

EMPLOYEE INTERNET and NETWORK ACCEPTABLE USE POLICY

San Mateo County Office of Education (SMCOE) obtains its Internet connection from the Digital California Project, which is administered by the Corporation for Education Network Initiative in California (CENIC), and is subject to CENIC's Acceptable Use Policies. It is the responsibility of all SMCOE employees who use county provided computer equipment and Internet access to understand and follow these policies. The following terms and conditions meet or exceed CENIC's requirement.

TERMS AND CONDITIONS:

1. Acceptable Use -

Internet access through the San Mateo County Office of Education is intended solely for the support of education, research, and legitimate business purposes that included the following:

- Communication and exchange for professional development and to maintain currency in a field of knowledge
- Subject matters/discipline associations, government-advisory, or standard activities related to the user's research, instructional and/or administrative activities.
- Access to libraries, information resources, and databases.
- Administrative, academic, and research-related discussion groups.

2. Unacceptable Use -

SMCOE Internet access is expressly prohibited for any of the following:

- Access to information, which in any advocates, instructs, or promotes the violation of any laws of the State of California or the United States of America. This includes, but is not limited to the following: stalking others, transmitting copyrighted material beyond the scope of fair use without permission of the copyright owner, or any communications scope of fair use without permission of the copyright owner, or any communications where the message or its transmission or distribution would constitute or would encourage conduct that is a criminal offense.
- Access to pornographic or sexually explicit material.
- Access to information instructing or promoting armed rebellion, racial or ethnic discrimination, or other forms of hate crimes.
- Use in support of partisan political activities.
- Use in furtherance of profit-making activities for personal gain or use by for-profit companies, unless specifically authorized by SMCOE.
- Activities that interfere with or disrupt network users, services or equipment. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising or mass mailings (spam); propagation of computer worms or viruses; and attempting to make unauthorized entry to other computational, informational or communications devices or resources.
- Use of personally owned software or hardware except where authorized by SMCOE.

3. Privileges

The use of SMCOE information services is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. SMCOE, under this agreement, is delegated the authority to determine use and may deny, revoke, suspend, or close any user account at any time based upon a determination of inappropriate use by account holder or user.

4. Network Etiquette

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

- Be polite.
- Use appropriate language.
- Do not reveal your personal address or phone number, or those of colleagues.
- Electronic mail (E-mail) is not guaranteed to be private. System administrators have access to all e-mail. Messages relating to, or in support of, illegal activities will be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property of those who put it on the network.

5. Security

Security on any computer system is a high priority, especially when the system involves many users.

- Do not use another individual's account without written permission from that individual.
- Attempts to login to the SMCOE network as a system administrator will result in cancellation of user privileges.
- Do not activate any form of packet capture (e.g., sniffer) or devices to monitor traffic passing through the network.
- Installation of personal desk stop firewalls unless authorized by SMCOE is forbidden.

6. Vandalism and Harassment

Vandalism and harassment will result in cancellation of privileges.

- Vandalism includes, but is not limited to, any malicious attempt to harm, modify, and destroy data of another user on the SMCOE network or other networks that are connected to the Internet.
- Harassment includes, but is not limited to, the persistent annoyance of another user, or the interference of another user's work.

7. Privacy

Users should be aware that their uses of SMCOE computing resources are not private. While SMCOE does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of SMCOE computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general use patterns and other such activities that are necessary for the rendition of service. SMCOE may also specifically monitor the activity and accounts of individual

users of SMCOE computing resources, including individual login sessions and the content of individual communications, without notice, when:

- The user has voluntarily made them accessible to the public, as by posting to a bulletin board or Web page;
- It reasonably appears necessary to do so to protect the integrity, security, or functionality of SMCOE or other computing resources;
- There is reasonable cause to believe that the user has violated or is violating this policy;
- An account appears to be engaged in unusual or unusually excessive activity; or it is otherwise required or permitted by law.

SMCOE makes no guarantee of any kind, whether expressed or implied, for the services it is providing. SMCOE will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by SMCOE's own negligence, or your errors or omissions. By signing this form, you are agreeing to hold SMCOE harmless from all claims, suits or actions of any kind brought for, or on account of, any acts or omissions.

Acceptable Use Policy Acknowledgement Statement

I understand and will abide by the above Terms and Conditions and agree to abide by them.

I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school/ office disciplinary action and/or appropriate legal action may be taken.

NAME _____

POSITION _____

DIVISION _____ PHONE NUMBER _____

USER'S SIGNATURE _____ DATE _____

MANAGER'S SIGNATURE _____ DATE _____

DIVISION HEAD'S SIGNATURE _____ DATE _____

[FOR ROP STUDENTS]

SAN MATEO COUNTY REGIONAL OCCUPATIONAL PROGRAM ELECTRONIC INFORMATION USE POLICY

We are pleased to announce that the San Mateo County Regional Occupational Program's (ROP) electronic information services are now available to students and teachers who qualify as a result of participation in a ROP course. ROP strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. ROP will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service.

Please read this document carefully. When signed by you and, if appropriate, your guardian/ parent, it becomes a *legally binding contract*. We must have your signature where indicated as well as that of your guardian or parent (if your under 18) before we can provide you with access to the Internet.

Listed below are provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

Terms and Conditions of this Contract

1. Personal Responsibility

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network. Misuse can come in many forms, but it is commonly viewed as any message sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described below. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

2. Acceptable Use

The use of the Internet must be in support of education and research and consistent with the educational goals and objectives of the Regional Occupational Program. I am personally responsible for this provision at all times when using the electronic information service. Transmission of any federal, state or local laws is prohibited. This includes but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secrets.

3. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- **BE POLITE.** Never send or encourage others to send abusive messages.
- **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of our school and on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **PRIVACY.** Do not reveal any personal information, such as your home address, personal phone numbers, or the addresses and phone numbers of students or colleagues.

- **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities.
- **DISRUPTIONS.** Do not use the network in such a way that you would disrupt the use of the network by others.
- Installation and/or downloading of any software on ROP equipment is prohibited.
- All communications and information accessible via the network should be assumed to be private property.

4. Security

Security on any computer system is a high priority, especially when the system involves many users. Do not use another individual's account. Attempts to login as a system administrator is considered an act of vandalism and is subject to disciplinary action and cancellation of user privileges.

5. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user on the ROP network, or on other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses sending Spam or initiating any process intended to discover passwords or attempt to gain access to files. Any vandalism will result in the loss of computer services, disciplinary action up to and including dismissal, and/or legal referral.

6. Indemnification

This agreement indemnifies the San Mateo County Superintendent of Schools or the San Mateo County Board of Education for any damages. The student and parent/guardian must agree to not hold the San Mateo County Superintendent of Schools or the San Mateo County Board of Education responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

Required Signatures

I understand and will abide by the provisions and conditions of this contract. I also understand that ROP does not recommend any e-mail service provider(s)/vendor(s) and that I am solely responsible for any contract I enter into. I understand that any violations of the above provisions may result in disciplinary action up to and including the removal of Internet privileges, my dismissal, and appropriate legal action. I also agree to report any misuse of the information system to ROP instructor or system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. All the rules of conduct described in this document apply at any time I am using school equipment or network access.

Student Name (please print)

Student Signature

Date

e-mail address: _____

Students under the age of 18 must also have the signature of a parent or guardian who has read this contract.

As a parent or guardian of this student, I have read this contract and understand that the classroom use of the Internet is designed for educational purposes. I understand that it is impossible for the ROP to restrict access to all controversial materials, and I will not hold ROP responsible for materials acquired on the network. I also agree to report any misuse of the information system to ROP. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation. Racism, sexism, inappropriate language and other issues described above.

I hereby give my permission to allow this student to have use of the network for Internet access. I realize that any violation of the above conditions may result in disciplinary action up to and including revoking of Internet privileges, my dismissal and appropriate legal action.

Parent or Guardian Name
(please print)

Signature

Date

CHILD ABUSE REPORTING

Under the provisions of Chapter 1164, education administrators and employees are referred to as "care custodians."

All employees must sign a form which shows that they are aware of their obligation to report suspected child abuse. The bottom of that form asks that employees file a report with a designated administrator, as well as with an appropriate child protective agency.

