W  | T  | F  | S  |
|----------------|----|----|----|----|----|----|
| JULY 2024      |    |    |    |    |    |    |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 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 |    |    |    |
| OCTOBER 2024   |    |    |    |    |    |    |
| 23             |    |    |    |    |    |    |
|                |    | 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 |    |    |
| JANUARY 2025   |    |    |    |    |    |    |
| 18             |    |    |    |    |    |    |
|                |    |    | 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 |    |
| APRIL 2025     |    |    |    |    |    |    |
| 11             |    |    |    |    |    |    |
|                |    | 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 |    |    |    |
| S              | M  | T  | W  | T  | F  | S  |
| AUGUST 2024    |    |    |    |    |    |    |
| 10             |    |    |    |    |    |    |
|                |    |    |    | 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 |
| NOVEMBER 2024  |    |    |    |    |    |    |
| 14             |    |    |    |    |    |    |
|                |    |    |    | 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 |
| FEBRUARY 2025  |    |    |    |    |    |    |
| 18             |    |    |    |    |    |    |
|                |    |    |    |    |    | 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 |    |
| MAY 2025       |    |    |    |    |    |    |
| 21             |    |    |    |    |    |    |
|                |    |    |    | 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 |
| S              | M  | T  | W  | T  | F  | S  |
| SEPTEMBER 2024 |    |    |    |    |    |    |
| 20             |    |    |    |    |    |    |
| 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 |    |    |    |    |    |
| DECEMBER 2024  |    |    |    |    |    |    |
| 15             |    |    |    |    |    |    |
| 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 |    |    |    |    |
| MARCH 2025     |    |    |    |    |    |    |
| 21             |    |    |    |    |    |    |
| 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 |    |    |    |    |    |
| JUNE 2025      |    |    |    |    |    |    |
| 9              |    |    |    |    |    |    |
| 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 |    |    |    |    |    |

SPECIAL DAYS

- .....Non-Student Day
- First Day of School..... August 19
- Last Day of School .....June 12
- 100<sup>th</sup> Day .....January 30

GRADING PERIODS

- Trimester Grading Periods.....
- 1<sup>st</sup> (58 Days) .....November 8, 2024
- 2<sup>nd</sup> (60 Days)..... February 28, 2025
- 3<sup>rd</sup> (62 Days).....June 12, 2025

REPORT CARDS

- Trimester 1 .....November 22, 2024
- Trimester 2..... March 14, 2025
- Trimester 3.....June 13, 2025

PARENT CONFERENCES

- Parent Conferences for Elementary and Middle Schools
- ..... October 8-11, 2024
- At-Promise Parent Conferences for Elementary Only
- .....December 12-13, 2024
- At-Promise Parent Conferences for Elementary and Middle Schools
- ..... March 13-14, 2025

Adopted by the Board on December 14, 2023; Revised February 15, 2024; May 9, 2024; June 13, 2024, July 11, 2024

# LAKE SIDE UNION SCHOOL DISTRICT

|          |                                    |         |
|----------|------------------------------------|---------|
| Month 1  | August 19 – September 13, 2024     | 19 days |
| Month 2  | September 16 – October 11, 2024    | 20 days |
| Month 3  | October 14 – November 8, 2024      | 19 days |
| Month 4  | November 11 – December 6, 2024     | 14 days |
| Month 5  | December 9, 2024 – January 3, 2025 | 10 days |
| Month 6  | January 6 – January 31, 2025       | 18 days |
| Month 7  | February 3 – February 28, 2025     | 18 days |
| Month 8  | March 3 – March 28, 2025           | 20 days |
| Month 9  | March 31 – April 25, 2025          | 9 days  |
| Month 10 | April 28 – May 23, 2025            | 20 days |
| Month 11 | May 26 – June 12, 2025             | 13 days |

|      |                |                 |                                                                  |
|------|----------------|-----------------|------------------------------------------------------------------|
| 2024 | July 4         | Thursday        | Fourth of July (Legal Holiday)                                   |
|      | July 29        | Monday          | Middle School Principals Return                                  |
|      | July 31        | Wednesday       | 11-Month Employees Return                                        |
|      | August 5       | Monday          | Site Administrators Return                                       |
|      | August 5       | Monday          | 10-Month Clerical Employees Return                               |
|      | August 14      | Wednesday       | Teacher Workday                                                  |
|      | August 15*     | Thursday        | Professional Development                                         |
|      | August 16      | Friday          | Teacher Workday                                                  |
|      | August 19      | Monday          | Classes Begin                                                    |
|      | September 2    | Monday          | Labor Day (Legal Holiday)                                        |
|      | September 27   | Friday          | School Site Goal Setting and Planning Day (Minimum Day)          |
|      | October 8-11   | Tuesday-Friday  | Elem & Middle School Parent Conferences (Minimum Day)            |
|      | November 1     | Friday          | Non Student, Non Staff Day                                       |
|      | November 11    | Monday          | Veterans Day (Legal Holiday)                                     |
|      | November 25-29 | Monday-Friday   | Thanksgiving Holidays (Student and Legal Holidays)               |
|      | December 12-13 | Thursday-Friday | At-Promise Elementary Parent Conferences (Minimum Day)           |
|      | Dec 23-Jan 3   | Monday-Friday   | Winter Recess                                                    |
|      | December 24    | Tuesday         | Local Holiday                                                    |
|      | December 25    | Wednesday       | Christmas Day (Legal Holiday)                                    |
|      | December 26    | Thursday        | Local Holiday **                                                 |
| 2025 | January 1      | Wednesday       | New Year's Day (Legal Holiday)                                   |
|      | January 2      | Thursday        | Local Holiday                                                    |
|      | January 20     | Monday          | Martin Luther King, Jr. Day (Legal Holiday)                      |
|      | January 31*    | Friday          | Professional Development Day (Student Holiday)                   |
|      | February 10    | Monday          | Lincoln's Day (Legal Holiday)                                    |
|      | February 17    | Monday          | Washington's Day (Legal Holiday)                                 |
|      | March 13-14    | Thursday-Friday | At-Promise Elem & Middle School Parent Conferences (Minimum Day) |
|      | April 7-21     | Monday-Monday   | Spring Recess                                                    |
|      | April 18       | Friday          | Good Friday (Local Holiday)                                      |
|      | May 7          | Wednesday       | Day of the Teacher                                               |
|      | May 19-23      | Monday-Friday   | Classified Employees Week                                        |
|      | May 23         | Friday          | School Site Goal Setting and Planning Day (Minimum Day)          |
|      | May 26         | Monday          | Memorial Day (Legal Holiday)                                     |
|      | June 12        | Thursday        | Last Day of Student Attendance/Final Workday for Teachers        |
|      | June 19        | Thursday        | Juneteenth Holiday                                               |
|      | June 25        | Wednesday       | Final Workday for 10-month Clerical Employees                    |
|      | June 27        | Friday          | Final Workday for Administrators                                 |
|      | June 27        | Friday          | Final Workday for 11-Month Employees                             |

