REFERENCE ITEMS

Classified Substitute

Please review the following items prior to attending your orientation. These are for your reference and do not need to be brought in to your appointment. Please retain this packet for your records.

- x School Location Notice
- x Notice Of Reasonable Assurance

- x Hello ID (Staff Login) Instructions
- x PeopleSoft Login Instructions
- x How To: View Your Paycheck
- x Affordable Care Act
- x Universal Precautions & Bloodborne Pathogens Information
- x Child Abuse: Education and School Personnel Responsibility
- x Employee Handbook
- x Right-to-Know: Employee Training Program
- x Annual Notification:
  - o Sexual Harassment
  - o Drug and Alcohol-Free Workplace

SR-67
MAPLEVIEW
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WOODSIDE
MAGNOLIA
WOODSIDE
MISSION GORGE
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WELD
MARSHALL
GRAVES
BRADLEY
VERNON
FLETCHER
HACIENDA
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MARSHALL
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CHASE
FUERTE
LEMON
CONRAD
HILLS
FUERTE
HILLSDALE
ROGERS
CAMPO
CAMPO
94
WILLOW
JAMACHA
JAMACHA
CAMPO
LYONS VALLEY
SR-94
SR-94
SR-94
APPLE
JAMACHA
MT MIGUEL
District Office
Anza Elementary
Blossom Valley Elementary
Cajon Valley Middle School
Chase Avenue Elementary
Crest Elementary
Emerald Middle School
Flying Hills Elementary
Fuerte Elementary
Hillsdale Middle School
Johnson Elementary
Lexington Elementary
Los Coches Creek Middle School
Madison Elementary
Magnolia Elementary
Meridian Elementary
Montgomery Middle School
Naranca Elementary
Rancho San Diego Elementary
Rios Elementary
Vista Grande Elementary
WD Hall Elementary

CAJON VALLEY UNION SCHOOL DISTRICT

Employee Quick Reference Card

System Phone Number 619-333-2578

Help Desk Phone Number 619-588-3037

Write your Access (Employee) ID here N

Write your PIN here _____

Web Browser URL https://cajonvalley.eschoolsolutions.com

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	d } Ç [• : } •	Future Jobs
Weekdays	Starts at 4:30 am and continues until 50% of completion of job	6:00 - 9

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your Access (Employee) ID followed by the star (*) key
2. Enter your PIN followed by the star (*) key

MENU OPTIONS

1 t Create an Absence
2 t Review, Cancel Absence or Modify Special Instructions
3 t Review Work Locations and Job Descriptions
4 t Change PIN, Re-record Name
9 t Exit and hang-up

TO CREATE AN ABSENCE

1. Enter dates for the absence
   PRESS 1 if the Absence is only for today
   PRESS 2 if the Absence is only for tomorrow
   PRESS 3 to Enter the dates and times for the absence

2. If you pressed 3 to Enter Dates and time
   Enter Start Date
   PRESS 1 to Accept the date offered
   PRESS 2 to Enter start date (MMDD)

3. Enter the reason from page 1 followed by the star (*) key or wait for a list of reasons

4. Record Special Instructions
   PRESS 1 to Record special instructions. Press the star (*) key when done
   PRESS 2 to Bypass this step

5. Is a Substitute Required?
   PRESS 1 if a substitute is required
   PRESS 2 if a substitute is not required

6. If you pressed 1, a substitute is required
   PRESS 1 to Request a particular substitute
   Enter the substitute access ID, followed by the star (*) key
   PRESS 1 to Accept requested substitute
   PRESS 1 if the Substitute should be called
   PRESS 2 if the Substitute has already agreed to work and does not need to be called
   PRESS 2 to Bypass requesting a substitute

7. Complete Absence
   PRESS 1 to Receive the job number
   Record the Job Number. The Job Number is your confirmation.

2. If you pressed 3 to Cancel the job
   PRESS 1 to Confirm the cancellation request
   If a substitute is assigned to the absence
   PRESS 1 for the System to call the assigned substitute
   PRESS 2 to Not have the system call the substitute
   Once you confirm a request to cancel the job, you MUST wait for the system to say "Job Number has been cancelled."

TO CHANGE PIN or RE-RECORD NAME

1. PRESS 1 to Change your PIN
   PRESS 2 to Change the recording of your name

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser and access the SmartFind*Express* Sign In page. Enter your Access (Employee) ID and PIN.

PIN REMINDER

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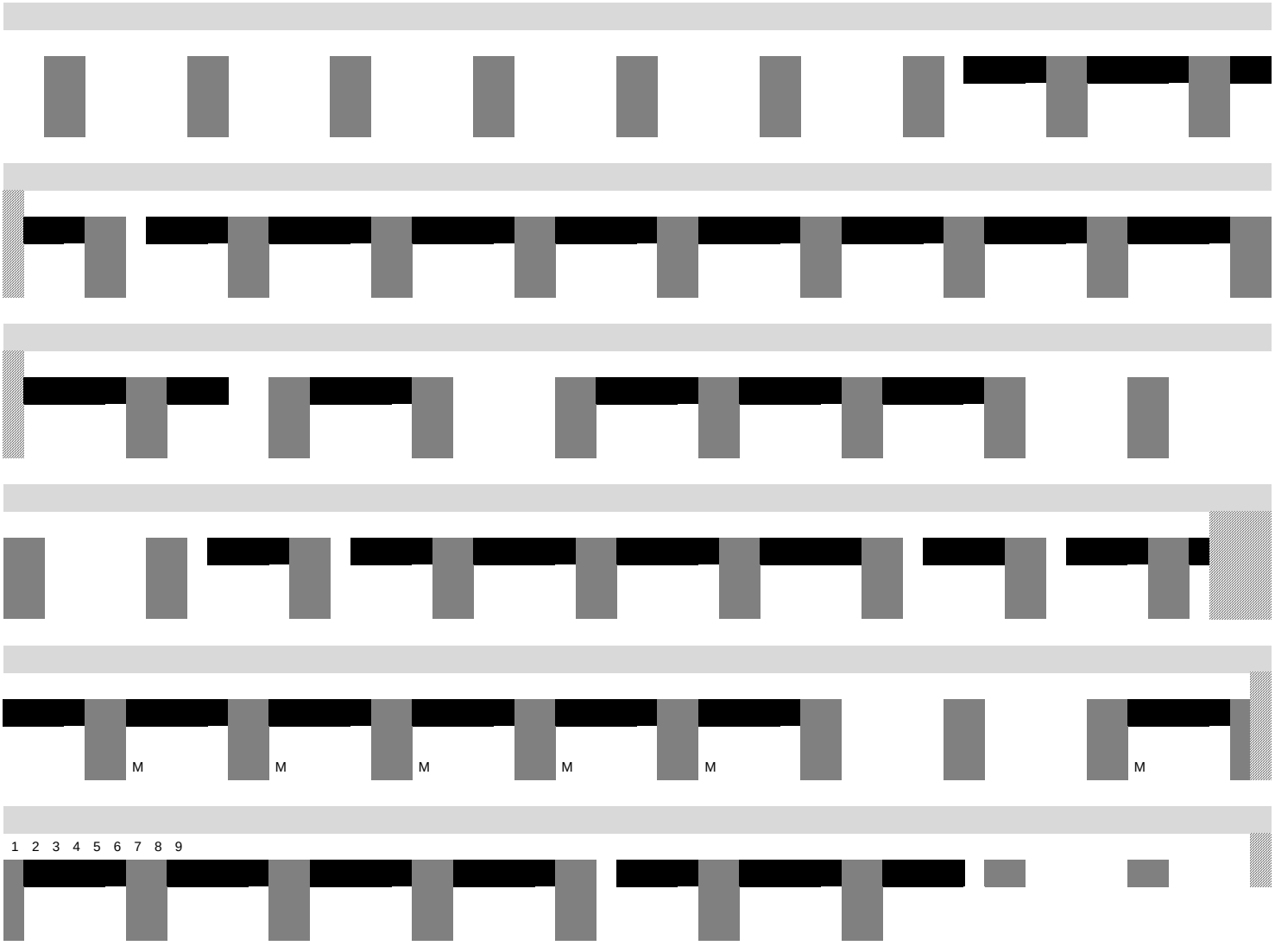
š Z] Œ W / E X t Z v š Z] • o] v l] • • o š U š Z • Ç • š u] • ‰ o Ç • š Z V

Access ID and the security code being displayed must be entered on this page. Note: *You must be registered with the system and have a valid email address in your profile to use this option.*

PROFILE

Information

x Review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1 2 3 4 5 6 7 8 9

Date: July 1, 2021

From: LaShonda Jones

Office Add
750 E. Main Street, El Cajo 9202
Mailing Add
PO Box 1007, El Cajon, CA 1007
www.cajonvalle

HELLOID t Login Info for CVUSD Staff

Open a webpage on the internet.