The following procedures must be followed when reporting child abuse:

1. ROP staff should make reports to the Assistant Program Manager. In the event that the Assistant Program Manager is not available, the incident should be reported to the Director of Instructional Services or the Chief Administrator.
2. Report the suspected abuse to Child Protective Services at **1-800-632-4615 or 650/595-7922 within 24 hours**. No one can make the report on behalf of staff members. Staff members must file the report with the appropriate protective agency themselves. The Assistant Program Manager must be made aware of such a report. For more information visit the San Mateo County website at www.co.sanmateo.ca.us.

The staff is to be made aware each year of the child abuse reporting procedures. The proper forms may be obtained from Child Protective Services or from the Student Services Senior Secretary.

A "dependent adult" is defined as "any person residing in this state, between the ages of 18 and 64, who has physical or mental limitations which restrict his or her rights including, but not limited to, persons who have physical and developmental disabilities or whose physical or mental abilities have diminished because of age."

"Physical abuse" means assault, as defined in Section 240 of the Penal Code; battery, as defined in Section 242 of the Penal Code; assault with a deadly weapon or force likely to produce great bodily injury, as defined in Section 242.5 of the Penal Code; unreasonable physical constraint, or prolonged or continual deprivation of food or water; and sexual assault, as defined in Sections 243.4, 261, 264.1, 285, 288a, and 289 of the Penal Code.

"Abuse of dependent adult" means physical abuse, sexual abuse, neglect, intimidation, cruel punishment, fiduciary abuse, or other treatment with resulting physical harm or pain or mental suffering, or the deprivation by a care custodian of goods or services which are necessary to avoid physical harm or mental suffering.

**See pages 9 - 10 for examples in determining whether to make a child abuse report
See page 11 for sample Child Abuse Reporting form**

Forms can be obtained from Student Services Senior Secretary at 650/802-5404

CHILD ABUSE REPORTING

It is my understanding that Section 11166.5 of the California Penal Code requires that any child care custodian who enters into employment after January 1, 1985 acknowledge that Section 11166 requires child care custodians, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment who he or she knows reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

It is further understanding that teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private schools are considered to be child care custodians.

I hereby acknowledge the provisions of Penal Code Section 11166 and will comply with its provisions.

Dated: _____ (Employee)

DEPENDENT ADULT ABUSE REPORTING REQUIREMENTS

It is my understanding that Section 15632.5 of the Welfare and Institutions Code requires that care custodians, health practitioners, or persons employed by an adult protective agency or local law enforcement agency acknowledge and promise to comply with the provisions of Welfare and Institutions Code Section 15630.

Accordingly, I hereby acknowledge that Section 15630 of the Welfare and Institutions Code requires that any care custodian, health practitioner, or employee of an adult protective services agency or a local law enforcement agency who has knowledge of or observes a dependent adult in his or her professional capacity or within the scope of his or her employment who he or she knows has been the victim of physical abuse, or who has injuries under circumstances which are consistent with abuse where the dependent adult's statements indicate, or in the case of a person with developmental disabilities, where his or her statements or other corroborating evidence indicates that abuse has occurred, to report the known or suspected instance of physical abuse to an adult protective services or local law enforcement agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

It is my further understanding that employees of educational institutions are considered to be care custodians covered by provisions of Welfare and Institutions Code Section 15630 and I will comply with its provisions.

Dated: _____ (Employee)

SAN MATEO COUNTY CHILD PROTECTIVE SERVICES
Frequently Asked Questions

How do I report child abuse?

- A. If you know or suspect that a child is currently being abused, has been abused, or is at risk of abuse, call: 1-800-632-4615 or 650-595-7922, San Mateo County Child Protective Services.

If I report abuse or neglect, do I have to identify myself?

- A. Some professionals (e.g., instructors) who come in frequent contact with children are called mandated reporters. These people are required by law to report suspected abuse and give their names when doing so.

Can I be sued for making a report?

- A. The law provides that anyone who reports known or suspected child abuse is protected from civil or criminal liability unless it can be proven that the report was false and that the person who made the report knew it was false.

What happens after a report is made?

- A. No two reports are handled in exactly the same way. Decisions made by the professionals involved are based on each child's unique situation. The agency receiving the report will determine how to proceed based on all of the information available. In general, the social worker interviews the child, the parent(s), and others who may have information about the situation before deciding how to proceed. The worker's primary responsibility is the protection of the child.

If I make a report does it mean that the child will be taken away from the home?

Most reports of child abuse do not result in children being removed from their homes. The goal is to enable the child to remain safely in his or her home. To reduce the problems in the family, a social worker refers the family to community resources and services. If this is not sufficient to resolve the problem, then the social worker must protect the child's safety by removing him or her from the home and into a neutral situation, either with a responsible relative, who has been evaluated by the social worker, or in emergency foster care.

Examples:

Below are several examples to assist school employees in determining whether to make a child abuse report. (In each example, we will assume that you are reasonably certain that there has been sexual activity, although we recognize that the determination can also be difficult, and assume that there is absolutely no information to suggestion coercion):

1. **Example: A 13-year-old girl has consensual sex with her 13 year old boyfriend.**
This is not considered reportable child abuse to the similarity in age of the individuals and the fact that they are both minors. (See, *Planned Parenthood v. Van de Camp* (1986) 181 Cal. App 3d 245). (The same result would apply to a 15 year old girl who has consensual sex with her 17 year old boyfriend)

2. Example: A 17 year old girl has consensual sex with her 20 year old boyfriend.

This is not considered reportable child abuse even though there is greater disparity in age and the male is not a minor. The definition of child abuse excludes consensual sex between a minor who is **16 or older** and an adult who is under **21 years old**. Thus where the minor is 15 and the boyfriend is 21, the sexual activity would be reportable as child abuse. (See, Penal Code sections 11165.1 and 261.5 (d)).

3. Example: A 15 year old girl has consensual sex with a 26 year old man.

This is reportable as child abuse due to the disparity in age of the individuals. The Penal Code specifies that any sexual activity, including touching, between a child aged 14 or 15 and an adult at least ten years older is child abuse. (See, Penal Code section 288(c)). Note that the activity need not include sexual intercourse if the age disparity is at least 10 years and the child is 14 or 15.

4. Example: A 17 year old girl has consensual sex with a 23 year old man.

This would not be reportable as child abuse due to the maturity of the minor and the closeness in age of the adult. It technically may be a misdemeanor under the statutory rape statute, but it is not considered child abuse.

5. Example: A 16 year old girl has consensual sexual contact (not necessarily sexual intercourse) with a 27 year old man.

This would not be reportable as child abuse because the sexual touching prohibition is limited circumstances involving minors 15 years old or younger. (See, Penal Code sections 11165.1 and 288(c)). (It is important to remember that the conduct may violate criminal statutes, but not be subject to mandated reporting under the child abuse statutes.)

6. Example: A 15 year old engages in sexual activity with her 17 year old boyfriend, including oral copulation and digital penetration.

This activity is reportable. It may be the case that the law is not in accord with cultural standards (Most teenagers would tell you that oral sex is not sex) but the law is clear that such activity must be reported as child abuse.

SUSPECTED CHILD ABUSE REPORT

To Be Completed by Reporting Party
Pursuant to Penal Code Section 11166

A. CASE IDENTIFICATION	TO BE COMPLETED BY INVESTIGATING CPA
	VICTIM NAME: _____
	REPORT NO./CASE NAME: _____ DATE OF REPORT: _____

B. REPORTING PARTY	NAME/TITLE										
	ADDRESS										
C. REPORT SENT TO	PHONE		DATE OF REPORT		SIGNATURE						
	<input type="checkbox"/> POLICE DEPARTMENT <input type="checkbox"/> SHERIFF'S OFFICE <input type="checkbox"/> COUNTY WELFARE <input type="checkbox"/> COUNTY PROBATION										
D. INVOLVED PARTIES	AGENCY				ADDRESS						
	OFFICIAL CONTACTED			PHONE ()		DATE/TIME					
E. INCIDENT INFORMATION	VICTIM	NAME (LAST, FIRST, MIDDLE)			ADDRESS			BIRTHDATE	SEX	RACE	
		PRESENT LOCATION OF CHILD							PHONE		
	SIBLINGS	NAME		BIRTHDATE	SEX	RACE	NAME		BIRTHDATE	SEX	RACE
		1. _____					4. _____				
		2. _____					5. _____				
3. _____					6. _____						
		NAME (LAST, FIRST, MIDDLE)		BIRTHDATE	SEX	RACE	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE	SEX	RACE
PARENTS	ADDRESS										
	HOME PHONE		BUSINESS PHONE ()		HOME PHONE		BUSINESS PHONE				
IF NECESSARY, ATTACH EXTRA SHEET OR OTHER FORM AND CHECK THIS BOX <input type="checkbox"/>											
1. DATE/TIME OF INCIDENT				PLACE OF INCIDENT (CHECK ONE) <input type="checkbox"/> OCCURRED <input type="checkbox"/> OBSERVED							
IF CHILD WAS IN OUT-OF-SHORE CARE AT TIME OF INCIDENT. CHECK TYPE OF CARE:											
<input type="checkbox"/> FAMILY DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> SMALL FAMILY HOME <input type="checkbox"/> GROUP HOME OR INSTITUTION											
2. TYPE OF ABUSE											
3. NARRATIVE DESCRIPTION:											
4. SUMMARIZE WHAT THE ABUSED CHILD OR PERSON ACCOMPANYING THE CHILD SAID HAPPENED:											
5. EXPLAIN KNOWN HISTORY OF SIMILAR INCIDENT(S) FOR THIS CHILD:											

SS 8572 (Rev. 1/93) INSTRUCTIONS AND DISTRIBUTION ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). A CPA is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS-8583 if (1) an active investigation has been conducted and (2) the incident is **not**

unfounded.