*\*Professional Development Day*

*\*\*Local holiday for employees, December 26, 2024, in lieu of Admissions Day*

Adopted by the Board on December 14, 2023; Revised February 15, 2024; May 9, 2024; June 13, 2024; July 11, 2024

## **School Directory**

**DREAM Academy** 11838 Valle Vista Rd. (619) 390-2634  
*Brooke Dexheimer, Principal*  
*Kim Minden, Secretary*

**Lakeside Farms Elementary School** 11915 Lakeside Ave. (619) 390-2646  
School Hours:  
Kindergarten: 8:50am – 2:45pm  
Grades 1-5: 8:50am - 3:05pm  
Wednesday Early Dismissal:  
Kindergarten: 8:50am – 12:45pm  
Grades 1-5: 8:50am - 1:05pm  
*Jim Rosa, Principal*  
*Lucretia Browning, Secretary*

**Lakeview Elementary School** 9205 Lakeview Rd. (619) 390-2652  
School Hours:  
Mon, Tue, Thurs, Fri: 8:30am – 3:00pm  
Kindergarten: 8:30am – 2:30pm  
Every Wednesday dismissal is at 1:00pm  
Kindergarten: 8:30am – 12:30pm  
*Tiger Rowan, Principal*  
*Jackie Siragusa, Secretary*

**Lemon Crest Elementary School** 12465 Lemon Crest Dr. (619) 390-2527  
School Hours:  
Mon, Tue, Thurs, Fri: 7:50am - 2:15pm  
Kindergarten: 7:50am – 1:55pm  
Every Wednesday dismissal is at 12:15pm  
Kindergarten: 7:50am – 11:55am  
*Jen Price, Principal*  
*Brandi Whitehurst, Secretary*

**Lindo Park Elementary School** 12824 Lakeshore Dr. (619) 390-2656  
School Hours:  
Mon, Tue, Thurs, Fri: 7:45am - 2:10pm  
Kindergarten: 7:45am - 1:40pm  
Every Wednesday dismissal is at 12:10pm.  
Kindergarten: 7:45am - 11:40am  
*Tessa Green, Principal*  
*Sheila Florey, Secretary*

**Riverview Elementary School**

9308 Winter Gardens Blvd.

(619) 390-2662

School Hours:

Grades 2-5 8:10am-2:35pm

Wednesdays 8:10am-12:35pm

***John Greenwell, Principal******Marisa Robertson, Secretary*****Winter Gardens Elementary School**

8501 Pueblo Rd.

(619) 390-2687

School Hours:

Grade TK &amp; K 8:30am-2:30pm

Wednesdays 8:30am-12:30pm

Grade 1 8:30am-2:55pm

Wednesdays 8:30am-12:55pm

***Carolyn Hood, TOSA******Michelle Castrejon, Secretary*****Lakeside Middle School**

11833 Woodside Ave.

(619) 390-2636

School Hours:

Mon, Tue, Thurs, Fri: 8:40 am – 3:05pm

Every Wednesday dismissal is at 1:05pm

***Steve Mull, Principal******Jackie Georgie, Secretary*****Tierra Del Sol Middle School**

9611 Petite Ln

(619) 390-2670

School Hours:

Mon, Tue, Thurs, Fri: 8:00am – 2:25pm

Every Wednesday dismissal is at 12:25pm

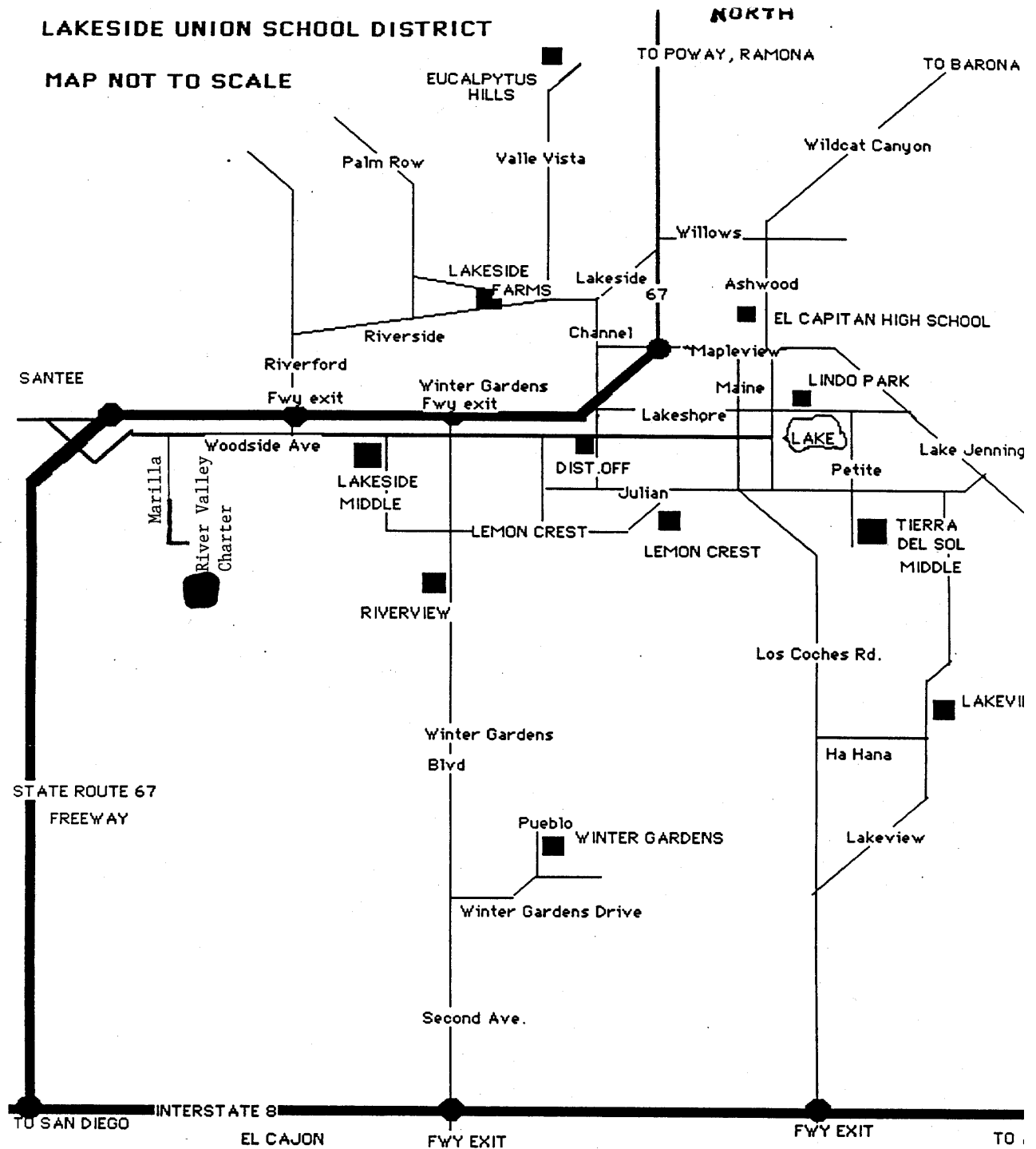
***Leslie Hardiman, Principal******Cynthia Stroman, Secretary*****LEAP Marilla**

9745 Marilla Dr.

(619) 390-2501

***Robin Bowman, Administrator***

# Map of Schools





# Categories of Employment

## **The Certificated Employee:**

The Certificated Employee works in a position that requires a credential issued by the California Commission on Teacher Credentialing. Certificated positions include classroom teachers, specialists, librarians, nurses, counselors, psychologists, and administrators.