1. Go to login.cajonvalley.net and type your Username.
2. Type your password and click Login.

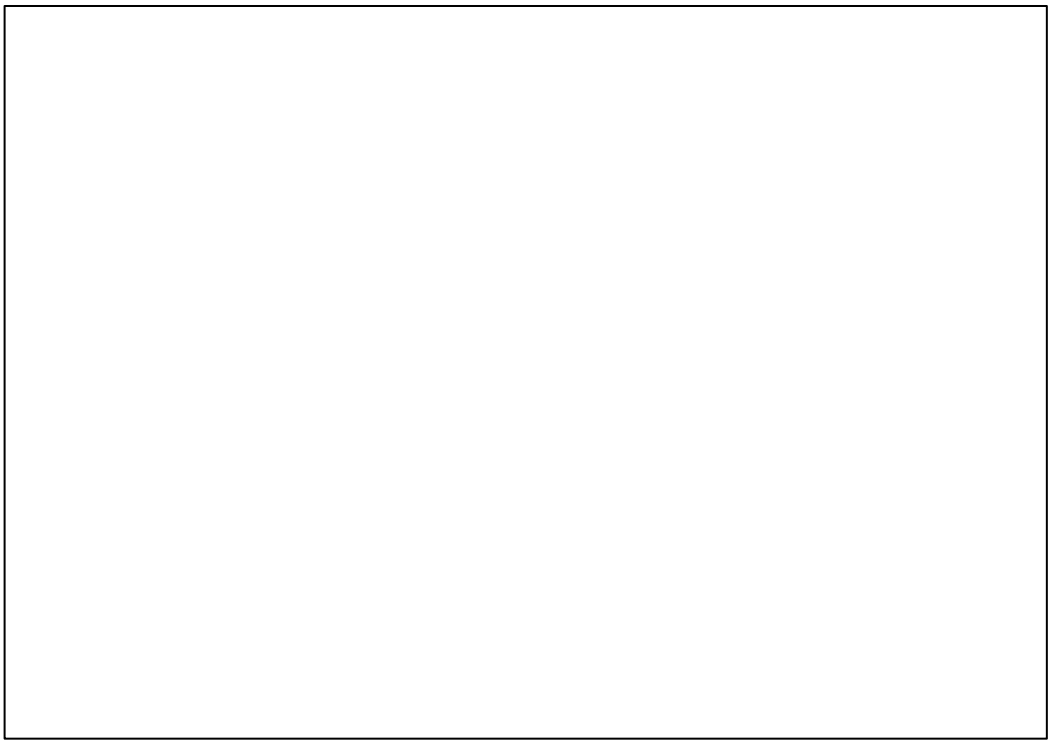
3. Select and open the application from the HelloID dashboard

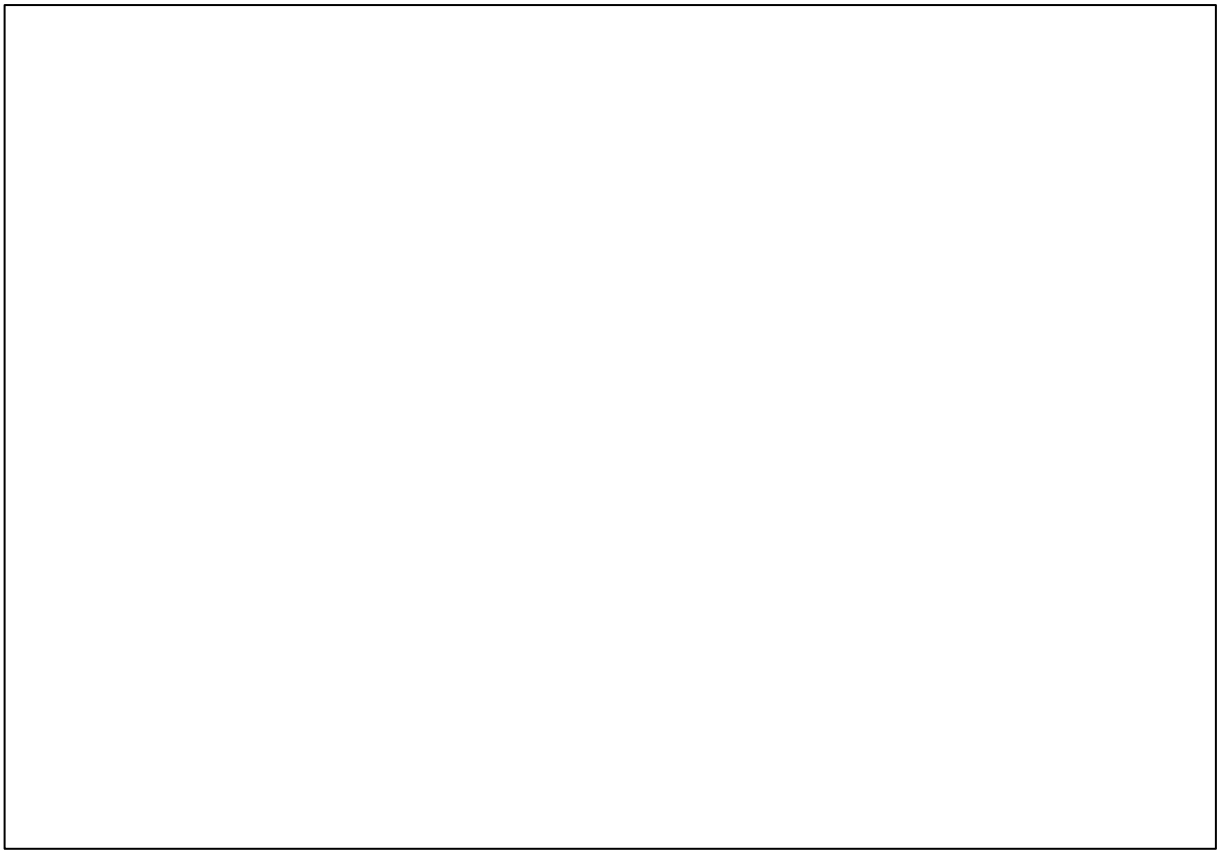
PEOPLESOFT ONLINE PAYSTUBS

1. From the

C. Setting Up “I Forgot My Password” - Important!

b. Paid By section – Shows most recent Pay Date, School District, Net Pay and Check #. Click on the Check # to view Paycheck.





View Paycheck using Quick Links

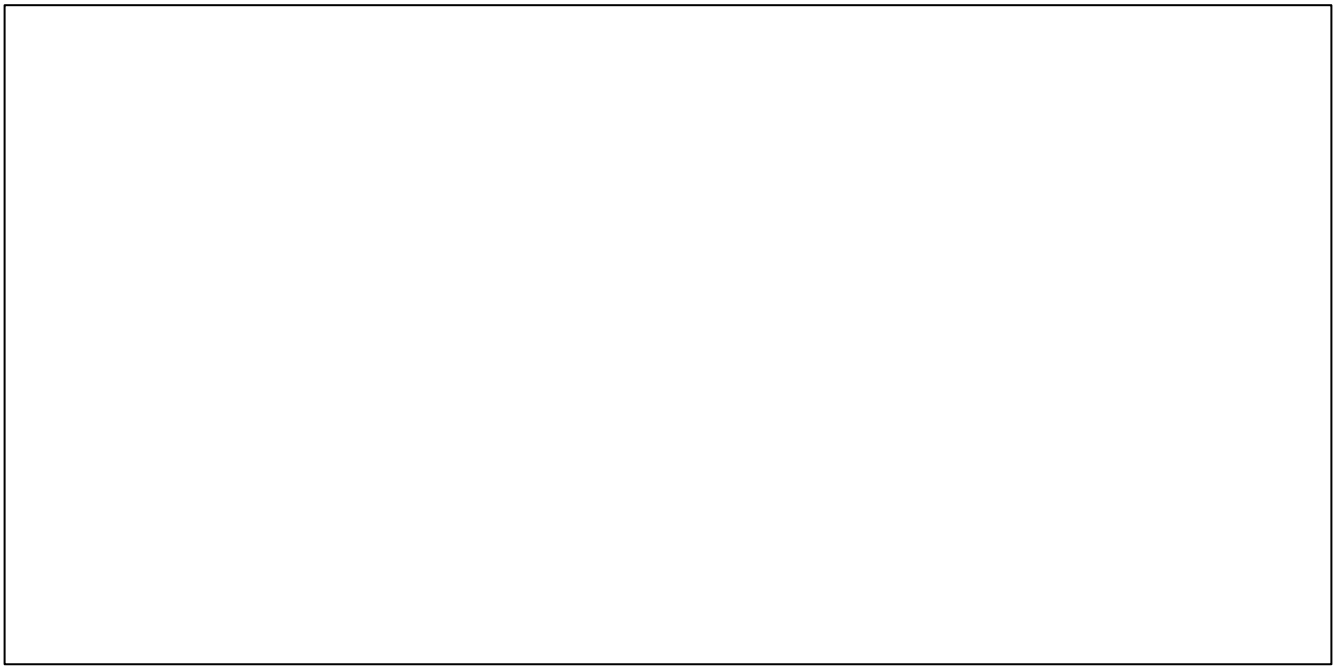
1.