THIS NOTICE MUST BE VISIBLY POSTED AT ALL ROP FACILITIES

SEXUAL HARASSMENT

Students must be informed of the sexual harassment complaint and investigation procedures and all staff must follow the complaint procedure set forth in Board Policy 4550.5.

SEXUAL HARASSMENT

San Mateo County Office of Education is committed to providing a work and school environment free from sexual harassment. This policy applies to all persons involved in the Office's educational environment and prohibits sexual harassment by any student or any employee of the Office.

Sexual harassment is illegal and the San Mateo County Office of Education will take all steps necessary to prevent sexual harassment from occurring including awareness training, informing all employees and students of their rights, and taking appropriate actions when rights are violated.

For purposes of this policy, sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature by someone from or in the work or educational setting under any of the following conditions:

1. Submission on the conduct is explicit or implicitly made a condition of an employee's or student's employment, academic status, or progress.
2. Submission rejection of the conduct by the individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or learning environment.
4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors programs, and activities at or through educational institution.

Sexual harassment includes, but is not limited to:

- Verbal Harassment--Offensive or derogatory comments, jokes, slurs, or degrading verbal comments about an individual's appearance or body; sexual orientation; graphic verbal comments of a sexual nature; spreading sexual rumors.
- Physical Harassment--Unwelcome or offensive touching or cornering or blocking movement.
- Visual Harassment--Display of offensive or sexually suggestive posters, pictures, cards, cartoons, graffiti, drawings, objects, or gestures; suggestive or obscene letters, notes, or invitations.
- Sexual Favors--Unwelcome sexual flirtations, advances, or propositions; offering favors or preferential treatment such as better grades than earned, opportunities for extra credit, recommendations, or other benefits in exchange for sexual favors.

Conduct committed by an employee, student, or agent of the Office which constitutes sexual harassment is specifically prohibited.

THIS NOTICE MUST BE VISIBLY POSTED AT ALL ROP FACILITIES
SEXUAL HARASSMENT COMPLAINT AND INVESTIGATION
PROCEDURE—STUDENTS ADMINISTRATIVE REGULATION 4550.5

This procedure lists steps to implement Board Policy 4550.5 as it pertains to sexual harassment involving students harassing other students.

1. Students who believe they have been subjected to sexual harassment should promptly report the incident orally or in writing to any school official who will then notify the Assistant Program Manager. A school official who receives a report of sexual harassment shall document the complaint, and sign and date it within ten days of the occurrence. The documentation shall contain specific information including the names of the individuals involved and the date, time, and place of occurrence or occurrences. The report also must indicate how the student has been adversely affected by the alleged action.
2. Upon receiving a sexual harassment complaint, the Program Manager will notify the appropriate Division Head.
3. Upon reviewing a report of sexual harassment, the Program Manager or Superintendent's designee will:
 - a. Notify immediately the alleged victim and his/her parent(s) or guardian. The student and his/her parent(s) or guardian will be advised of the investigation process.
 - b. Notify immediately the student against whom the complaint is filed, and notify his/her parent(s) or guardian. The student and his/her parent(s) or guardian will be advised of the investigation process, and will be given an opportunity to respond to the charges.
 - c. Conduct an investigation of each reported incident of sexual harassment, and include appropriate gender representation in reviewing and analyzing the facts before reaching a conclusion. Investigations will be conducted in a manner that respects the privacy of all parties concerned.
4. If, at the conclusion of the investigation, it is found that sexual harassment, in fact, has occurred, the investigator will report the finding, along with a recommendation for disciplinary action, to the Superintendent. The student will be afforded all due process rights.
5. The victim and his/her parent(s) or guardian and the perpetrator and his/her parent(s) or guardian will be advised by the Superintendent or his/her designee as to the final disposition of the complaint.
6. Every effort will be made to resolve each complaint in a timely manner.
7. Complaints involving sexual harassment shall not be subject to any complaint procedure requirement that would cause the student to resolve the complaint directly with the offending party.
8. In the event that a student who is a ward of the court either files or is implicated in a sexual harassment complaint, the County Office of Education will notify the student's parent(s) or guardian, if available, or his/her probation officer about the sexual harassment complaint and the subsequent investigation process. The parents, guardian, or probation officer of students who are 18 and older will not be notified about sexual harassment charges or about investigations

involving sexual harassment except in certain circumstances where a special education student may be involved.

INSTRUCTOR SALARY POLICY REGULATIONS

*(11.10.1&2) The normal hours of Regional Occupational Program instructional staff shall begin thirty minutes before the start of the first class. Departure time shall be thirty minutes after the end of the last class. The standard teaching assignment shall be five student contact hours. Compensation for more or less hours shall be prorated.

***Agreement between San Mateo County Board of Education and San Mateo County Superintendent of Schools (Employer) and The San Mateo County Educators Association/CTA/NEA Association.**

1. The standard teaching contract will be based on five hours per day of student contact.
2. When community classroom and cooperative education responsibilities are a major component of the program and additional salary shall be paid.
3. The mileage report is due by the 15th of the month in order to receive the reimbursement check on or about the first of the next month.

 **See Staff Forms Section, page 2 for sample Mileage Report form**

Forms may be obtained from the Business Operations Supervisor, 802-5409.

4. Prior Administrative permission is required for all extra contractual duties performed.

VARIABLE TIME SHEETS

1. Teachers are responsible for the timely submission of their variable time sheets. Teachers are responsible for all time sheets of their aides to ensure payment.
2. **All teachers (day, evening and Saturday) will complete their own time sheets.**
3. Teachers must verify all student aide variables.

NOTE: You will not get paid if you do not submit a variable time sheet. Do not expect someone else to complete one for you.

See next page for sample Time Sheet form

Time Sheet forms and future cut-off schedules may be obtained from

INSTRUCTIONS FOR COMPLETING FORM F-622
(VARIABLE TIME RECORD)

Be sure this time sheet and pay authorization is complete and accurate including all calculations and signatures. (NOTE: Employee Signature is optional; Verified by signature should generally be the program manager/principal, etc.)

This time sheet is to be used for all variable payroll payments including overtime, extra hours, extra hours, substitutes, extra help and payments to new regular employees were not paid on the regular payroll. Each employee will maintain a time sheet for the entire time sheet to his/her supervisor who will verify the time sheet (sign) and submit the original, plus the first and second copies to the division office by the required due date. Call your division if you do not know this date.

The division will complete the time sheet including the gross pay calculation section, and forward the original to the Payroll Department by the required date. Call the Payroll Department if you do not know this date.

For new employees, be sure that the necessary paper work has been completed and sent to the Personnel Department. Unless this is done before the payroll due date, the employee will not be paid and must wait for the next payroll. This applies to a change in payroll status for continuing employees as well.

RECRUITMENT, PUBLICITY and PROMOTION

Recruitment for classes is an on-going, year round process, especially in a ROP like ours where the majority of students are adults. The main ROP brochure is bulk mailed to over 200,000 San Mateo county residents twice a year. This brochure is available at all high schools and colleges and in over 150 community agencies and libraries throughout the county. We exhibit at five county-wide public Job Fairs and some community celebrations and festivals each year, recruit on high school campuses, conduct tours of our programs for any groups that ask, and give informational/promotional speeches. We also develop publicity materials for print and electronic media. An ROP promotional videotape, *The ROP Advantage*, is available in both English and Spanish for all high schools and for loan to any agencies.