## **The Classified Employee:**

Most positions not requiring teaching or related credentials are termed “classified”. Such positions are termed “classified” because they are grouped according to the type of job duties and level of responsibility. Classified employees work in such diverse jobs as: Secretary, Custodian, Bus Driver, School Clerk, Food Service, Special Education Assistant, Campus Student Supervisors, etc.

# Probationary Period/Evaluations

## **Classified Employees**

The first six months of employment is considered your probationary period. During this time employment is at will, and you or the District can terminate the working relationship at any time.

During your probationary period, your supervisor will evaluate your performance at 3 months, 6 months and 12 months.

## **Certificated Employees**

All certificated employees shall be evaluated on an annual basis during their probationary period. Permanent certificated employees who receive ratings that are less than satisfactory shall be evaluated annually. Other permanent certificated employees shall be evaluated on a biennial basis. The certificated employee’s evaluation shall be conducted by his/her immediate supervisor or designee.

# **Employee Expectations**

## **Dress Code**

The Governing Board believes that 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.

**The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)**

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*

*(cf. 4030 – Nondiscrimination in Employment)*

*(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)*

**The district shall not discriminate against employees based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Government Code 12926)**

**The district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)**

**This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.**

## **Cell Phone Use**

Cell phones should be turned off during working hours. Ringing cell phones are a distraction to students and other employees. Personal calls/texts should only be made during breaks and lunches. In the event of a demanding and immediate emergency, flexibility will be provided.

# Payroll

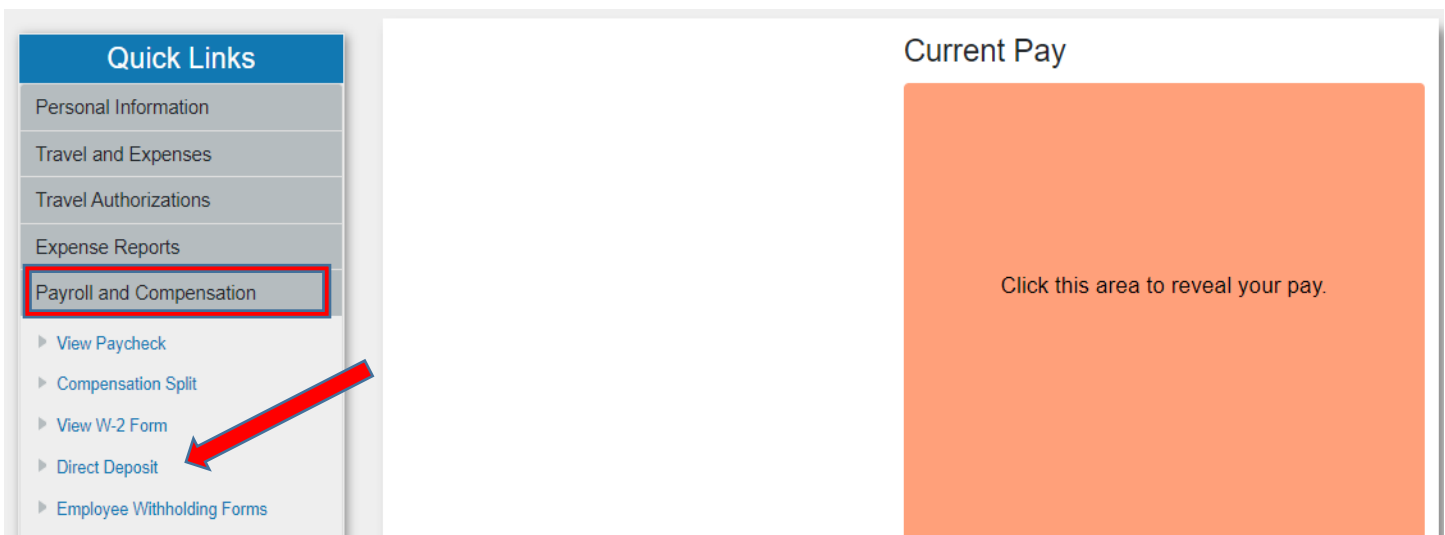
## **Viewing Pay Stubs Online**

To view your paystub, go to <https://ess.erp.sdcoe.net> and follow the instructions below:

1. Your initial User ID is your employee ID without hyphens. Example: 123456
2. Your password is the first 4 letters of your last name in all CAPS and the last 4 numbers of your social security number. Example: TUCK1234
3. It will ask you to change your password.

## **Direct Deposit Set Up**

1. Under the Quick Links tab, click under Payroll and Compensation and select Direct Deposit



2. At the bottom select add account

User guide for managing direct deposit information: [ESS Direct Deposit User Guide](#)

### Accounts

Add Account

You have not added any direct deposit account information.

3. Add Account – This is where you will enter your banking information and make sure to click save.

Cancel Add Account Save

\*Nickname

\*Payment Method

**Bank**

Routing Number

Account Number

Retype Account Number

**Pay Distribution**

\*Account Type

\*Deposit Type

Amount or Percent

## ESS Withholding Forms

Navigation: Quick Links > Payroll and Compensation > Employee Withholding Forms

Quick Links

- Personal Information
- Benefits
- Travel and Expenses
- Travel Authorizations
- Expense Reports
- Payroll and Compensation**
- Time Reporting
- Time Management
- Manager Personnel Action Form
- My Profile

Quick Links

Payroll and Compensation

- ▶ View Paycheck
- ▶ Compensation Split
- ▶ View W-2 Form
- ▶ Direct Deposit
- ▶ Employee Withholding Forms**

## **Federal Withholding Form (W4)**

1.

|   | Company ◇ | Description ◇                  | Jurisdiction ◇ |
|---|-----------|--------------------------------|----------------|
|   | 019       | Lakeside Union School District | Federal        |
| 2 | 019       | Lakeside Union School District | State - CA     |

## **State Tax Withholding Form (DE 4)**

1. Click to edit withholding.

|   | Company ◇ | Description ◇                  | Jurisdiction ◇ |
|---|-----------|--------------------------------|----------------|
| 1 | 019       | Lakeside Union School District | Federal        |
| 2 | 019       | Lakeside Union School District | State - CA     |

2. Personal Information: Click the Official State Tax form link

### **Personal Information:**

Lakeside Union School District

Show SSN

Official State Tax Form

3. Filling Status: Read carefully and fill out the form as desired

**Filing Status**

- ☐ SINGLE or MARRIED (with two or more incomes)  
☐ MARRIED (one income)  
☐ HEAD OF HOUSEHOLD

1. Number of allowances for Regular Withholding Allowances, Worksheet A

Number of allowances from the Estimated Deductions, Worksheet B

Total Number of Allowances (A + B) when using the California Withholding Schedules for 2020

OR

2. Additional amount of state income tax to be withheld each pay period (if employer agrees), Worksheet C

OR

3. I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act.

Check "box" here

☐ None**4. Read carefully and Click Submit when finished.**

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Submit

**Email notification** will be sent to alert you that a change was made to your information. If you did not make the change, please contact your payroll administration team at your district.