Compensation Split

After a paycheck is available, use the Compensation Split page to view your earnings in greater detail. Multiple

E. Viewing Historical Paychecks

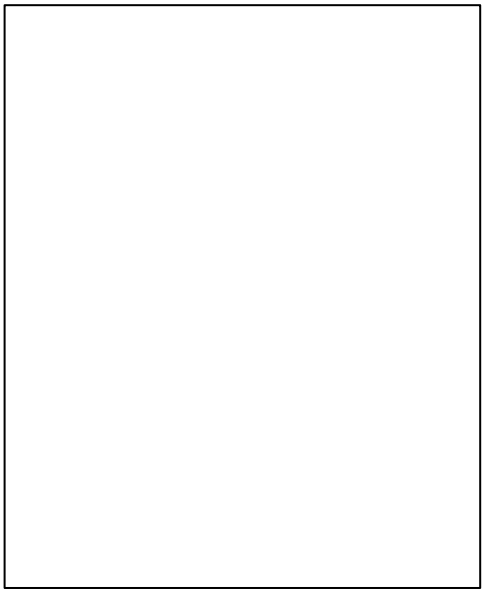
Before logging into ESS: Use the link on the PeopleSoft ESS login screen.



F. Signing Out

Click on the Actions List icon on the upright. (Looks like a hamburger).

Click on Sign Ou t from the dropdown menu.



Louise Gibson
Fiscal Services Manager
Fiscal Services
Phone: (619) 441-6126
Fax: (619) 441-6170
gibson@cajonvalley.net

[redacted]

Office Address:
710 E. Main Street, El Cajon, CA 920
Mailing Address:
PO Box 1007, El Cajon, CA 92022-10
www.cajonvalley.net

AFFORDABLE CARE ACT: WHAT YOU NEED TO KNOW

Dear New Employee:

You've probably heard about the Affordable Care Act, also called the Health Care Reform law. This letter describes what the Affordable Care Act means to you as a school district employee. Starting January 1, 2014, the law requires most Americans [illegible]

What You Need To Do

Affordable Care Act makes it clear: it's up to you to make sure you have health insurance beginning in 2014. If eligible, be sure to enroll in the district health plan that works best for you and your family — so that you're covered in 2014. If you are not eligible, you may be able to enroll in coverage through your spouse's/domestic partner's employer, Covered California (www.coveredca.com), Medicare (if eligible) or Medicaid benefits, if you qualify. (Find out if you are eligible for Medicaid by contacting Medicaid in your state (Medi-Cal in the State of California). Contact information can be found at www.medicaid.gov.)

If you enroll in coverage elsewhere, be sure to review your coverage with your tax planner to ensure your coverage meets the Affordable Care Act requirements.

More information about the Affordable Care Act can be found at www.healthcare.gov, the website sponsored by the Department of Health and Human Services.

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CHILD ABUSE:

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and

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Responsibility

Rev. 5/28/2021

NEGLECT

INDICATORS

PHYSICAL

- x Consistently dirty, unwashed, hungry, or inappropriately dressed
- x Without supervision for extended periods of time or when engaged in dangerous activities
- x Consistently tired/listless
- x Has unmet medical or dental needs
- x Exploited, overworked
- x Abandoned

BEHAVIORAL

- x Begging, stealing food
- x Extended stays at school (early arrival/late departure)
- x Truancy
- x Constant fatigue, listlessness or falling asleep in class
- x Alcohol or drug abuse
- x Delinquency (e.g. thefts)
- x States there is no caretaker
- x Prostitution, stealing
- x Attempts Suicide

SEXUAL ABUSE

INDICATORS

PHYSICAL

- x Difficulty in walking, sitting, or running
- x Pain or urination, defecation
- x Pain or itching in genital area
- x Torn, stained, or bloody underclothing
- x Bruises or bleeding in external genitalia or anal areas
- x Genital discharge
- x Venereal disease, especially in pre-teens
- x Pregnancy
- x Excessive masturbation

BEHAVIORAL

- x Seems ashamed/self-conscious of body and hides self
- x Unwilling to change for gym or participate in PE class
- x Withdrawal, fantasy, or infantile behavior
- x School difficulties
- x Eating disorders
- x Sleep disturbances
- x Bedwetting or fecal soiling
- x Poor peer relationships
- x Seeks out or avoids adults
- x Exhibits sexualized behavior towards adults or other children, or has specific knowledge of sex beyond developmental age
- x Is engaging in delinquent acts or runs away
- x Attempts suicide
- x Reports sexual assault by caretaker

What does the Child Abuse and Neglect Reporting Act require?

The CHILD ABUSE and NEGLECT REPORTING ACT (Penal Code 11166 et.se

Which professionals are required by law to report suspected child abuse?

Penal Code section 11165.7 defines a mandated reporter of child abuse as follows:

1. Teacher.
2. Instructional aide.
3. Teacher's aide or teacher's assistant employed by any public or private school
4. Classified employee of any public school.
5. Administrative officer or supervisor of child welfare and attendance, or certificated pupil personnel employee of any public or private school.
6. Administrator of a public or private day camp.
7. Administrator or employee of a public or private youth center, youth recreation program, or youth organization.
8. Administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
9. Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
10. Licensee, an administrator, or an employee of a licensed community care or child day care facility.
11. Head Start teacher.
12. Licensing worker or licensing evaluator employed by a licensing agency as defined in Section 11165.11.
13. Any employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the rules of Court.
14. Volunteers of public or private organizations whose duties require direct contact and supervision of children are encouraged to obtain training in the identification and reporting of child abuse.

Training in the duties imposed by this article shall include training in child abuse reporting. As part of the training, school districts shall provide to all employees being trained a written copy of the

the report, any team member who knows shall then be responsible to make the child abuse report. (Penal Code 11166 subd(f).)

Is the identity of a mandated reporter confidential ?

Yes. The identity of a person who reports known or suspected child abuse is confidential and may only be disclosed as follows:

- Between agencies receiving or investigating the report.
- To the district attorney in a criminal prosecution.
- To the district attorney in an action initiated under Welfare and Institutions Code Section 602 (minors violating laws defining crime, wards of court) arising from alleged child abuse.
- To the child s appointed counsel pursuant to Welfare and Institutions Code Section 371, subdivision (c).
- To the county counsel or district attorney in 0 G 5m Q q reanq

l d

x To persons [redacted] with whom investig[redacted]nd abuse are co[redacted]ated under Penal Code [redacted]abuse in out-of-home care).
x To multidisciplinary personnel teams as defined in Welfare and Institutions Code Section 18951, subdivision (d).

o th whom investiga

Is a school official required to notify a parent, guardian, or responsible relative when a minor pupil, who is a victim of suspected child abuse, is released into the custody of a peace officer?

No. If a school releases a minor pupil who is suspected of being abused into the custody of a peace officer, and the school later receives an inquiry from the minor's parent or guardian as to the student's location, the parent or guardian should be referred to the law enforcement agency that took the minor into protective custody.

> The school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours. The officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at a subsequent detention hearing. (Ed. Code, 48906)

Before releasing a child who is suspected of being abused to a peace officer, the school should obtain the officer's name, badge number, and telephone number so that it can later be given to a parent or guardian who inquires about the child's removal.

HANDLING DISCLOSURE

LISTEN & BELIEVE

Child victims of abuse often fear that no one will believe them or understand how they feel. As an empathetic teacher, you can be invaluable to such a child by providing a safe, caring environment which may encourage the child to talk. You may find the following phrases helpful:

- "Are you okay?"
- "You haven't

- "You are doing a good job helping me to understand what happened."
- "I'll do whatever I can to help you."
- "I'm sorry that happened."
- "What happened to you wasn't your fault."

Remember, your reaction will make a difference:

1. Do not panic or express shock.

- Include as much information as possible, including address with city and zip code, area code with phone number, and school hours for student.
- Use black ink.