YOU CAN HELP!

You share in the responsibility for seeing that your classes are full. If you are concerned about your enrollment, there are many things YOU can do to help with recruitment. First and most important is to inform the Assistant Program Manager. She will work with you in a variety of ways. We can get fliers, announcements or special bulletins to high school campuses. Arrangements can be made for you, the Assistant Program Manager, or Counselors to visit high school career centers and/or hold lunch meetings with students. Ads can be placed in newspapers, fliers can be created to distribute to businesses, notices can be sent to referral agencies.

YOU CAN ALSO:

1. Visit high school campuses and talk about your class. Bring visuals. Bring a recent, young student who will share his/her story.
2. Give ROP brochures to your students to pass on to friends (our best source of new students).
3. Hold an open house and ask current students to bring a friend.
4. Tell personnel offices in your industry to keep ROP brochures on hand to refer under qualified applicants for training.
5. Take brochures to your local library, church, community center, beauty salon, barber, market, hardware store, gym, club, etc.
6. Let the main office know if you have contacts in Rotary, Kiwanis, Lions, etc. They are always looking for speakers for meetings and we're available.
7. Make sure your community classroom sites have at least one of our community classroom posters on display. Give your community classroom employers a Certificate of Appreciation to publicly display.
8. Give the Assistant Program Manager advance notice of a special classroom event so we can have press coverage.
9. Etc., etc., etc. What are ***YOUR*** ideas?

PLEASE always make a brief written note of any promotional activities in which you are involved and send that note with fliers, invitations, etc. to the Assistant Program Manager so we can keep a record of your recruitment and collaborative activities. In addition, there are forms in this handbook to use to give us advance notice of events in which ROP could participate. The brag sheet will alert us to potential success stories and items for our

newsletter. It is important that ALL teachers submit students for recognition at the Annual Student Recognition and Awards Ceremony.

FOR YOUR CLASSROOM

Image is everything. Sit at a student desk and look at your classroom as a new student would. Is it professional looking? Do you need new signs? Clean up clutter! At ROP we strive to project a professional image that reflects the high quality of our training. The Assistant Program Manager and the 101 TDD staff can help you create special instructional materials, jazz up what you already have, or design classroom posters and signs.

Publicity opportunities all around us: Newspaper stories/features/notices and public service announcements are important publicity opportunities and are used regularly. You can help us by letting us know about special students, special events, accomplishments, students who are overcoming barriers, etc.

In addition, we send articles to community bulletins, trade journals and the local/regional newsletters of professional organizations. If you belong to a group that has an appropriate newsletter, please let us know the name and phone number/address/e-mail of the editor of that publication. And, we always welcome suggestions.

PUBLIC INFORMATION

EVERYTHING intended for use by or distribution to the public **MUST** be approved by the Assistant Program Director before it is released. We must meet the strict requirements of the County Office of Education and Public and Governmental Relations offices as well as state and federal Office of Civil Rights guidelines. This includes certificates given to students, employers and members of the general public.

All recruitment materials **must** include the following statement:

The San Mateo County Office of Education does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability.

ROP is known throughout the county for the excellence of its public information. To maintain that quality and to insure consistency, the Assistant Program Manager is responsible for coordinating all media contacts and printed materials.

BIENNIAL COURSE REVIEW

Biennial reviews of all ROP courses are required per Ed. Code.

The purpose of the review is to insure that quality standards are met for the San Mateo County Office of Education, Regional Occupational Program, and the California Department of Education.

All courses are reviewed annually and presented to the County Board of Education. Although Ed. Code requires that reviews are completed biennially, all San Mateo County ROP courses will be reviewed annually. The form on pages 21-22 lists the characteristics that are included.

Programs determined to have concerns in more than three of the following criteria are placed on probationary status and are monitored for one year. An improvement plan is developed. When possible attempts for correction have failed, a decision is made to retain, reduce sections or cancel the program.

PROGRAM REDUCTION OR CANCELLATION

All of the following factors (not ranked in order) are considered without exception in the decision-making process when administration is faced with a program reduction or deletion:

- Student interest/enrollment
- Attendance/ADA completion rate
- Completion Rate
- Placement rate
- Labor market
- Staff availability
- Advisory Committee recommendations
- Program cost per student/cost effectiveness
- Availability of classroom or facility
- Relevance to COE/ROP mission and objectives

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**SAN MATEO COUNTY REGIONAL OCCUPATIONAL PROGRAM
Biennial Course Review Data**

COURSE TITLE -	COURSE APPROVAL #
----------------	-------------------

CBEDS #	COURSE Classroom/Comm APPROVED HOURS	COURSES OFFERED SINCE
---------	-----------------------------------------	--------------------------

COURSE DESCRIPTION -	JOB TITLES -
----------------------	--------------

ADA GENERATED	DIRECT COST PER ADA	LOTTERY ALLOTMENT
	\$	\$

LOCATION	SCHEDULE	INSTRUCTOR

ENROLLMENT DATA			
TOTAL ENROLLED	HIGH SCHOOL -	COMPLETERS LEAVERS CONTINUING	COMPLETION RATE
	ADULT -		

COMPLETERS PLACEMENT DATA: Of those responding to follow-up (% responding)					
Employed in Field	Employed in Non-related Field	Continuing in Education	Unemployed	In Military	Unavailable (illness, pregnancy, retired, etc.)
____ %	____ %	____ %	____ %	____ %	____ %

ADVISORY COMMITTEE SUMMARY

Labor Market:

Curriculum:

Equipment:

LABOR MARKET INFORMATION

ROP average starting salary 200X-200X: \$/hr

EDD Labor Market Information:

- | | |
|-----------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Employment Level | Supply and Demand |
| <input type="checkbox"/> Much faster than average | <input type="checkbox"/> Not difficult |
| <input type="checkbox"/> Faster than average | <input type="checkbox"/> Moderately difficult |
| <input type="checkbox"/> Average | <input type="checkbox"/> Very difficult |
| <input type="checkbox"/> Slower than average/stable | |
| <input type="checkbox"/> Decline | |
| <input type="checkbox"/> NA = Not Available | |

DOES THIS COURSE UNNECESSARILY DUPLICATE OTHER TRAINING COURSES IN THE AREA

YES ' NO ' If yes, please explain.

Does this course have an articulation agreement? yes no UC A-G yes no

STATUS:
Retain ____ Watch ____ Probation ____

- Decision-making criteria:
- Student interest/enrollment
 - Attendance/ADA
 - Completion rate
 - Placement rate
 - Labor Market
 - Program cost per student/cost eness
 - Advisory committee recommendations

ACTION:
Retain ____ Modify ____ Reduce ____ Drop ____

- Decision-making criteria:
- Availability of classroom facility
 - Staff availability
 - Relevance to COE/ROP mission and objectives

Comments:

PROGRAM REVIEW

The purpose of the Program Review is to insure high quality programs and to support programs in areas of required documentation for the San Mateo County Office of Education, Regional Occupational Program, and the California Department of Education. The following form on pages 25-26, provides a list of items to be reviewed. The Director of Instructional Services will meet with the teacher during a post evaluation conference to review the required records with the teacher.

See next page for Program Review Form

ROP MODEL STANDARDS

California ROP Model Standards were established in 1999-2000. The ROP Model Standards will also be used to further ensure quality programs and review. It is a San Mateo County ROP goal and that all programs will be recognized as "Model Programs."