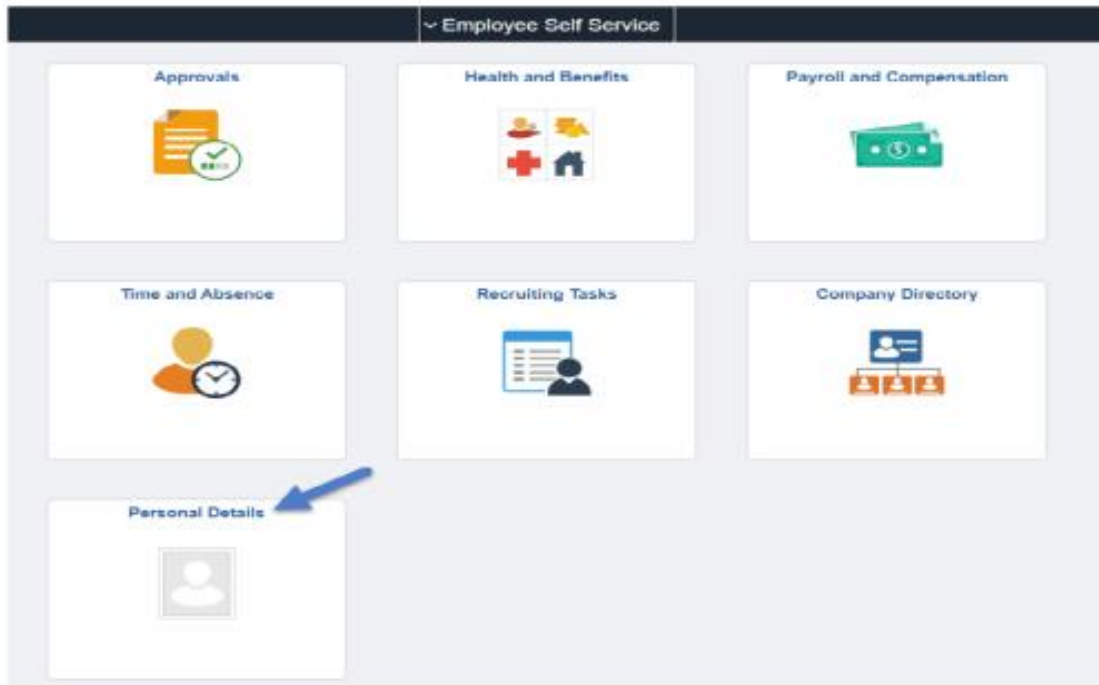
Withholding Updated Successfully. Employee will receive a notification email

OK

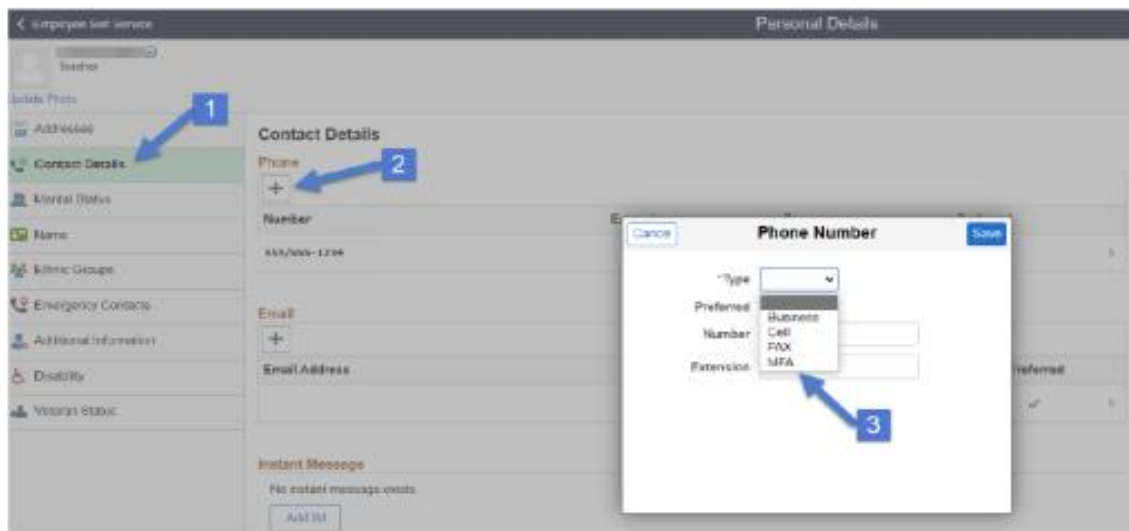
## How to set up your MFA (Multi-Factor Authentication) Contact Phone Number

Login to [PeopleSoft Employee Self-Service \(ESS\)](#)

On the Home Page, click on the Personal Details tile to open the Personal Details page.



Click on Contact Details and the plus sign (+) in the Contact Details Phone section and the Phone Number page will open. Select the Phone Number Type MFA from the drop down.



Enter the phone number you would like to use as your MFA Contact Phone Number for receiving verification passcodes and click on Save to save your changes.

- It is important to enter a phone number that you can get to quickly. You will only have 10 minutes to use your verification passcode before it expires.

The screenshot shows the 'Contact Details' form with a modal window titled 'Phone Number' open. The modal has a 'Cancel' button on the left and a 'Save' button on the right. Inside the modal, there is a dropdown menu for 'Type' set to 'MFA', a 'Preferred' checkbox, a 'Number' field containing '555/555-5678', and an 'Extension' field. A blue arrow labeled '1' points to the 'Number' field, and another blue arrow labeled '2' points to the 'Save' button. The background form shows sections for Phone, Email, and Instant Message.

Your MFA Contact Phone Number is set up and ready to receive verification passcode communication.