CHILD ABUSE HOTLINE and FORM SS8572

- May be called anytime to discuss concerns you have.
    - If all the social workers are busy you will be asked to leave a return phone number (work or home)
- CPS Hotline: Call 1-800-344-6000 or 1-858-560-2191
- Have the student's registration card and the Suspected Child Abuse Report (SS8572) with you.
- Be sure to document the date, time, and name of the person to whom you are reporting.
- Immediate response status will usually be assigned if there is a physical injury, such as a bruise or mark.
- Complete the written report within 36 hours. Send the top 3 copies via District mail to Linda Mercurio

INTRODUCTION

This handbook contains a brief summary of some of the rules and regulations for employees, as well as other information you should find helpful. You are encouraged to refer to the complete set of

CVEA

The Cajon Valley Education Association is the current, recognized exclusive representative of the certificated employees in their relations with the Board of Education, the public school employer. Bargaining unit members are subject to all the provisions of the collective bargaining contract negotiated between the District and CVEA.

Merit System (Classified Employees)

The Merit System is a system of rules and procedures, similar to civil service, which governs classified (non-teaching) school employees. It operates under Article 6 of the California State Education Code. This is a personnel system in which merit and fitness determine each person's selection, promotion, and retention in the district, without favoritism or prejudice.

particular issue or concern, please contact the Personnel Director prior to the meeting and provide the item and/or any materials you wish to be placed on the agenda for information or for action. Agendas and minutes of the meetings are distributed and posted at each work location.

Please check the Personnel Commission section of the website for updates and/or changes to meeting details.

YOUR APPOINTMENT

Citizenship

Citizenship is not a requirement of employment with the Cajon Valley Union School District. However, the District may only hire individuals who have the legal right to work in the United States. When an offer of employment is made, the candidate must submit certain documents to the Personnel Department to verify his/her lawful right to work in this country. This applies to all employees, citizens, and non-citizens, including student aides and substitutes.

Fingerprinting

The California State Education Code requires all potential employees, including substitutes, to be fingerprinted before they can be hired. The cost of fingerprinting is borne by the individual and the District does not reimburse the cost. Employees must have fingerprint clearance prior to starting employment.

Physical Examination

Offers of employment are contingent upon successful completion of a physical examination (including drug and alcohol testing) and Tuberculosis (TB) test indicating you are free of TB. The costs associated with the physical examination are paid by the District, but you are responsible for the cost of the TB test.

Probationary Period

Classified: A classified employee, upon appointment to a regular position, must serve a six-

Safety

The District is interested in the well-being of all its employees and takes every precaution to assure your safety including safety training on a regular basis. However, safety is everyone's responsibility and you should always perform your duties in a safe manner using devices provided to you. Be alert to possible safety hazards and report them to your supervisor promptly.

Personal Conduct and Code of Conduct

Orderly direction of personnel requires the administration of rules, regulations, policies, and procedures by management to facilitate the goal of educating students in a safe and efficient manner.

Cajon Valley is a public employer, and its employees are expected to maintain the highest standards of ethics in the conduct of their activities. Employees may not misuse their positions or place themselves in situations where it may appear that their efforts are affected by outside conflicting interests or that they are using their positions with the District for personal gain.

Disciplinary Action

It is hoped that you will never need to concern yourself with this section; however, it is important to recognize that employees who fail to abide by established rules and policies are subject to corrective discipline or discharge. Corrective discipline may range from a verbal warning, to suspension from work without pay, or termination.

For Classified employees, a guide to use for "causesfor disciplinary action," as well as the disciplinary procedures, is contained in Chapter 60 of the Personnel Commission Rules.

LEAVES OF ABSENCE

Leave Requirements

Employees have a variety of leaves available to them. Most leaves require advance notice and completion and submission of an official form to the immediate supervisor for approval. In certain instances, your supervisor may ask you for additional written verification

of Absence (form A-37) to Payroll for FML eligibility review which is established through disability/court documentation. Interested employees should contact their Payroll Technician for additional information.

shall be investigated promptly and in a way that respects the privacy of all parties concerned.

If you have a complaint, contact the Assistant Superintendent of Educational Services, (619)588-

WORKING WITH

CHEMICALS/HAZARDOUS SUBSTANCES

Life is not as simple today as it was 20, 30 or more years ago. Significant changes occur that have a profound effect over the way we live, how we live, what we eat and the air we breathe.

EMPLOYEE RIGHTS

Your rights by law are as follows:

1. You have the right to receive information regarding hazardous

substances to which you might be exposed

LEGAL REQUIREMENTS

LABELS

One of the four main components of the "Right to Know" Program

is that of container labels. Unlike consumer products, industrial

[redacted]

"Caution" (Category IV) means the product is slightly toxic if eaten

[redacted]

absorbed through the skin, inhaled or if it causes slight eye or skin

[redacted]

MATERIAL SAFETY DATA SHEETS (MSDS)

There is a lot of information being generated about hazardous

SAMPLE
MATERIAL SAFETY DATA SHEET

WAXIE

Material Safety Data Sheet
OSHA's Hazard Communication Standard

MATERIAL SAFETY DATA SHEET (MSDS)

SECTION V: HEALTH HAZARD DATA

This section describes effects of overexposure and emergency and first aid procedures. It gives very practical and important

WRITTEN PROGRAM

Acid: A compound with a ph less than 7.

Alkali/Base: A compound with a ph greater than 7.

Boiling Point: The temperature at which a liquid becomes a gas.

CAS Number: Chemical Abstract Service Registry Number, which is listed

Flashpoint: The lowest temperature at which vapors are present

[redacted]

[redacted]

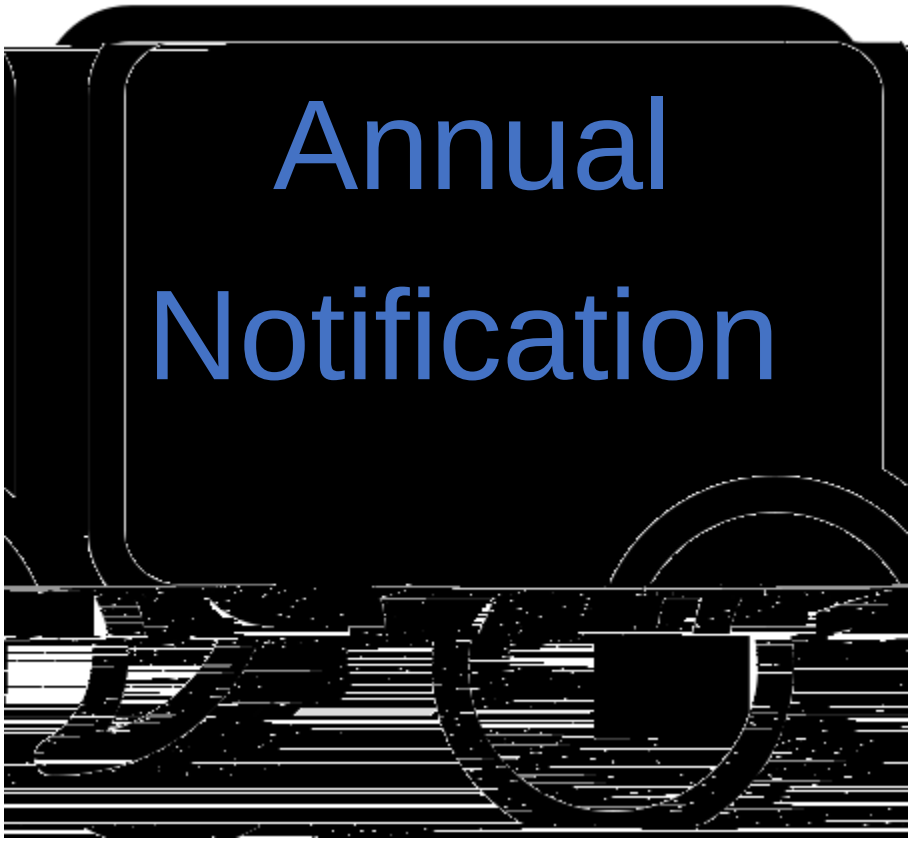
TRAINING PROGRAM

[redacted]

I have received my copy of the employee "Right to Know"

[redacted]

Annual Notification



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'HILQLWLRQV

3UHKLELWHG VH[XDO FRQGXFW VH[XDO KDUDVVPHQW LV QRW OLPLWHG WR XQZHOFRPH VH[XDO I
XQZDQWHG YHUEDO YLVXDO RU SK\VLFDO FRQGXFW RI D VH[XDO QDWXUH P
HGXFDWLRQDO VHWWLQJ ZKHQ (GXFDWLRQ &RGH *RYHUQPHQW &RGH