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San Mateo County Regional Occupational Program

Program Review

Program _____

Teacher _____ Location _____

Credentials held _____ Expiration date(s) _____

	YES	NO	N/A	Location		CC/CVE Handbook Reference/Samples
				ROP Office	Classroom	
I. COMMUNITY CLASSROOM OR CVE STUDENTS						
A. Advisory Committee minutes are available						
1. CC/CVE student field site contract sheet up-to-date (located in ROP office)						2-2
2. Weekly teacher visitation schedule (located in ROP office)						2-22
3. On-Site Visitation/Observation record (evidence of weekly visitation)						2-16
4. Teacher record of student training hours is available and verified (CC, CVE form)						2-21/ 2-22
5. Individual Training Plans are utilized and up-to-date						
B. Student opinion survey of prior semester						
C. Community Classroom or CVE students						
II. PROGRAM OBSERVATION						
A. Curriculum and Procedural Resources						
1. Advisory Committee minutes are available						
2. Student expectations are current, available and made clear to students						
3. Current course outline flow chart is available						
4. Current Staff Handbook is readily available						
5. Student opinion survey of prior semester						
6. Customer work order request completed (Spec. Trade & Tech programs only)						
B. Emergency Procedures						
1. Emergency procedures are posted in classroom						
2. Last date procedures were reviewed with class.	Date: _____					
3. Appropriate safety signs and exits are posted						

	YES	NO	N/A	Location		CC/CVE Handbook Reference/Samples
				ROP Office	Classroom	
B. Emergency Procedures (continued)						
4. Hazardous material handbook is available						
5. Emergency supplies up-to-date						
C. Safety Instruction						
1. Safety instruction is provided						
2. Copy of student's test results or other documentation is						
D. Student Attendance						
1. Attendance rosters are available (CVE/CC noted) Ddfff						
2. Attendance records are current, accurate and in to ROP administrative office in a timely manner						
3. Three-year records maintained by teachers						
E. Student Performance Evaluation						
1. Grade book is current and up-to-date						
2. Grading procedures are made clear to students						
3. Grades are substantiated						

III. STAFF DEVELOPMENT/TEACHER TRAINING/EXPERIENCE

A. Most recent business or industry visit (date)

B. Place(s) visited _____

C. What and when the last professional conference(s) you attended related to your teaching area? _____

IV. TEACHER COMMENTS

Teacher's Signature

Date

Reviewer's Signature

Date

CONFIDENTIALITY OF RECORDS

All of us need to be reminded of the importance of maintaining confidential information and preventing unauthorized persons from obtaining it. Everyone should be very careful not to permit students to use our desks unless we have removed all confidential materials. We cannot release to or discuss student records with outside agencies without a signed release on file from the student, parent or guardian. Other public schools are considered part of the County Office of Education and are not outside agencies.

CONFIDENTIALITY OF PUPIL RECORDS

1. **PARENTS:** Parents/guardians have an absolute right to access information about their minor children. Be certain that the person to whom you are giving information is, in fact, the parent or guardian.
2. **STUDENTS AGE 18 AND OLDER:** When a pupil reaches the age of 18 or goes on to post-secondary school, all rights to access to their records belong solely with the student unless they are still financially dependent on the parents. In other words, if a parent of a 19 year old calls and wants the address of that student, we do not release it.
3. **COURT ORDERS:** The ROP administrative office handles all legal requests for records. We can release records only with a court order or subpoena.
4. **OTHER PUBLIC SCHOOLS:** We can share appropriate information with officials of any of the public schools (counselors, data clerks, etc.).
5. **SAN MATEO COUNTY PROBATION OFFICIALS:** We can release information to local probation officials, but not to other counties unless we ascertain that they are approved as "arms of the court." Refer all cases to an ROP administrator.
6. **EMPLOYERS:** We may give "directory information" to employers. Directory information includes the student's name and the dates of attendance. If the student signs a release and gives your name as a reference, you may provide additional reference information about that student's performance, achievements, etc. Prior to releasing any information, verify the identification of the caller.

If you have questions about this, contact the administrators. Always err on the side of caution in the release of information.

MAINTENANCE OF RECORDS

- All classroom sets of attendance accounting records must be kept for three years after the basic audit years, i.e., 1999-2000 records can be shredded after July 1, 2003.
- All records required by the California Department of Health for certification and provider approval purposes must be kept for four years after conclusion of that class. These records must be maintained at the ROP main office.
- All grades and transcript information must be kept on permanent file at the ROP main office. Teachers must submit their grade books to the main office at the conclusion of each school year.
- All Federal Grant records, e.g., Perkins, required for auditing purposes must be maintained for five years.
- All inventory records must be maintained perpetually and must never be discarded.

USE OF SCHOOL PROPERTY

All school equipment and supplies are for school use only. Employees should not take items from school or lend them to others without obtaining permission from the administrator or Director of Instructional Services. This permission will be granted only if requested in writing.

The District Attorney's office has issued a statement regarding school district property that is damaged or not returned by a student:

"Under present law, a school district may hold a parent or guardian financially liable for all property loaned to a student but not returned on demand or returned in a damaged condition. SB 1421 permits districts to withhold grades, diplomas, and/or transcripts for failure to return district property after written warning to pupils and parents of the district intent to do so, until the pupil or parents pay for the loaned property."

Regardless of this statement **ROP PROPERTY MUST NEVER BE LOANED TO STUDENTS.**

RELOCATION OF INVENTORY and STORAGE AREA PROCEDURES

1800 Rollins Road, Burlingame

- Contact the Business Operations Supervisor or the Business Operations Office Assistant, before removing anything from or placing anything in storage.
- The following information must be reported to the Business Operations Supervisor or Assistant prior to relocation:
 - Description Current location Inventory number New location (once moved)
- The Business Operations Supervisor or the Assistant will make any necessary arrangements to remove or place any and all items.
- COE inventory stickers must be placed on all property with a value of \$300 or more.
- Do NOT give any vendors permission to go into our storage area under any circumstances.
- Staff are responsible for ensuring their inventory records as reported to the ROP office are current and accurate.
- **This procedure must be followed to keep ROP's inventory in proper order. FAILURE TO DO SO MAY RESULT IN AN AUDIT EXCEPTION.**

NO SMOKING POLICY

State law prohibits smoking on all high school campuses. Smoking is also prohibited on all ROP property. THERE ARE NO designated smoking areas at any ROP sites for anyone. The San Mateo County Board of Education smoking policy must be posted and enforced at each ROP site. Smoking is cause for suspension.

TOBACCO FREE FACILITIES - BOARD POLICY NO. 4550.2

State law now requires California school districts and county offices of education to implement Tobacco Free School policies. In accordance with this mandate, our Board adopted the following policy:

"Effective July 1, 1995, the use of tobacco products anytime, anywhere on the grounds and facilities at the San Mateo County Office of Education and other facilities and vehicles under the control of the County Superintendent of Schools is prohibited. All activities or events sponsored by the County Board or Education or the County Superintendent of Schools at off-site locations shall be subject to this prohibition."

**ALL STAFF MUST ACTIVELY ENFORCE THIS POLICY.
SMOKING WILL RESULT IN SUSPENSION.**

If you witness a student smoking on any ROP facility (this includes parking lots and sidewalks), the following procedures must be followed:

- Certificated staff will inform student of policy and make sure the student reports to their teacher.
- Classified staff will notify student of policy and make sure the student reports to their teacher, who will in turn suspend the student.
- Teacher(s) will suspend student(s).
- If a counselor is available, the adult student may meet with the counselor immediately. In the case of high school students/minors, the teacher will call the parent/guardian and the high school counselor or vice principal in charge of guidance or student services. (High schools will determine if the student will also be suspended from their home school. ROP will not make this decision).
 - ▶ determine if parent/guardian gives permission to release to the student from class if the student has transportation or if the parent/guardian will pick the student up.
 - ▶ refer to the student handbook and notify the student and the parent/guardian that they must call and meet with the ROP counselor and that the student will be suspended for the day of the incident and the day after.
- Teacher will notify the Assistant Program Manager, 802-5405. Voice mail is acceptable for non-emergency situations.

DRUG/ALCOHOL ABUSE POLICY

Government Code Section 8355(a) prohibits the manufacture, distribution, dispensation, possession or use of a controlled substance and that should any employee be convicted of a criminal drug violation in the workplace, disciplinary actions according to California Education Code Sections 44940 and 45304 shall be used.

Any violation of this prohibition by an employee of the County Office of Education will result in:

- a. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by an appropriate governing agency;
or
- b. disciplinary action up to and including termination of employment pursuant to the provisions of Education Code or other applicable law.

All employees shall abide by the terms of this policy and notify their supervisors within five (5) days of any criminal statute conviction which (s)he receives for a violation occurring at the workplace. For the purpose of this policy, "conviction" shall mean a finding of guilt, including a plea of nolo contendere or imposition of sentence, or both, by any judicial body charged with determining violation of federal or state criminal drug statutes.

PURCHASING PROCEDURES

Books, supplies, and equipment usually are ordered in the spring for use the following school year. An order form **MUST** be completed and submitted to the Business Operations Supervisor. **PLEASE DO NOT ORDER OR PURCHASE ANY MATERIALS ON YOUR OWN UNLESS YOU PERSONALLY PLAN TO PAY FOR THEM.** Any questions about ordering procedures should be directed to the Business Operations Supervisor.