The screenshot shows the 'Personal Details' page. On the left is a sidebar with navigation links: Address, Contact Details (highlighted), Marital Status, Name, Ethnic Groups, Emergency Contacts, Additional Information, Disability, and Veteran Status. The main content area is titled 'Contact Details' and contains sections for Phone, Email, and Instant Message. The Phone section has a table with the following data:

| Number       | Extension | Type | Preferred |
|--------------|-----------|------|-----------|
| 555/555-1234 |           | Home | ✓         |
| 555/555-5678 |           | MFA  |           |

A blue arrow points to the 'MFA' type for the second phone number. The Email section has a table with one row: Home, Preferred (checked). The Instant Message section states 'No instant message exists.' and has an 'Add IM' button.

\* It can take up to 30 days to verify this change. Once you've received a confirmation email, you can then go in and set up your Direct Deposit.



# Retirement Information (CalPERS/CalSTRs)

## **CalPERS**

All classified employees of the Lakeside Union School District (except elected officials and student workers) are subject to membership in the California Public Employees Retirement System (CalPERS). Employees who must be enrolled into CalPERS membership on the date of hire are (G.C. section 20281):

- Employees hired to work full-time for more than 6 months
- Employees working regular, part-time service who work at least an average of 20 hours a week for one year or longer
- Already a CalPERS member, unless working in a position excluded by law or contract exclusion

If a classified employee was enrolled in CalPERS prior to January 1, 2013, then the employee pays 7% of their base earnings; known as PERS Classic. If a classified employee is enrolled in CalPERS on or after January 1, 2013, then the employee pays 6% of their base earnings; known as PERS PEPRA.

Once in membership, a person remains a member until they take a refund of contributions after permanently separating from CalPERS covered employment OR they retire. For more information about CalPERS membership and retirement benefits please visit the following website: [www.calpers.ca.gov](http://www.calpers.ca.gov)

## **CalSTRS**

All certificated employees of the Lakeside Union School District are subject to membership in the California State Teachers' Retirement System (CalSTRS). Employee membership is automatic and is effective the first working day for employees who are:

- Full time contract EC 22501
- Part time 50% or more contract EC 22502
- Currently a member of CalSTRS from previous employment EC 22500

Important Note: If funds are on deposit with CalSTRS from previous employment, then membership is mandatory regardless of the type of certificated employment less than half time (EC 22500).

If a certificated employee was enrolled in CalSTRS prior to January 1, 2013, then the employee pays 10.25% of their base earnings; known as STRS Classic. If the certificated employee is enrolled in CalSTRS on or after January 1, 2013, then the employee pays 10.25% of their base earnings; known as STRS PEPRA.

For more information about CalSTRS membership and retirement benefits please visit the following website: [www.calstrs.com](http://www.calstrs.com)

## Personnel Records

Personnel records are kept confidential and are not made available to any unauthorized person or to anyone outside of the District unless you have given authorization for release or if it is required by law. To obtain access to your records, please contact the Human Resources Department.

Please notify the Human Resources Department of any change in name, address, telephone number or tax status.

## Workers' Compensation

Being hurt on the job is an unpleasant experience for anyone, whether the injury is slight or serious. In addition to the injury itself, there may be other concerns you may have about medical treatment and financial loss. The California Workers' Compensation Law requires that every employer provide its employees with Workers' Compensation coverage. This coverage guarantees prompt benefits to employees injured on the job or incurring a job-related illness. Benefits are in the form of medical care, temporary disability benefits, and may include permanent disability awards.

Workers' Compensation coverage begins the first minute you are on the job and continues any time you are working. You do not have to be employed for a certain length of time, nor do you have to earn a certain amount in wages before you are protected.

If you are injured on the job and prefer to use your own doctor, you must fill out the "Pre-designation of Personal Physician" Form so that it is on file with the San Diego County Office of Education. This form can be found in your Employment Packet.

For more information and to download forms, please visit <http://www.sdcoe.net/business-services/risk-management/Pages/workers-compensation-forms.aspx>

If you do not have access to a computer, the Lakeside Union School District will give you a Workers' Compensation Handbook upon request.



# DigitalSchools

## Accessing Digital Schools

- To Login to Digital Schools, open your internet browser and go to:

<https://lsusd.digital-schools.com>

- Your username is your district email. For example, [ldelgado@lsusd.net](mailto:ldelgado@lsusd.net)
- You do not have a password yet. Click the [Register/Reset Password](#) link to establish your password.
- You will need to enter the information on the screen to create your credentials. Enter the last four digits of your Social Security Number and your Home Zip Code.
- This is the same procedure to use if you forget your password.

Use calendar for birthday and year

# Sick & Vacation Leave

To view your current leave account balances, you will need to log into Digital Schools (<https://lsusd.digital-schools.com>). For assistance, please contact the Human Resources Department.

## **Classified Employees**

Classified employees earn 1 day of sick leave per month for each month worked, which is frontloaded to you at the beginning of each fiscal school year. You may use up to 7 of those days for personal necessity. For more information, you may refer to Article 17 in the current California School Employees' Association (CSEA) Contract.

Classified employees shall earn vacation at the rate of one day per month for the first two years of service and at the rate of one-and-one-fourth ( $1\frac{1}{4}$ ) days per month up to and including the seventh year of service. At the beginning of the eighth year, classified employees shall earn one-and-one-half ( $1\frac{1}{2}$ ) days per month up to and including the thirteenth year. Classified employees shall earn one-and-two-thirds ( $1\frac{2}{3}$ ) days per month beginning with the fourteenth year. For more information, you may refer to Article 19 in the current California School Employees' Association (CSEA) Contract.

## **Certificated Employees**

Certificated employees earn 10 days of sick leave per year, which is frontloaded to you at the beginning of each fiscal school year. You may use 7 of those days for personal necessity, and 5 of the days as a personal day. Refer to article 7.2 and 7.3 in the current Lakeside Teachers' Association (LTA) Contract.

# Benefits

Lakeside Union School District provides medical, dental, and basic life/AD&D insurance to contracted employees working 30+ hours per week. The District also offers various voluntary options to benefit eligible employees including vision, disability, additional life/AD&D and deferred compensation (403b/457).

Employees hired the 1<sup>st</sup> through the 15<sup>th</sup> of the month will have a benefit start date of the 1<sup>st</sup> of the following month (Example: Start date of April 3<sup>rd</sup>, benefit start date would be May 1<sup>st</sup>).

Those employees hired the 16<sup>th</sup> through the end of the month, will have a benefit start date of the 1<sup>st</sup> of the second full month of employment (Example: Start date of April 17<sup>th</sup>, benefit start date would be June 1<sup>st</sup>).

Employees' may have a share of cost based on coverage selection. Premium contribution amounts can be found in your Union Contract and in the Payroll/Benefit department.