6XEPLVVLRQ WR WKH FRQGXFW LV PDGH H[SOLFLWO\ RU LPSOLF

6XEPLVVLRQ WR RU UHMHFWLRQ RI VXFK FRQGXFW E\ WKHFWLQGL
KLP KHU

7KH FRQGXFW KDV WR KDYXLQSRDVHQRUDHWLYH LPDFW XSRQ WKHFWL
FUHDWLQJ DQ LQWLPLGDWLYH JRVHQYLURRUPRQW 5HJDUGHVV RI ZKHV
VH[XDO GHVLUH IWRKLHHRPQGXFWWHUVXSHUVLVWHQWLYHDWRYHUHDWRED
ZRUNLQJ HQYLURQPHQW RU WR OLPLW WKH LQGLYLGXDO V DELOLW\ WR

6XEPLVVLRQ WR RU UHMHFWLRQ RI WKH FRQGXFW EHFWWKLQRWKH
UHJDUGLQJ EHQHILWV VHUYLFHV KRQRUV SURJUDPV RU DFWLYLWHV

2WKHU H[DPSOHV RI DFWLRQV WKDW PLJKW FRQVWLWXWHVRHZRRQNHUQRQVPE
ZRUN RU HGXFDWLRQDO VHWWLQJ LQFOXGH EXW DUH QRW OLPLWHG WR

8QZHOFRPH YHUEDO FRQGXFW VXFK DV VH[XDO IOLUWDWLRQV R
SHUVRQDO FRQYHUVDWLRQV RU SUHVVXUH IRU VH[XDO DFWLYLW\ VH[X
GHURJDWRU\ FRPPHQWV VH[XDOO\ GHJUDGLQJ GHVFULSWLRQV RU WKH

8QZHOFRPH YLVXDO FRQGXFWWVXRU DWHVWXUHQJWHSXFWX\UH[SOJ
VXJJHVWLYH REMHFWV

8QZHOFRPH SK\VLFDO FRQGXFW VXFK DV PDVVDJLQJ JUDEELQJ
ERG\ RU FORWKHV LQ D VH[XDO ZD\ RFURUHSHGQQJEQRRFFNLQJPROHHPQWVR

7UDLQLQJ

7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO HQVXUH WKDW DOO HPSOR\HHV
DQG SHULRGLFDO6XFKWKHDLQJ VKDOO LQFOXGH WKH SURFHGXUHV IRU UHS
HPSOR\HHV GXW\ WR XVH WKH GLVWULFW V FRPSODLQW SURFHGXUHV DQG
PDGH WR WKH HPSOR\HH

FI 8QLIRUPR&RQGXFW 3U
FI 1RQGLVFULPLQDWLRQ LQ (PSOR\PHQW
FI 6H[XDO +DUDVVPHQW

(YHU\ WZR \HDUV WKH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO HQVXUH WKI HIIHFWLYH LQWHUDFWLYH WUDLQLQJ DQG HGXFDWLRQ UHJDUGLQJ VH[XDO KD ZLWKLQ VL[PRQWKV RI WKHLU DVVXPSWLRQ RI WKH QHZ SRVLWLRQ *RYHU

%RRN	3RO LFLHVHDXQGD5WLRQV
6HFWLRQ	3HUVRQQHO
7LWOH	'58* $1' $/&2+2/)5((:25.3/$&(
&RGH	%3
6WDWXV	$FWLY
$GRSWHG	)HEUXDU\

7KH *RYHUQLQJ %RDUG EHOLHYHV WKDW WKH PDLQWHQDQFH RI VDWXUGXHJQWDQG
HQVXUH D SURGXFWLYH DQG VDIH ZRUN DQG OHDUQLQJ HQYLURQPHQW

FI	(PSOR\HHWUDLQLQJ 7
FI	'UXJ DQG $OFRKRO 7HVWLQJ RI 6FKRRO %XV 'ULYHUV

$Q HPSOR\HH VKDOO QRW XQODZIXOO\ PDQXIDFWXUH GLVWULEXWH GLVSHQ
&RGH 86&

(PSOR\HHV DUH SURKLELWHG IURP EHLQJ XQGHU WKH LQIOXHQFH RI RU SRVVHVVLQJ
GXULQJ DQV ZKLOH DQ HPSOR\HH LV RQ GXW\ GXULQJ ERWK LQVWUXFWLRQDO
RU FRFXUULFXODU DFWLYLWLHV RU ZKLOH WUDQVSRUWLQJ VWXGHQWV WR RU

%RRN	3RO LFLHV HDXQG D5WLRQV
6HFWLRQ	3HUVRQQHO
7LWOH	121',6&5,0,17,21 ,1 (02 0(17
&RGH	%3
6WDWXV	$FWLY
$GRSWHG	)HEUXDU\

7KH *RYHUQLQJ %RDUG LV GHWHUPLQHG WR SURYLGH GLVWULFW HPSOR\HH\ IXOO DQG HTXDO HPSOR\PHQW DFFHVV DQG RSSRUWXQLWLHV SURWHFWLRQ UHWULEXWLRQ IRU DVVHUWLQJ WKHLU 7HPS %RDUG HQ SURKLELWV GLVFULPLQDWLRQ RU KDUDVVLQJ DQ\ RWKHU GLVWULFW HPSOR\HH RU MRE DSSOLFDQW RQ DQ\ RI RULJLQ DQG HTXDO HPSOR\PHQW DFFHVV SURWHFWLRQ JHQHWLF LQ VWDWXV JHQGHU LGHQWLW\

%RRN	3RO LFLHVHDQGD5WLRQV
6HFWLRQ	3HUVRQQHO
7LWOH	121',6&5,0,1$7,21 ,1 (02 0(17
&RGH	$5
6WDWXV	$FWLY

3HULRGLFDOO\ UHYLHZ WKH GLVWULFW V UHFUXLWPHQW KLULQ
SULYLOHJHV RI HPSOR\PHQW WR HQVXUH GLVWULFW FRPSOLDQFH ZLWK

&RPSODLQW3URFHGXUH

$Q\ FRPSODLQW E\ DQ HPSOR\HH RU MRE DSSOLFDQW DOOHJLQJ GLVFULPLQI
SURFHGXUHV

1RWLFH DQG 5HFHLSW RI &RPSODLQW ZKR LV DQ HPSOR\HH VKDOO QRWLI
LI WKH VXSHUYLVRU LV WKH SHUVRQ DJDLQVW ZKRP WKH HPSOR\HH LV
6XSHULQWHQGHQW $ MRE DSSOLFDQW VKDOO LQIRUP WKH FRRUGLQDW

7KH FRPSODLQDQW PD\ ILOH D ZULWWHQ FRPSODLQW LQ DFFRU
WR UHVROYH WKH VLWXDWLRQ LQIRUPDOO\ ZLWK KLV KHU VXSHUYLVRU

$ VXSHUYLVRU RU PDQDJHU ZKR KDV UHFHLYHG LQIRUPDWLRQ
VXFK DQ LQFLGHQW VKDOOZKHSVRUHW RU QRWWKHFRPSODQDQW ILOHV

7KH ZULWWHQ FRPSODLQW VKRXOG FRQWDLQ WKH FRPSODLQDQ
GHVFULSWLRQ RI WKH LQFLGHQW WKH GDWH DQG ORFDWLRQ ZKHUH WK
RWKHU HYLGHQFH RI WKH GLVFULPLQDWLRQ RU KDUDVVPHQW DQG DQ\
UHVROYLQJ WKH FRPSODLQW

FI 1RQGLVFULPLQDWLRQ DQG 'LVFULPLQDWLRQ 3HU
FI 5HDVRQDEOH $FFRPPRGDWLRQ
FI 6H[XDO +DUDVVPHQW

,QYHVWLJDWLRQ3URFHGXUHV3HUVRQQHO3HUVRQDWRU VKDOO LQLWLDWH DQ LPSDUWLDO
KDUDVVPHQW ZLWKLQ ILYH EXVLQHVV GD\V DIWHU UHFHLYLQJ WKH FRPSODLQW
ZKHWKHU WKH ZULWWHQ FRPSODLQW LV FRPSOHWH

7KH FRRUGLQDWRU VKDOO PHHW ZLWK WKH FRPSODLQDQW WR
VXJKW E\ WKH FRPSODLQDQW LQ UHVSRQVH WR WKH DOOHJDWLRQ 7KH
FRQILGHQWLDO WR WKH H[WHQW SRVVLEOH EXW WKDW VRPHWLPHVQPHW
FI 'LVWULFW 5HFRU
FI 3HUVRQQHO)LOHV
FI 8QDXWKRUL]HG 5HOHDVH RI &RQILGHQWLDO 3ULYLOHJH