There are five categories:

1. **INSTRUCTIONAL SUPPLIES:** expendable materials usually lasting a year or two.
2. **NEW EQUIPMENT:** file cabinets, desks, chairs, and microscopes.
3. **REPLACEMENT EQUIPMENT AND REPAIRS:** items lost, stolen, damaged or equipment needing maintenance or repair.

4. **TEXTBOOK/SUPPLEMENTAL TEXTS:** textbooks are ordered in classroom quantities (30). Supplemental texts are ordered for student enrichment or remediation.
 - a. All new textbooks must be evaluated by the Employer Advisory Committee and Director of Instructional Services prior to Board adoption and ordering.
 - b. New textbooks for permanent classroom use may be adopted if the current textbook has been in use at least 5 years.
 - c. All workbooks used by adult students must be purchased by the adult. Exceptions for verified income hardships only.
 - d. All textbooks that are allowed to be taken home by adult students must be purchased. For individual financial hardship cases, a refundable deposit must be made.
 - e. High school students must sign out for books or pay a textbook deposit if books are allowed to be taken home. Grades can be withheld if books are not returned to ROP or paid for.

5. **SOFTWARE:** computer software must meet the goals of the approved curriculum and be ordered using the software order form. Software and licenses will be managed by the Director of Instructional Services and maintained at ROP main office.

See Staff Forms Section, page 4 for the Supply Order form
 See Staff Forms Section, page 5 for Instructional Equipment & Textbook Order form

Because we are a public agency, it is crucial that we follow strict guidelines when we make purchases. The following information is to clarify several points relative to this matter.

PURCHASE ORDERS

Except in the case of emergencies, **no purchase should be made until a purchase order has been completed, approved, and processed by the business office.** The business office will forward the purchase order to the vendor. When the services ordered have been completed or the goods shipped, the vendor will send an invoice to the business office for payment.

If a justifiable emergency occurs which requires services or goods immediately, **the order must be approved by the Chief Administrator.** The purchase order must be submitted at the time such emergency orders are placed.

USE OF PERSONAL FUNDS FOR ROP PURCHASES

On occasion employees have purchased supplies/materials using personal funds and have thereafter requested reimbursement. This procedure circumvents the purchase order process. **Employees will not be reimbursed.**

Note: Food is not an emergency in most cases and petty cash should not be used. FYI, Costco, and Safeway accept PO's. Check with the Business Operations Supervisor to determine location of and procedures for using open PO's. Ex.: you may have a PO prepared for no more than \$50

or \$100. After you purchase the needed items you must submit the receipt to the Business Operations Supervisor.

PETTY CASH

Petty cash is to be used **for emergencies only**. Detailed receipts including the vendor's name, date, and description of purchase are required for reimbursement. Expenditures of petty cash may not exceed \$30/month. Receipts must be submitted in current fiscal year and within 60 days of purchase.

OPEN ACCOUNTS AND PURCHASE ORDERS

Open accounts should be limited in number and used only when the use of the regular purchase order process would interrupt the instructional program. Open PO's must be arranged through the Business Operations Supervisor and approved by the Chief Administrator. Open purchase orders for contracts ranging from \$5,000 to \$50,000 must be accompanied by at least three informal (e.g.; telephone or oral) quotations from bona fide vendors or contractors. For contracts in excess of \$50,000, the business office must be consulted regarding procedures. No order for work or materials may be split or separated into smaller orders for the purpose of evading the bidding requirements.

 **See Bidding and Quotation Procedure on page 35**

Purchase orders for open accounts must list the names of authorized purchaser(s) in the body of the purchase order. Receipts must be signed by the programs manager or designee and submitted to the Business Office within 15 days of purchase in order to avoid delays in payments and the imposition of finance charges.

CASH RECEIPTS

All incoming checks and money orders for books must be receipted by the staff member who receives the money. The money and copies of receipts must then be forwarded to the Business Operations Supervisor who will retain a copy of the receipt. When the business office receives the money, it will send a confirmation receipt to the program manager. This process protects the financial integrity of all staff who handle incoming money.

PURCHASES AT CONFERENCES

Purchases of materials (books, tapes, etc.) at conferences without a previously authorized purchase order are limited to \$100. To receive reimbursement, an original receipt clearly describing the items purchased and the utility of the materials must be attached to the expense claim.

CONTRACTS, AGREEMENTS, LEASES, MEMORANDA OF UNDERSTANDING

Staff members are not authorized to sign contracts or other documents which obligate the San Mateo County Office of Education. The Associate Superintendent for Fiscal and Operational Services (or his/her designee) is the only authorized signer of contracts.

CATERING GUIDELINES

The following are the revised catering guidelines, effective May 22, 1998

1. The San Mateo County Office of Education exclusively uses a contracted caterer for all events sponsored by the San Mateo County Office of Education. Provided the caterer can meet the event's requirements, a County Office of Education-sponsored event should use the

SMCOE contracted caterer for all events held on- or off-site, Monday through Friday, at all hours.

In cases in which the event is beyond the contracted caterer's geographical range, e.g., the coastside (Pacifica, Half Moon Bay, Pescadero) or the East Bay, other services may be retained. Staff should consult Candis Catering as to their availability at the location in question before a determination is made that another catering service will be used.

2. On Saturdays and Sundays, any caterer may be used for County Office sponsored events. This applies to both on- and off-site events. However, it should be understood that outside caterers will not have access to the cafeteria in the County Office.
3. When using the SMCOE contracted caterer to cater off-site events, there will be a \$20.00 pick-up charge on orders which require pick-up. No charge for Belmont Sports complex pick-up.) County Office staff should not perform the pick-up service.

PURCHASING PAPER SUPPLIES

1. Staff orders paper by calling the Business Operations Office Assistant, at 802-5408.
2. We receive the paper at the main office the next day.
3. The paper is delivered to sites in boxes of 3, 5, or 10 sometime that week.

Note: the turn around time is usually within the week, i.e. order Monday, receive Wednesday or Friday.

**IF UNSURE, ASK REGARDING PURCHASING.
ASK FIRST TO AVOID INCURRING A PERSONAL EXPENSE!**

**San Mateo County Board of Education Regulation
BIDDING AND QUOTATION PROCEDURE**

Business Services/Expenditures/Purchasing

BR 3310.1

All contracts for work to be done and for materials, supplies, or equipment to be furnished, sold, or leased shall be let to the lowest responsible bidder meeting all conditions and specifications, as follows:

1. Contracts for Equipment, Materials, Supplies and Repairs including Maintenance ⁽¹⁾
 - a) For contracts ranging from \$5,000 to \$50,000 for materials, supplies, or equipment, at least three informal (e.g., telephone, oral or written) quotations shall be obtained from bona fide vendors or contractors.
 - b) For contracts in excess of \$50,000 for materials, supplies, or equipment, a notice calling for bids shall be published at least once a week for two weeks in a newspaper of general circulation within the County.

2. Contracts for Work (Public Projects) ⁽²⁾
 - a) Contracts ranging from \$5,000 to \$15,000, at least three informal (e.g. telephone, oral or written) quotations shall be obtained from bona fide vendors or contractors.
 - b) For contracts in excess of \$15,000 for work, a notice calling for bids shall be published at least once a week for two weeks in newspaper or general circulation within the County.

No order for work or materials shall be split or separated into smaller orders for the purpose of evading the requirements of this article.

A purchase or contract made in violation of the above regulation is void.

The Superintendent may reject any or all bids, at his discretion. If two or more bids are the same and lowest, the Superintendent may accept the one he chooses.

In case of "a great public calamity, as an extraordinary fire, flood, storm, epidemic, or other disaster, or if it is necessary to do emergency work to prepare for national or local defense," the Superintendent may waive the requirements of this regulation.

The above requirements shall not apply to any contract "with any specially trained and experienced person, firm, or corporation for special services and advice in financial, economic, accounting, engineering, legal, or administrative matters" (Government Code Section 37103), nor to those purchases authorized by the Board of acquisition of films, film strips, books, and instructional materials (Administrative Code, Title V, Section 17291-2).

The Superintendent shall develop and enforce administrative regulations as needed to implement this regulation. ⁽¹⁾ “Maintenance” is defined as “routine, recurring, and usual work for the preservation, protection, and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired.”

⁽²⁾ A “public project” is defined in part to mean “construction, reconstruction, erection, alteration, renovation, improvement, demolition and repair work” or the “painting or repainting of any publicly owned, leased or operated facility.” (Public Contract Code S22002(c)).