## **Attendance**

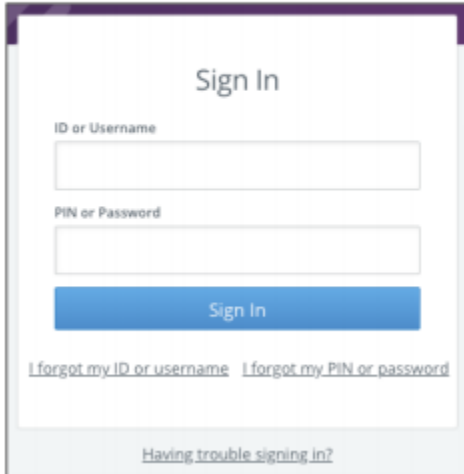
The Lakeside Union School District expects every employee to be at the proper location on time and ready to work. Tardiness places a burden on the District staff.

If for some reason an employee is unable to come to work, he/she is expected to contact their supervisor/principal and to create the absence in the system at least two hours before his/her shift, if not sooner.

## **Absence Reporting**

To report absences, the Lakeside Union School District uses Absence Management

### Absence Management

A screenshot of a web browser showing the 'Sign In' page for Absence Management. The page has a white background with a purple border. At the top, it says 'Sign In'. Below that are two input fields: 'ID or Username' and 'PIN or Password'. A blue 'Sign In' button is below the fields. At the bottom, there are two links: 'I forgot my ID or username' and 'I forgot my PIN or password'. A link 'Having trouble signing in?' is at the very bottom.

#### SIGNING IN

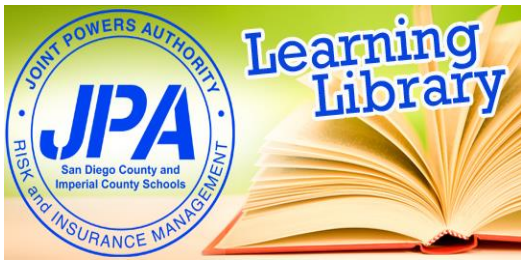
Type [aesoponline.com](https://aesoponline.com) in your web browser's address bar or go to [app.frontlineeducation.com](https://app.frontlineeducation.com) if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

#### RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

***\*\*You must call the system or login to the website to report your absence the day you are absent even if you do not require a substitute. You are expected to call at least one hour prior to your start time.***



**Each LUSD Staff member must complete the following JPA trainings**

1. Bloodborne Pathogens Awareness
2. SB1343 Sexual Harassment Training
3. Workplace Violence Prevention Plan
4. Recognize, Respond, Report (Mandated Reporter/Preventing Sexual Misconduct Training) 2024-2025
5. Homicide and Suicide Prevention
6. Integrated Germ Management

## Getting Started

1. Sign on to the JPA link: <http://www.jpalearninglibrary.com> (You can also go to the LUSD District Bookmarks if you are using GOOGLE Chrome)
2. You will need to scroll and select “Lakeside Union School District”. Then click “submit”.
3. User is your email address / Password is 1234.

## Enrolling in The Courses

1. Click Catalog at the top of the page.
2. Then, click on the Mandatory Training 2023-2024 Folder, and the available courses will dropdown.
3. Hit Enroll for the course(s) you need to take. It will show your enrollments in the box on the right side of the screen.
4. Then select the tab for My Trainings at the top of the page to begin the training. The small green circle with an arrow is the launch button to start each training session. Each training takes approximately 30-60 minutes.

## After Completing Training(s)

Contact Michelle Williams to confirm your completion

For any questions or technical difficulties, email Michelle Williams at [mwilliams@lsusd.net](mailto:mwilliams@lsusd.net)

# Reporting Child Abuse

California Law requires employees of a public school's district to report known or suspected instances of child abuse to a child protective agency immediately or as soon as practically possible.

No employee shall be civilly or criminally liable for any required or authorized report of child abuse. Any person who fails to report is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months and a fine of not more than \$1,000 or both.

*To see the full text of the law establishing your responsibility, please see Appendix A on page 19.*

**Every employee must complete training as a California Mandated Reporter each school year. The training is available on the JPA Learning website. Contact the Human Resources department for your login information.**

## Sexual Harassment

It is the policy of the Lakeside Union School District to provide a school environment free from all forms of harassment, including sexual harassment, and to maintain an environment in which all employees model this behavior and are treated with dignity and respect.

No person shall be subjected to sexual overtures or conduct either verbal, visual or physical which are intimidating, hostile, offensive, or unwelcome. Such conduct by employees is deemed unacceptable and unlawful behavior and will not be tolerated by the School District.

“Sexual harassment” is defined as conduct of a sexual nature which affects an individual's employment or progress; which has a negative impact on an individual's work; which creates a work environment that is intimidating, hostile, or offensive; or which affects benefits, services, or activities available to an individual in the work setting.

*Please see Appendix B on page 27 for the full policy as well as the reporting and resolution procedures.*

## Discrimination

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation, gender identity, or any other unlawful consideration, whether actual or perceived. The Board shall promote programs which ensure the elimination of any discrimination in all District activities. (Const. art. I, § 28.; Ed. Code § 201(b).)

All educational programs, activities and employment practices shall be conducted without discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation, gender identity, or any other unlawful consideration, whether actual or perceived. (Education Code § 221.5.) All persons affiliated with the school, including students, staff, and parents, should treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation, gender identity, or any other unlawful consideration, whether actual or perceived.

# Drug Free Workplace

The Lakeside Union School District adheres to the requirement set forth in the federal Drug-Free Work Place Act of 1988. To comply with the requirement, we call your attention to the following:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Any employee judged to be in violation of that restriction will be formally reprimanded, disciplined or dismissed in accordance with the severity of the misconduct and in accordance with existing bargaining agreements and/or District policies.
2. During your employment, from time to time, you will be made aware of the dangers of drug abuse and our policies regarding the maintenance of drug-free workplace.
3. Drug counseling, rehabilitation and employee assistance programs are available through Project EASE (call 619-277-3273 or 1-800-722-3273).
4. Continued employment is conditional upon your adherence to the prohibitions cited in Item 1 above, and your compliance with the provision that you notify the District within five days of any conviction for violation of any criminal drug statute occurring in the workplace. (Such notice will be forwarded to the appropriate federal agency within ten days of receipt. Within 30 days of such notice we will either take a personnel action (such as noted in Item 1) or we will require you to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.)

# Smoke Free Workplace

The Board of Trustees recognizes the evident health hazards in the use of tobacco products and the rising trend in society to control or eliminate the use of these products in public buildings and surrounding areas. The Board also recognizes the validity of the Surgeon General's opinion that secondary, as well as primary, exposure to smoking is a health hazard. It is the intent of the Board to provide a smoke free workplace and to keep all areas used by students free from smoking in order to provide the healthiest environment possible.

The Board of Trustees also encourages the implementation of programs to assist both employees and students in becoming and remaining non-smokers.

This policy is not a punitive measure, nor does it try to dictate whether adults may or may not smoke. However, the policy does tell adults they do not have the District's permission to smoke or use tobacco products on District property or in District vehicles.

Smoking and the use of tobacco products by any person is prohibited on sites and in vehicles owned and/or operated by Lakeside Union School District Schools.