,I WKH FRRUGLQDWRU GHWHUPLQHV WKDWH DKGHWKDOHGE HDJEQ W
LPPHGLDWHSDUW RI WKLV LQYHVWLJDWLRQ WKH FRRUGLQDWRU VKRXO
ZKR FRXOG EH H[SHFWHG WR KDYH UHOHYDQW LQIRUPDWLRQ

:KHQ QHFHVVDU\ WR FDUU\ RXW KLV KHWUKHQFYHRVWGLJDWLRQ RD\ V
ZLWK WKH 6XSHULQWHQGHQW RU GHVLJQHH GLVWULFW OHJDO FRXQVH

7KH FRRUGLQDWRU DOVR VKDOO GHWHUPLQH ZKHWKHU LQWHUI
WDNHQ EHIRUH WKH LQYHVWLJDWLRQ LV FRPSOHWHG RU HQVXUH WKDW
LQWHULP PHDVXUHV GR QRW FRQVWLWXWH UHWDOLDWLRQ

: ULWWHQ 5HSRUW RQ HFLQGLYLQ$FRQGXFW &RQWUDQ EXVLQHVV GD\V DIW
FRRUGLQDWRU VKDOO FRQFOXGH WKH LQYHVWLJDWLRQ DQG SUHSDUH D
FDXVH ,I DQ H[WHQVLRQ LV QHHGHG WKH FRRUGLQDWRU VKDOO QRWLI

7KH UHSRUW VKDOO LQFOXGH WKH GHFLVLRQ DQG WKH UHDVRQ
LQYHVWLJDWLRQ ,I D GHWHUPLQDWLRQ KDV EHHQ PDGH WKDW GLVFUL
FRUUHFWLYH DFWLRQ V WKDW KDYH EHHFRUUHZHWDWKH HWKH HFRPSODQDQ
UHWDOLDWLRQ RU IXUWKHU GLVFULPLQDWLRQ RU KDUDVVPHQW GRHV Q

7KH UHSRUW VKDOO EH SUHVHQWHG WR WKH FRPSODLQDQW W

%RRN	3RO LFLHVHDUFKDQG5WLRQV
6HFWLRQ	3HUVRQQHO
7LWOH	(03/2<((86(2) 7(&+12/2*<
&RGH	%3
6WDWXV	$FWLY
$GRSWHG	)HEUXDU\

7KH *RYHUQLQJ %RDUG UHFRJQL]HV WKDW WHFKQRORJLFDO FKDQJH DQG LQQRYDWLRQ DUH FULWLFDO WR WKH IXWXUH RI RXU RUJDQL]DWLRQ DQG WKH FRPPXQLWLHV ZH VHUYH 7KLV SROLF\ LQVWUXFWLRQDO SURJUDP IDFLOLWDWLQJ FRPPXQLFDWLRQV ZLWK VFKRRO RSHUDWLRQV DQG LPSURYLQJ DFFHVV WR DQG H[FKDQJH RI LQIRUPDWLRQ WHFKQRORJLFDO UHVRXUFHV WKDW ZLOO DVVLVW WKHP LQ WKH SHUIRUPDQFH RI WKHLU GHYHORSPHQW LQ WKH DSSURSULDWH XVH RI WKHVH UHVRXUFHV

FI	'LVWULFW 7\ 3ODQ
FI	&RPPXQLFDWLRQ ZLWK WKH 3XEOLF
FI	'LVWULFW :HE &RQWHQW 0DQDJHPHQW
FI	'LVWULFW 6RFLDO 0HGLD
FI	5HDVRQDEOH $FFRPPRGDWLRQ
FI	6WDII 'HYHORSPHQW
FI	6WDII 'HYHORSPHQW
FI	6WDII 'HYHORSPHQW

(PSOR\HHV VKDOO EH UHVSRQVLEOH IRU WKH DSSURSULDWH XVH RI WHFKQRORJ\ HPSOR\PHQW

FI	1RQGLVFULPLQDWLRQ DQG (TXDO (PSOR\PHQW 3UDFWLFHV
FI	6H[XDO +DUDVVPHQW
FI	RI 3UHJQDQF\ 6WDQGDUG
FI	8QDXWKRUL]HG 5HOHDVH RI &RQILGHQWLDO 3ULYLOHJH
FI	3ROLWLFDO $FWLYLWLHV RI (PSOR\HHV
FI	6WXGHQW 5HFRUG
FI	5HOHDVH RI ,QIRUPDWLRQ
FI	8VH RI &RS\ULJKWHG 0DWHULDOV
FI	6WXGHQW &RQGXFW RQ 7

'LVWULFW EHOLHYHV WKDW GXH EXW LV QRW OLPLWHG WR FRPSXW @ 0SH÷` u` P€0p ð

+DUPIXO PDWWHU

%RRN	3RO LFLHVHDUFK DQG 5WLRQV
6HFWLRQ	&RPPXQLW\ 5WODWLRQV
7LWOH	&203/$,17 &21&(51,1* ',675,&7 2(3(6
&RGH	%3
6WDWXV	$FWLY
$GRSWHG	)HEUXDU\

7KH *RYHUQLQJ %RDUG DFFHSWV UHVSRQVLELOLW\ IRU SURYLGLQJ D PHDQV %RDUG GHVLUHV WKDW FRPSODLQWV EH UHVROYHG H[SHGLWLRXVO\ ZLWKRX

7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO GHYHORS UHJXODWLRQV ZKLFK DSSURSULDWH VWHSV WR EH WDNHQ LQ FDVHV LQYROYLQJ UHVROYHG QRW UHVROYHG

FI &RPSODLQWV &RQFHUQLQJ ,QVWUXFWLRQDO 0DWHULDOV
FI 8QLIRUP &RGH RI 3U
FI 'LVUXSWLRQV

7KH %RDUG SURKLELWV UHWDOLDWLRQ DJDLQVW FRPSODLQDQWV 7KH 6XSH FRQILGHQWLDO H[FHSW WR WKH H[WHQW QHFHVVDU\ WR LQYHVWLJDWH WKH GHVLUHV

/HJDO 5HIHU

('8&$7,21 &2'(

*XLGHOLQHV IRU SUHSDULQJ FKLOG DEXVH FRPSODLQWV
&ORVHG VHVVLRQV
3URFHGXUHV IRU ILOH FRQWHQWV DQG LQVSHFWLRQ
'LVUXSWLRQ RI SXEOLF VFKRRO DFWLYLWLHV
LO QV ÀpÄJD 0` p€

D 7KH IXOO QDPH RI HDFK HPSOR\HH LQYROYHG

E $ EULHI EXW VSHFLILF VXPPDU\ RI WKH FRPSODLQW DQG WK
SDUWLHV DV WR WKH SUHFLVH QDWXUH RI WKH FRPSODLQW DQG WK

F $ FRS\ RI WKH VLJQHG RULJLQDO FRPSODLQW

G $ VXPPDU\ RI WKH DFWLRQ WDNHQ E\ WKH 6XSHULQWHQGH
SUREOHP KDV QRW EHHQ UHVROYHG DQG WKH UHDVRQV

7KH %RDUG PD\ XSKROG WKH 6XSHULQWHQGHQW V GHFLVLRQ ZL

$OO SDUWLHV WR D FRPSODLQW PD\ EH DVNHG WR DWWHQG D %
HYLPPDU€K €0 pG pG0

+RPHOHVVQHVV RU FODVVLILFDWLRQ DV DQ XQDFFRPSDQLHG PL

0DQGDWRU\ UHSRUWLQJ FULWHULD EXW DUH QRW OLPLWHG WR WHDFKHUV LQVWUXFWLRQ SXSLO SHUVRQQHO HPSOR\HHV RDUGV RI HGXFDWLRQ DGPLQLVWUDWRUV DQG HPSOR\HHV RI D OLFHQVHG FKLOG GD\ FDUH SURYLGHUV DQG DGPLQLVWUDWRUV SUHVHQWHUV DQG FRX

5HDVRQDEOH PHDQV LW LV REMHFWLYHO\ UHDVRQDEOH IRU D SHUVRQ W UHDVRQDEOH SHUVRQ LQ D OLNH SRVLWLRQ GUDZLQJ ZKHQ DSSURSULDWH I UHDVRQDEOH GR\V RXW SQRW QHTXLUH FHUWDLQW\ WKDW FKLOG DEXVH RU QHJOHF FKLOG DEXVH RU QHJOHFW 3HQDO &RGH