Adopted SMCBE 12/4/74

Revised SMCBE 4/19/78, 3/17/82, 12/21/83, 3/15/89

Public Contract Code Sections 20111, 20112, and 20168

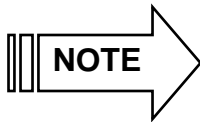
See page Staff Forms Section, page 9 for Telephone Bid form

EMPLOYER ADVISORY COMMITTEES

Advisory Committees shall be established for each program. Committees may be combined for more than one course having the same CBED code number.

1. Each committee shall be comprised of at least six members, at least four of whom represent the occupation for which training is provided. A list of names, titles, addresses, phone numbers, and places of business must be on file in the ROP Administrative Office. Membership should include new members to bring in new input from a variety of resources.
2. Advisory Committee Meeting dates will be scheduled during the September inservice.
3. Minutes of all meetings must be on file in the ROP Administrative Office.
4. Duties of committee members shall be to:
 - a. Help determine curriculum and course content.
 - b. Help determine location of training.
 - c. Review course outlines, especially new courses, and suggest appropriate changes.
 - d. Advise and assist in determining standards for student selection and training.
 - e. Advise teachers on employment opportunities and assist with student placement.
 - f. Assist in promoting ROP and securing community support.
5. Provide direct program support as guest speakers, arranging field trips, or contributing needed equipment.

6. Duties of the program teacher shall be to:
 - a. Provide the ROP Administrative Office with an agenda, location, confirmed advisory committee member names, business affiliations, addresses, and phone numbers and to reconfirm meeting date and time with the ROP main office **AT LEAST THREE WEEKS PRIOR TO MEETING.**
 - b. Return proofed minutes within one week of receiving the typed minutes. All minutes must receive administrative approval prior to mailing to members.



The Instructional Services Senior Secretary at 802-5406, will assist you with all types of correspondence to Advisory Committee Members. She can also help you organize your meetings.

CONFERENCES AND PROFESSIONAL MEETINGS

Guidelines for attending conferences and professional meetings are:

1. Submit request to your supervising program manager, e.g., Director of Instructional Services or Assistant Program Manager.
2. Submit conference reimbursement through SMCEA whenever appropriate as a first resort prior to conference.
3. Include printed information, brochures, or announcements pertaining to the meetings.
4. When more than one ROP staff member is attending, travel and lodging arrangements will be coordinated, if possible.
5. Requests will be granted within the limits of your program budget.
6. The lesser cost of mileage versus airfare will be paid for long distance trips.
7. There will be no advances for meeting costs. All appropriate expenditures will be reimbursed to staff members upon submission of receipts.
8. As soon as the trip has been completed, submit all receipts and documentation of expenditures with the appropriate form to the Business Operations Supervisor.
9. Request for conference reimbursement must be made within ten (10) working days of the attended event.
10. ROP will not pay annual dues to professional organizations.

11. You are encouraged to use lottery funds to cover conference costs.

**Reimbursement for conference expenses will not be made
without prior administrative approval.**

☐ **See Staff Forms Section, page 8 for
Request for Attendance at Conference or Professional Meeting form**

SUBSTITUTE PROCEDURES

SUBSTITUTING DAYTIME

Substitutes for SMCEA instructors are paid on the basis of a half-day if they work less than 4 hours and full day if they substitute for 4 hours or more.

SUBSTITUTING EVENING OR SATURDAY

Evening and Saturday teachers are paid hourly therefore a substitute working for an Evening or SMCEA teachers who substitute Evening or Saturday classes are paid on the basis of a full or half day as listed above.

Every teacher should have a file on the classroom desk or in the high school mailbox containing the following:

1. Roll sheets
2. Student emergency cards
3. Name(s) of student or instructional aide who would help take roll.
4. General lesson plans for emergencies. (A copy of 3-day lesson plans must be on file in the ROP office.)
5. Specific lesson plans if you want certain lessons in sequence.
6. Any special instructions.
7. Facility information: restrooms, tool rooms, suppliers, phone numbers, main office directory, general cleanup procedures.
8. Location of emergency supplies, fire extinguishers, and instructions.
9. Alarm system and lock-up procedures.
10. How and where to return keys.

BE SURE TO KEEP THIS INFORMATION UPDATED

All staff members must call the Staff Secretary at (650)802-5410 *as soon as possible* regarding your absence *prior to absence*, even when a substitute is not required, including the reason for the absence.

Note: SubFinder® Instructions on pages 39 – 42. An updated substitute list is available

from the Staff Secretary.

The County Office of Education SubFinder system must be used to secure a substitute. All teachers and substitutes must register their information into the SubFinder system. SubFinder instructions can be found on the next page.

Teachers requiring a substitute should follow one of the procedures listed below:

NOTE: In all cases for options 1 and 2, absences requiring a substitute must report to SubFinder.

OPTION 1 TEACHER SECURES OWN SUBSTITUTE

***Please do not contact people who are not on the sub list unless they are regular ROP instructors.**

The teacher directly calls the substitute to arrange for the substitute teacher to substitute on a special day or days and to give specific instructions regarding:

- a. location of keys to enter classroom
- b. special instructions regarding site or class hours, and lesson plans as applicable for that day
- c. alarm system (if applicable)
- d. location of instructional materials and roll sheets

The teacher must then call SubFinder at 650/573-5489 to report the absence and indicate who will be substituting. After notifying SubFinder, you will be issued a job number. Make a note of the job number. In the event you need to make changes, you must have the job number. If you do not receive a job number your request for a substitute has not been recorded. Call SubFinder and complete the process again.

Call the Staff Secretary at 650/802-5410 and leave a brief message stating date, time and reason of absence and that you have contacted Sub Finder.

OR

OPTION 2 TEACHER REQUESTS SUBFINDER TO LOCATE A SUBSTITUTE

The teacher calls **650/573-5489** and follows the SubFinder employee instructions on pages 41 - 42.

1. You can record special instructions regarding key location, alarm system, site or class hours, lesson plans, rollsheets, etc., at the appropriate time during the message.
2. Call SubFinder at least two (2) hours prior to start of class.
3. ROP instructors who teach between 1:00 pm and 6:00 pm and plan to be absent, must notify SubFinder by 8 am if you are expecting the system to arrange for a substitute. The system stops calling subs at 10 am and needs approximately two (2) hours prior to the start of class to contact substitutes.
4. Evening and Saturday teachers can also use the SubFinder system. However, SubFinder

needs at least a one (1) day notice. If you contact the SubFinder to arrange for a sub during the day and you are planning to be absent that evening, it will not begin contacting subs until 4:30 pm. That is too late for a sub for a 6:00 pm class. It is best if you prearrange your sub, and inform SubFinder of your sub's name. When in doubt, contact the Staff Secretary at 650/802-5410 or the SMCOE Substitute Caller at 650/573-5386.

5. After notifying SubFinder, you will be issued a job number. If you do not receive a job number, the request has not been recorded. Call the SubFinder and complete the process again.
6. Call the Staff Secretary at 650/802-5410 and leave a brief message stating date, time and reason for absence and that you have contacted SubFinder.

OR

OPTION 3 ROP TEACHER AT HIGH SCHOOL SITES

ROP teachers on high school sites may use a high school or district sub calling system if you have been approved by the district to do so. You must contact the system yourself and then contact the Staff Secretary at 650/802-5410 to inform her of your absence, time and reason for your absence and that you have called the high school substitute system.

OR

OPTION 4 IN THE EVENT OF AN EMERGENCY

Call the Staff Secretary during working hours 7:30 am to 4:00 pm if the following situations arise:

1. Less than two (2) hours prior to the start of your class
2. Inability to secure a job number from SubFinder after several attempts.

After 4:00 pm call your immediate supervisor:

1. Daytime teachers call the ROP Director of Instructional Services at 650/802-5407.
2. Evening and Saturday teachers page the ROP Saturday/Evening Program Supervisor, at 650/523-1051 (pager).

TO REGISTER WITH SUBFINDER

Dial the system: 650/573-5489
Enter your PIN: SS#, then press pound (#)

Record your name when instructed. When you are finished, press the pound sign (#).

You can call SubFinder to record, review, or cancel absences, and to review and change your personal information.