The tobacco-free policy includes buildings, grounds, school sponsored events and services provided by employees off campus.

*(Legal References: County Code of Regulatory Ordinances Sections 32.801 – 32.804 and Education Code 48901 Smoking; Possession of Tobacco)*



# Universal Precautions & Blood borne Pathogens

Universal precautions are techniques used in all situations where blood or body fluids are present and are not limited to use with individuals known to be carrying a specific virus such as HIV or the virus causing Hepatitis B. In the school setting, those precautions should include: hand washing, using gloves, careful trash disposal, and using disinfectants.

Certain pathogenic microorganisms can be found in the blood of infected individuals. These “blood borne pathogens” may be transmitted from the infected individual to other individuals by blood or certain body fluids. The two most significant blood borne pathogens are the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV). It is not always possible to know when blood or body fluids are infectious. Therefore, all body fluids shall be handled as if infectious.

*Please see Appendix C, beginning on page 32, for the “Universal Precautions & Exposure Control Plan for Blood borne Pathogens”.*

## Use of District Technology Equipment

Lakeside Union School District is pleased to offer access to the District computer network system for file and print services, Internet access and electronic mail use. To gain access, all staff must agree to all terms of responsibility required for access by reading and signing the District acceptable use policy, which is a legally binding contract.

### **District Network**

The District network and technology equipment is provided for school/work related purposes only. Access to network services is a privilege, not a right; inappropriate use could result in revocation of those privileges, and while the District does employ tools to provide a filtered internet experience in compliance with CIPA, staff understand that sites accessible via the internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.

Access to the District network exists to support the District’s educational responsibilities and mission. The specific conditions and services that are offered will change over time. In addition, the District makes no warranties with respect to the District network service, and it specifically assumes no responsibility for:

1. Any costs, liability, or damages caused by the way the individual chooses to use his/her district access;
2. Any consequences of service interruptions or changes, even if these interruptions arise from circumstances under the control of the District;
3. The privacy of content shared via District-provided electronic mail, which may be disclosed through Public Records Requests, subpoena, personnel investigations, or an account breach.

The District reserves the right to limit, review and monitor any and all files on district-owned technology, which include, but are not limited to, the following:

1. Set up a filter to block District determined objectionable sites and/or terminology.
2. Preview, copy, or download any documents/applications on District-provided user accounts or devices.
3. File server space in order to make determinations on whether specific uses of the network are appropriate.

## **Etiquette**

All users are expected to abide by the rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Use language which is appropriate for an educational setting. Do not use abusive, inflammatory or obscene language.
2. Respect privacy. Do not reveal personal information about yourself, students and/or staff. Do not share your account information or password with anyone, or leave it written down where others can find it.
3. Be considerate. Do not use the network in a way that would disrupt the use of the network by other users.
4. Use access time efficiently. Use access time for school-related purposes only.

## **E-mail Use**

E-mail is a method communication. All users who are allowed access are expected to accept conditions, which include, but are not limited to, the following:

1. Users of e-mail should not consider electronic communications to be either private or secure; such communications are subject to subpoena and Public Records Requests.
2. Messages relating to or in support of illegal activities must be reported to appropriate authorities.
3. Individuals are to identify themselves accurately and honestly in e-mail communications. E-mail account names and/or addresses may not be altered to impersonate another individual or to create a false identity.
4. Individuals shall protect themselves from phishing schemes by proceeding with caution before clicking on links or providing any personal data to an unknown sender.

## **Social Media**

The Lakeside Union School Board recognizes that staff members are using social media accounts to connect with students, parents, local community members, and the global community at large. To ensure that social media sites are created and maintained in accordance with BP and AR 1114(a), District-Sponsored Social Media, as well as BP and AR 4040, Employee Use of Technology, a separate guidelines document has been created for staff to follow. District, school, and classroom social media accounts must be District-Sponsored if they post student, classroom, and/or school photos/activities or use school/district branding. They may only be used for the purpose of sharing information and photos related to learning, teaching, and activities within the District.

There is no assumption of privacy when voluntarily posting information to a personal social networking site. The District reserves the right to reprimand and discipline staff when social networking sites are used to:

1. Disrupt school activities
2. Disclose confidential information of students, parents, and staff
3. Make disparaging remarks about students, parents, staff, or the District

## **Prohibited Use**

The transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to the distribution of the following:

1. Any information that violates or infringes on the rights of any other person.
2. Any abusive, defamatory, illegal, inappropriate, obscene, profane, racially offensive, sexually oriented and/or threatening material.
3. Advertisements, solicitations, commercial ventures or political lobbying.
4. Any information which encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
5. Any material that violates copyright laws.

## **District Mobile Technology Use**

The Lakeside Union School District allows staff to use the District's equipment on and off site in order to enhance, enrich, and facilitate teaching and administrative duties, as well as school communication.

1. The District's equipment (i.e. laptop, iPad, etc) is to be used as a productivity tool for school-related business, curriculum enhancement, research, and communication.
2. Staff members shall exercise appropriate professional judgment and common sense when using the District's equipment.
3. All District-issued equipment and accessories are District property and are provided to staff for a period of time as deemed appropriate by administration.

Staff members who are provided District-owned technology will sign the LUSD STAFF TECHNOLOGY USE POLICY and follow all conditions and guidelines provided in that document. It is the staff member's responsibility to update the Business Office if devices are returned to the District, lost, stolen, or replaced for a different device.

## **Data Privacy Requirements**

Staff is responsible for ensuring that they comply with the data privacy provisions found in the following laws, as well as any other applicable laws that may go into effect after this document is signed:

- Family Educational Rights and Privacy Act (FERPA)
- Children's Online Privacy Protection Act (COPPA)
- Student Online Personal Information Protection Act (SOPIPA)
- California Electronic Communications Privacy Act (CalECPA)

## **A Final Word**

This handbook is intended to provide employees with basic information about the Lakeside Union School District and the employee's rights, benefits and obligations. The rules and policies upon which this handbook is based are subject to change as revisions in the law, Governing Board Policies, and employee contracts occur. You are encouraged to contact the Human Resources Office or Business Services Office for any questions or requests for information.

The Lakeside Union School District looks forward to a mutually satisfying working relationship with you in an effort to provide a quality education for every student in our district.