5HSRUWDEOH 2IIHQVHV

$ PDQGDWHG UHSRUWHU VKDOO PDNH D UHSRUWL QJ KWHKUHSSURRFHGXUHV I RI KLV KHU HPSOR\PHQW KH VKH KDV NQRZOHGJH RI RU REVHUYHV D FKLOG YLFWLP RI FKLOG DEXVH RU QHJOHFW 3HQDO &RGH

$Q\ PDQGDWHG UHSRUWHU ZKR KDV NQRZOHGJH RH UR QJ VKRU UHDXR EDE DO L R Q D VXEVWDQWL EHO LQJV HPRWLRQDO GDPDJH GEHSUHGVRQRQ Y ZG LQ Q FKLUDZ DO EHKDYLRU WRZDUG VHOI RU RWKHUV PD\ P3HQDO D R SRUW WR WKH DSSURSU

$Q\ GLVWULFW HPSOR\HH ZKR UHDVRQDEO\ EHOLHYHV WKDW DQ\ KHU VOKHZ GRU RGE IRUFH YLROHQFH GXUHVV PHQDFH RU IHDU RI LPPHGLDWH DQG XQODZIXO SHDFHRIFHU3HQDO &RGH

5HVSRQVLELOLW\ IRU 5HSRUWLQJ

7KH UHSRUWLQJ GXWLHV RI PDQGDWHG UHSRUWHUV DUH LQGLYLGXDO DQG F

:KHQ WZR RU PRUH PDQGDWHG UHSRUWHUV MRLQWO\ KDYH NQRZOHGJH RI D

7KH 'HSDUWPHQW RI -XVWLFH IRUP PD\ EH REWDLQHG IURP WKH SULQFL

5HSRUWV RI VXVSHFWHG FKLOG DEXVH RU QHJOHFW VKDOO LQFOXGH L

D 7KH QDPH EXVLQHVV DGGUHVV DQG WHOHSKRQH QXPEHU SHUVRQ D PDQGDWHG UHSRUWHU

E 7KH FKLOG V QDPH DQG DGGUHVV SUHVHQW ORFDWLRQ D

F 7KH QDPHV DGGUHVVHV DQG WHOHSKRQH QXPEHUV RI WK

G 7KH QDPH DGGUHVV DQG WHOHSKRQH QXPEHU RI WKH SHUVRQ LQIRUP DEXVHG RU QHJOHFWHG WKH FKLOG

H 7KH LQIRUPDWLRQ WKDW JDYH ULVH WR WKH UHDVRQDEOH LQIRUPDWLRQ

VFKRRO SUHPLVHV 7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO JLYH WKH \
DGXOW VFKRRO HPSOR\HH RU YROXQWHHU DLGH VHOHFWHG E\ WKH VWXGHQ

$ VWDII HPEHU RU YROXQWHHU DLGH VHOHFWHG E\ D SKWLKH VWXGHQW PD\ EH GHWDLQHG WR
GHVLJQHH VKDOO LQIRUP KLP KHU RI WKH IROORZLQJ UHTXLUHPHQWV 3HQ

7KH SXUSRVH RI WKH VHOHFWHG SHUVRQ V SUHVHQFH DW WKH
FRPIRUWDEOH DV SRVVLEOH

7KH VHOHFWHG SHUVRQ VKDOO QRW SDUWLFLSDWH LQ WKH LQW

7KH VHOHFWHG SHUVRQ VKDOO QRW GLVFXVV WKH IDFWV RU FL

7KH VHOHFWHG SHUVRQ LV VXEMHFW WR WKH FRQILGHQWLDOLW
ZKLFK LV SXQLVKDEOH DV VSHFLILHG LQ 3HQDO &RGH

,I D VWXGHQW DJUHHV WR EH SUHVHQW WKH LQWHUYLHZ VKDOO EH KHOG DW
VFKRRO 3HQDO &RGH

5HOHDVH RI &KLOG WR 3HDFH 2IILFHU

:KHQ D FKLOG LV UHOHDVHG WR D SHDFH RIILFHU RU DQRWKHU SHUVRQ
GHVLJQHH DQG RU SULQFLSDO VKDOO QRW QRWLI\ WKH SDUHQW RU JXDUGLDQ
RI WKH FKLOG V SDUHQW JXDUGLDQ (GXFDWLRQ &RGH

FI 4XHVWLRQLQJ RI &KLOGUHQ RQ 6FKRRO 3UHPLVHV

3DUHQW *XDUGLDQ &RPSODLQWV

8SRQ UHTXHVW WKH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO SURYLGH SDU
D VFKRRO VLWH WR DSSURSULDWH DJHQFLHV)RU SDUHQWV JXDUGLDQV ZK
ODQJXDJH DQG ZKHQ FRPPXQLFDWLQJ RUDOO\ UHJDUGLQJ WKRVH SURFHGX

7R ILOH D FRPSODLQW DJDLQVW D GLVWULFW HPSOR\HH RU RWKHU SHUVRQ \

$Q\ RWKHU SHUVRQ PDNLQJ D UHSRUW VKDOO QRW LQFXU FLYLO RU FUL
UHSRUW RU PDGH D UHSRUW ZLWK UHFNOHVV GLVUHJDUG RI WKH WUXW

,I D PDQGDWHG UHSRUWHU IDLOV WR WLPHO\ UHSRUW DQ LQFLC
EH JXLOW\ RI D FULPH SXQLVKDEOH E\ D ILQH DQG RU LPSULVRQPHQW

1R HPSOR\HH VKDOO EH VXEMHFW WR DQ\ VDQFWLRQ E\ WKH GL
PDGH D IDOVH UHSRUW RU PDGH D UHSRUW ZLWK UHFNOHVV GLVUHJDUC

% R R N 3R O L F L H VHDUQG5W L R Q V

6 H F W L R Q

%RRN 3RO LFLHV HDXQG5WLRQV

6HFWLRQ %XVLQHVV DQG 1RQOLQVWDWXRQDO 2SHU

7LWOH 72%$&&2)5((6&+22/6

&RGH $5

6WDWXV $FWLY

$GRSWHG)HEUXDU\

1RWLILFDWLRQV

,QIRUPDWLRQ DERXW WKH GLVWULFW V WREDFFR IUHH VFKRROV SROLF\ DQG SDUHQWV JXDUGLDQV VWXGHQWV DQG VWDIIHQWV RI &RQGHW\

FI (PSOR\HH 1RWLILFDWLRQV
FI HQ8WDO 1RWLILFDWLRQV

7KH 6XSHULQWHQGHQW RU GHVLJQHH PD\ GLVVHPLQDWH WKLV LQIRUPDWLRQ DQG SDUHQW KDQGERRNV DQG RU RWKHU DSSURSULDWH PHWKRGV RI FRPP

FI 'LVWULFW HDQG6FKRRO :

7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO HVWDEOLVK SURFHGXUHV WKDW HQVXUH WKDW WREDFFR SURSHUW\ DQG 6DIHW\ &RGH

(QIRUFHPHQW 'LVFLSOLQH

$Q\ HPSOR\HH RU VWXGHQW ZKR YLRODWHV WKH GLVWULFW V WREDFFR IUHH GLVFLSOLQDU\ DFWLRQ DV DSSURSULDWH

FI 6XSHQVLRQ 'LVFLSOLQDU\ $FWLRQ
FI 'LVPLVVDO 6XSHQVLRQ 'LVFLSOLQDU\ $FWLRQ
FI 'LVFLSOLQH
FI 6XSHQVLRQ DQG([SXOVLRQ 'XH 3U

$Q\ RWKHU SHUVRQ ZKR YLRODWHV WKH GLVWULFW V SROLF\ RQ WREDFFR IU VPRNLQJ ,I WKH SHUVRQ IDLOV WR FRPSO\ ZLWK WKLV UHTXHVW WKH 6XSH

'LUHFW WKH SHUVRQ WR OHDYH VFKRO SURSHUW\

5HTXHVW ORFDO ODZ HQIRUFHPHQW DVVLVWDQFH LQ UHPRYLQJ

,I WKH SHUVRQ UHSHDWHGO\ YLRODWHV WKH WREDFFR IUHH SROLF\ WKH SULQFLSDO VKDOO FRQWDFW WKH SROLFH RU RWKHU ODZ HQIRUFHPHQW DJHQF\ VSHFLILHG SHULRG RI WLPH

FI LVL9WRUV 2XWVLGHUV
FI 'LVUXSWLRQV

7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO QRW EH UHTXLUHG WR SK\VLFD UHIUDLQ IURP VPRNLQJ XQGHU FLUFXPVWDQFHV LQYROYLQJ D ULVN RI SK\VL