MAIN MENU

Press 1 To Report an Absence
Press 2 To Review an Absence
Press 3 To Cancel an Absence
Press 4 To Review Personal Information
Press 9 To Leave the SubFinder System

MAIN MENU OPTION #1 TO REPORT AN ABSENCE

When reporting an absence, SubFinder will ask you the following information:

1 — Date(s) and times of the absence
2 — Reason for the absence
3 — If a substitute is required for the absence
4 — Are there any special instructions for the substitute

From the Main Menu Press 1

SubFinder will play the ABSENCE MENU:

Press 1 For ALL day today
Press 2 For ALL day your next work day
Press 3 To enter specific dates and times
Press 9 To return to the Main Menu

(1) FOR ALL DAY TODAY or (2) FOR ALL DAY THE NEXT WORK DAY

From the Absence Menu

Press 1 For ALL day today
Press 2 For ALL day the next work day

SubFinder will play the absence date and times:

Press 1 If correct
Press 2 If incorrect

ENTER THE ABSENCE REASON

SubFinder will play a list of absence reasons. Press the number of the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason:

Press 1 If correct
Press 2 If incorrect

IS A SUBSTITUTE REQUIRED FOR THE ABSENCE?

Press 1 If a sub is required for the entire absence
Press 2 If a sub is required for part of the absence
Press 3 If a sub is not required

REPORT NORMALLY, ASSIGN OR REQUEST

Press 1 To let SubFinder select a substitute
Press 2 To assign a *prearranged* substitute
Press 3 To request a specific substitute
Press 9 To return to the Main Menu

USE OPTION #2 ONLY IF AN AGREEMENT HAS ALREADY BEEN MADE WITH THE SUBSTITUTE. SUBFINDER WILL NOT CALL AN ASSIGNED SUBSTITUTE.

If you are assigning or requesting a substitute, enter that substitute's SubFinder assigned ID# followed by the pound sign (#).

RECORD SPECIAL INSTRUCTIONS

Press 1 To record special instructions
Press 2 Otherwise

If you press 1, record a short message after the tone. When you are finished, press the pound sign (#). SubFinder will repeat the message.

Press 1 If correct
Press 2 If incorrect

GET THE JOB NUMBER

ALWAYS WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR THE ABSENCE MAY NOT BE RECORDED!

(3) TO ENTER SPECIFIC DATES AND TIMES

Step 1: Enter the first date of the absence (MMDD) followed by the pound sign (#). To begin the absence today, press star (**✱**)

Step 2: Enter the time the absence begins (HHMM) followed by the pound sign (#). If the absence begins at the start of the workday, press star (*). If you enter a specific time:

Press 1 For AM
Press 2 For PM

Step 3: Enter the last date of the absence (MMDD) followed by the pound sign (#). For the single day absence, press star (**✱**).

Step 4: Enter the time the absence ends (HHMM) followed by the pound sign(#). If the absence ends at the end of the workday, press star (*). If you enter a specific time:

Press 1 For AM
Press 2 For PM

SubFinder will repeat the date(s) and time(s) of the absence:

Press 1 If correct
Press 2 If incorrect

PLEASE NOTE: When reporting a multiple-day absence, you will be asked to use the Employee's Schedule or the Same Times Every Day.

Employer's Schedule - the absence will follow the employee's standard work times.

Same Time Every Day - the absence will be reported for the same times each day of the absence.

FROM THIS POINT FORWARD SUBFINDER WILL FOLLOW THE SAME PROCEDURES USED WHEN REPORTING AN ABSENCE FOR ALL DAY TODAY OR ALL DAY THE NEXT WORK DAY.

MAIN MENU OPTION #2 TO REVIEW AN ABSENCE

Press 2 From the Main Menu

SubFinder will play all your scheduled absences, if any exist, beginning with the next scheduled and moving forward. After each absence you will be given some of the following options:

Press 2 To hear the absence again
Press 3 To hear the next absence
Press 4 To cancel the absence
Press 5 To change the special instructions
Press 6 To record special instructions
Press 9 To return to the main menu

Option #4 will *only* be available if you are calling prior to the cancellation deadline established by your district. If you press 4, SubFinder will ask for confirmation.

Press 1 To confirm cancellation
Press 2 Otherwise

Option #5 will *only* be available if you originally recorded Special Instructions. If you press 5, record the new message after the tone. When you are finished, press the pound sign (#). SubFinder will repeat the message.

Press 1 If correct
Press 2 If incorrect

Option #6 will *only* be available if you did not originally record Special Instructions. If you press 6, record the message after the tone. When you are finished, press the pound sign (#). SubFinder will repeat the message.

Press 1 If correct
Press 2 If incorrect

MAIN MENU OPTION #3 TO CANCEL AN ABSENCE

Press 3 From the Main Menu

Enter the job # followed by the pound sign (#).

SubFinder will play the absence.

Press 1 To cancel the absence
Press 9 To return to the Main Menu

If you press 1, SubFinder will ask for confirmation.

Press 1 To confirm cancellation
Press 2 Otherwise

SubFinder will play the absence.

Press 1 To cancel the absence
Press 9 To return to the Main Menu

If you press 1, SubFinder will ask for confirmation.

Press 1 To confirm the cancel
Press 2 Otherwise

MAIN MENU OPTION #4 TO REVIEW PERSONAL INFORMATION

Press 4 From the Main Menu

SubFinder will provide you with the following information: your home site, your *standard* work times, your primary job position, your SubFinder assigned ID number (used only when your administrator needs to create an absence for you), and your name as recorded. To change your home site, work times, or primary job position, contact your supervisor.

Press 1 To record your name
Press 2 To record your itinerant schedule
Press 9 To return to the Main Menu

If you press 1, wait for the tone and record your name. When you are finished, press the pound sign (#). SubFinder will repeat your name.

Press 1 If correct
Press 2 If incorrect

Option #2 will *only* be available if you are set up within SubFinder as an itinerant employee. If you press 2, wait for the tone and record your itinerant message - usually your schedule for the week. When you are finished, press the pound sign (#). SubFinder will repeat your schedule.

Press 1 If correct
Press 2 If incorrect

VOLUNTEERS

The use of volunteers in society has increased dramatically in the past few years. A volunteer is defined as a person who enters into any service of his/her own will.

Request for Help with Recruiting/Selecting Volunteer(s)

A Request for a Volunteer form should be initiated by an ROP instructor, counselor or 101 TDD staff. (This request does not guarantee a volunteer.) Upon receipt of a completed request form, a search will be made for a qualified applicant based on the selection criteria listed in the volunteer handbook and the information provided on this form. Applicants will submit a Volunteer Application form to the Director of Instructional Services. Applicants will be interviewed by a panel which will include the requesting employee and two members of the volunteer task force. If an ROP Team member wants to work with a volunteer and has someone in mind, the member may recommend the volunteer by submitting a Volunteer Application form and Information form to the Director of Instructional Services. Selected volunteers must participate in a volunteer orientation prior to beginning service. The SMCOE covers the Workers Comp. for all documented volunteers and honors these volunteers at an annual recognition ceremony.

See Student Assistant and Volunteer Forms Section, pages 3 - 4 for Volunteer Information form

Guidelines For Volunteers

The following public guidelines have been adopted by the San Mateo County Regional Occupational Program regarding the utilization of volunteers.

Volunteers may be assigned to (1) perform non-instructional duties, (2) assist in instructional related activities, (3) assist with support staff duties.

NOTE:

- Responsibilities for day-to-day instructional activities shall rest with certificated credentialed teachers.
- All volunteers engaged in complimenting, supplementing or reinforcing instruction shall be under the meaningful direction and supervision of a certified credentialed classroom teacher.
- Volunteers cannot be given responsibility for instruction. A credentialed teacher must assign and must supervise all activities performed by volunteers, and must provide meaningful direction. For example:
 - Certificated credentialed teacher must be present at all times during activities each and every school day.
 - A certificated credentialed teacher must always be responsible for the assigned instruction of a classroom.
 - Attendance recording and grading is the sole responsibility of the certificated

credentialed teacher.

1. Non-instructional duties
 - Assisting the instructor with clerical/and organizational tasks such as typing, filing, duplicating instructional materials, and classroom/lab set-up.
2. Instructional related duties
 - Complimenting instruction (i.e. assisting the teacher during the lesson by helping students who may be having difficulty in understanding or in keeping with the class).
 - Supplementing instruction (i.e. assisting the teacher by working with individuals or small groups of pupils on follow-up activities specified by the teacher).
 - Reinforcing instruction (i.e. assisting the teacher by administering, under supervision and direction, remedial or drill activities for individuals or small groups).
3. All volunteers engaged in support staff duties must at all times be under the meaningful direction and supervision of a school administrator or his/her designate.