## **APPENDIX A – REPORTING CHILD ABUSE**

### **LAKESIDE UNION SCHOOL DISTRICT Acknowledgement of responsibility to report Known or suspected child abuse**

[Lakeside Union SD \(Lakeside\)](#) | BP 5141.4 Students

#### **Child Abuse Prevention and Reporting**

##### **Child Abuse Prevention**

The Governing Board recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

(cf. [6143](#) - Courses of Study)

The Superintendent or designee shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

(cf. [1020](#) - Youth Services)

##### **Child Abuse Reporting**

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

(cf. [0450](#) - Comprehensive Safety Plan)

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code [11165.7](#))

## Legal Reference:

### EDUCATION CODE

[32280-32288](#) Comprehensive school safety plans

[33308.1](#) Guidelines on procedure for filing child abuse complaints

44690-[44691](#) Staff development in the detection of child abuse and neglect

[44807](#) Duty concerning conduct of students

[48906](#) Notification when student released to peace officer

[48987](#) Dissemination of reporting guidelines to parents

[49001](#) Prohibition of corporal punishment

[51220.5](#) Parenting skills education

### PENAL CODE

[152.3](#) Duty to report murder, rape, or lewd or lascivious act

[273a](#) Willful cruelty or unjustifiable punishment of child; endangering life or health

[288](#) Definition of lewd or lascivious act requiring reporting

[11164-11174.4](#) Child Abuse and Neglect Reporting Act

### WELFARE AND INSTITUTIONS CODE

[15630-15637](#) Dependent adult abuse reporting

### CODE OF REGULATIONS, TITLE 5

[4650](#) Filing complaints with CDE, special education students

## Management Resources:

### CDE LEGAL ADVISORIES

[0514.93](#) Guidelines for parents to report suspected child abuse

### WEB SITES

California Attorney General's Office, Crime and Violence Prevention Center: <http://safestate.org>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lr/ss>

California Department of Social Services, Children and Family Services Division:  
<http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information: <http://nccanch.acf.hhs.gov>

[Lakeside Union SD \(Lakeside\)](#) | AR 5141.4 Students

## **Child Abuse Prevention And Reporting**

### Definitions

Child abuse or neglect includes the following: (Penal Code [11165.5](#), [11165.6](#))

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code [11165.1](#)
3. Neglect of a child as defined in Penal Code [11165.2](#)
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code [11165.3](#)
5. Unlawful corporal punishment or injury as defined in Penal Code [11165.4](#)

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code [11165.6](#))
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code [11165.6](#))

(cf. 3515.3 - District Police/Security Department)

3. An injury resulting from 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 (Education Code [44807](#))

4. An injury caused by a school employee's use of force that is reasonable and necessary 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 (Education Code [49001](#))

(cf. [5144](#) - Discipline)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code [49001](#))

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code [11165.7](#))

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 his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code [11166](#))

## Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code [11166](#))

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code [11166.05](#), [11167](#))

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code [152.3](#), [288](#))

## Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code [11166](#))

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the 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. (Penal Code [11166](#))

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code [11166](#))

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code [11166](#))

## Reporting Procedures

### 1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code [11165.9](#), [11166](#))

County of San Diego Health and Human Services Agency

Child Welfare Services

151 Van Houten Avenue

El Cajon, CA 92020

(800) 344-6000 or (858) 560-2191

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

## 2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code [11166](#), [11168](#))

The mandated reporter shall keep a copy of the report per school site protocol.

The Department of Justice form may be obtained online at [http://ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://ag.ca.gov/childabuse/pdf/ss_8572.pdf).

Reports of suspected child abuse or neglect shall include, if known: (Penal Code [11167](#))

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code [11167](#))

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code [11166.05](#). (Penal Code [11167](#))



### 3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code [11166](#))

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code [11166](#))

#### Victim Interviews by Social Services

Whenever a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code [11174.3](#))

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code [11174.3](#))

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code [11167.5](#).

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code [11174.3](#))

#### Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code [48906](#))

(cf. [5145.11](#) - Questioning and Apprehension by Law Enforcement)

## Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of this administrative regulation which contains procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code [11166](#) to file a report himself/herself using the procedures described above for mandated reporters.

(cf. [1312.1](#) - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR [4650](#).

(cf. [1312.3](#) - Uniform Complaint Procedures)

## Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code [11166](#), and their confidentiality rights under Penal Code [11167](#). The district also shall provide these new employees with a copy of Penal Code [11165.7](#), [11166](#), and [11167](#). (Penal Code [11165.7](#), [11166.5](#))

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code [11166](#) and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code [11166.5](#))

(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code [15630-15637](#).

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code [11172](#))

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code [11166](#))

3. No employee shall be subject to any sanction by the district for making a report. (Penal Code [11166](#))

Regulation LAKESIDE UNION SCHOOL DISTRICT

approved: September 17, 2012 Lakeside, California

## APPENDIX B – SEXUAL HARASSMENT

LAKESIDE UNION SCHOOL DISTRICT

PERSONNEL CERTIFICATE/CLASSIFIED

[Lakeside Union SD \(Lakeside\)](#) | BP 4119.11 Personnel

### Sexual Harassment

◀ [Previous](#) | [Next](#) ▶

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

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [4030](#) - Nondiscrimination in Employment)

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR [4964](#))

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

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

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

(cf. [4031](#) - Complaints Concerning Discrimination in Employment)

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

(cf. [4117.4](#) - Dismissal)

(cf. [4118](#) - Suspension/Disciplinary Action)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

#### GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

#### LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

#### CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

#### CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

## UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

## CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

## COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

## OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

## WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html>

## Policy LAKESIDE UNION SCHOOL DISTRICT

adopted: September 17, 2012 Lakeside, California

revised: February 11, 2016

## Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code [212.5](#); Government Code [12940](#); 5 CCR [4916](#))

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Regardless of whether or not the alleged harasser was motivated by sexual desire, the conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

## Training

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. Such training shall include the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee.

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code [12950.1](#))

A supervisory employee is any employee with the authority to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or to effectively recommend such action.

The district's sexual harassment training and education program for supervisory employees shall include the provision of (Government Code [12950.1](#); 2 CCR 7288.0):

1. Information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment.
2. Practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation.
3. A component on the prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance
4. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
5. All other contents of mandated training specified in 2 CCR [11023](#)

#### Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code [231.5](#))

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code [12950](#))

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee

(cf. [4031](#) - Complaints Concerning Discrimination in Employment)

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)

6. Directions on how to contact DFEH and the EEOC

7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code [12950](#))

Regulation LAKESIDE UNION SCHOOL DISTRICT

approved: September 12, 2012 Lakeside, California

revised: February 11, 2016



## ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The Employee Handbook contains information about Lakeside Union School District, and I understand that I should consult the Personnel Office regarding any questions not answered in the Handbook or on the District's Website under the Board of Trustees Policies and Regulations Tab.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand that this handbook is neither a contract of employment nor a legally binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or the Personnel Department any questions I might have regarding the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in the handbook, and any revisions made to it. I further agree that if I remain with the Lakeside Union School District following any modifications to the handbook, I thereby accept and agree to such changes.

I confirm that I have received a copy of the Employee Handbook and acknowledge that I have read the handbook in its entirety, including the Reporting Child Abuse, Sexual Harassment, Drug-Free Workplace, Blood borne Pathogens, and the Use of District Technology Equipment sections.

I will sign two copies of this Acknowledgement of Receipt; one copy for myself, and return the other copy to the Personnel Department. I understand that this form will be retained in my personnel file.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature of Personnel Office

\_\_\_\_\_  
Date