%RRN	3RO LFLHVHDUFKDQG5WLRQV
6HFWLRQ	3HUVRQQHO
7LWOH	81,9(56/ 35(&8567,216
&RGH	%3
6WDWXV	$FWLY
$GRSWHG	)HEUXDU\

,Q RUGHU WR SURWHFW HPSOR\HHV IURP FRQWDFW ZLWK SRWHQWLDOO\ LQI SUHFDXWLRQV EH REVHUYHG WKURXJKRXW WKH GLVWULFW

8QLYHUVDO SUHFDXWLRQV DUH DSSURSULDWH IRU SUHYHQWLQJ WKH VSUHD SDWKRJHQV DUH NQRZQ WR EH SUHVHQW

- FI (PSOR\HH 6DIHW\
- FI +HDOWKFDUH:RUNHUV
- FI ,QIHFWLRXV 'LVHDVHV
- FI 6SHFLDOL]HG7UHDWPHQW &DU
- FI 6FKRRO +HDOWK 6HUYLFHV
- FI $WKOHWLF &RPSHWLWLRQ

(PSOR\HHV VKDOO LPPHGLDWHO\ UHSRUW DQ\ H[SRVXUH LQFLGHQW RU ILUV VDIHW\ SURFHGXUHV

- FI ([S&RQW3UDQ IRU %ORRGERUQH 3DWKRJHQV

/HJDO5HTXLUHU

+($/7+ $1' 6$)(7< &2'(

+DQGOLQJ DQGGLVSRVDO RIGDZDRWH

RUYLGLQJ LQIRUPDWLRQ WR VFKRROVWHGLFWRQGEWLRQV $QG $,6DWLV

,QIRUPDWLRQ WR HPSOR\HHV RI VFKRRO GLVWULFW

&2'(2) 5(*8/$7,216 7,7/(

&DOLIRUQLD EORRGERUQH SDWKRJHQV VWDQGDU

&2'(2))('(5$/ 5(*8/$7,216 7,7/(

26+$ EORRGERUQHGSDWKRJHQV VWDQGDU

%RRN	3RO LFLHV HDXQGDWLRQV
6HFWLRQ	3HUVRQQHO
7LWOH	81,9(56$/ 35(&$87,216
&RGH	$5
6WDWXV	$FWLY
$GRSWHG	)HEUXDU\

'HILQLWLRQV

8QLYHUVDO SUHFDXWLRQV DQ DSSURDFK WR LQIHFWLRQ FRQWURO $OO KXPDQ EORRG VHPHQ YDJLQDO VHFUHWLRQV DQG DQ\ ERG\ IOXLG WKDW LV YLVLEO\ FRQW LPPXQRGHILFLHQF\ YLUXV +,9 KHSDWLWLV % YLUXV +%9 KHSDWLWLV & Y

3HUVRQDOO\ LGHQWLILDEOH LQIRUPDWLRQ SHUWDLQV WR DQ\ LQGLYLGXDO GORWKLQJ RU HTXLSPHQW ZRUQ R VXFK DV XQLIRUPV SDQWV VKLUWV RU EORXVHV QRW LQWHQGHG WR IXQFW HTXLSPHQW &&5 E

$ VKDUSV DQ\ REMHFW WKDW FDQ EH UHDVRQDEO\ DQWLFLSDWHG WR SHQHWU LQFLGHQW &&5 E

(QJLQHHGHVKDUSV XU\ SURWHFWLRQ LV D SK\VLFDO DWWULEXWH EXLHFWLYLQWR ULVN ðI°Ð@ðy@SpR@XeUHGLpF1`@+ÐpÀ0` p&&5R•@0E

(PSOR\HH ,QIRUPDWLRQ

7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO GLVWULEXWH WR HPSOR\HHV L DFTXLUHG LPPXQH GHILFLHQF\ V\QGURPH $,'6 $,'6 UHODWHG FRQGLWLRQV WR DQ\ DSSURSULDWH PHWKRGV HPSOR\HHV PD\ XVH WR SUHYHQW H[SRVXU DYDLODELOLW\ RI D YDFFLQH WR SUHYHQW FRQWUDFWLRQ RI KHSDWLWLV % RI WKH HPSOR\HHV ,QIRUPDWLRQ VKDOO PREHGLVWWXHEXWHGLDWKHHDVW DQQ 'HSDUWPHQW RI (GXFDWLRQ +HDOWK DQG 6DIHW\ &RGH €`@pÀdð

)RU WKH SUHYHQWLRQ RI LQIHFWLRXV GLVHDVH HPSOR\HHV VKDOO URXWLQ

3HUIRUP DOO SURFHGXUHV LQYROYLQJ EORRG RU RWKHU SRWH
VSUD\LQJ VSDWWHULQJ DQG JHQHUDWLQJ GURSOHWV RI WKHVH VXEVW

8VH SHUVRQDO SURWHFWLYH HTXLSPHQW DV DSSURSULDWH

D $SSURSULDWH FORWKLQJ LQFOXGLQJ EXW QRW OLPLWHG
VKDOO EH ZRUQ LQ RFFXSDWLRQDO H[SRVXUH VLWXDWLRQV

,I D JDUPHQW EHFRPHV SHQHWUDWHG E\ EORRG RU RWKHU SRWHQV
LPPHGLDWHO\ RU DV VRRQ DV IHDVLEOH $OO SHUVRQDO SURWHFW
UHPRYHG LW VKDOO EH SODFHG LQ DQ DSSURSULDWHO\ GHVLJQDW
GLVSRVDO

E *ORYHV VKDOO EH ZRUQ ZKHQ LW FDQ EH UHDVRQDEO\ DQ\
RWKHU SRWHQWLDOO\ LQIHFWLRXV PDWHULDOV PXFRXV PHPEUDQH
LWHPV RU VXUIDFHV

'LVSRVDEOH JORYHV VKDOO EH UHSODFHG DV VRRQ DV SUDFWLFDO
RU ZKHQ WKHLU DELOLW\ WR IXQFWLRQ DV D EDUULHU LV FRPSURP
JORY@VP@\ E@HG~HRQWDPLQDWHG RU WRUQ RU IRU UHXVH LI WKH LQWHJULW\ R
FUDFNHG SHHOLQJ WRUQ SXQFWXUHG RU H[KLELW RWKHU VLJQV
FRPSURPLVHG

F 0DVNV LQ FRPELQDWLRQ ZLWK H\H SURWHFWLRQ GHYLFHV
GURSOHWV RI EORRG RU RWKHU SRWHQWLDOO\ LQIHFWLRXV PDWHU
UHDVRQDEO\ DQWLFLSDWHG

DVK KDQGV DQG RWKHU VNLQ VXUIDFHV WKRURXJKO\ ZLWK VRDS D
0@`` 0Ïp°€pÀIRWQ LVXFK LQVWH WS@V JOÀ p ð+ù ù A WKHH\H Sð SÃ 00HG D\ 5@G LH
D ,PPHGLDWHO\ RU DV VRRQ DV IHDVLEOH IROORZLQJ FRQWD
RWKHU SRWHQWLDOO\ LQIHFWLRXV PDWHULDOV

E ,PPHGLDWHO\ DIWHU UHPRYLQJ JORYHV RU RWKHU SHUVRQ

:KHQ KDQGZDVKLQJ IDFLOLWLHV DUH QRW DYDLODEOH WKH HP
RU SDSHU WRZHOV RU DQWLVHSWLF WRZHOHWWHV ,Q VXFK LQVWDQFH

5HIUDLQ IURP HDWLQJ GULQNLQJ VPRNLQJ DSSO\LQJ FRVPHW
UHDVRQDEOH OLNHOLKRRG RI R`QWLP...€`0@00P 0PÀ‡H @ûöñ g P0À 0``°@

+DQGOH VWRUH WUHDW DQG GLVSRVH RI UHJXODWHG ZDVWH LQ DSSOLFDEOH VWDWH DQG IHGHUDO UHJXODWLRQV

D ,PPHGLDWHO\ RU DV VRRQ DV SRVVLEOH DIWHU XVH FRQWUHTXLUHPHQWV RI &&5 G ' &RQWDLQHUV VKDOO EH HDVLOIHDVLEOH DQG UHSODFHG DV QHFHVVDU\ WR DYRLG RYHUILOOLQJ

E 6SHFLPHQV RI EORRG RU RWKHU SRWHQWLDOO\ LQIHFWLRXGUXULQJ FROOHFWLRQ KDQGOLQJ SURFHVVLQJ VWRUDJH WUDQVS

FI (PSOR\HH 6DIHW\
FI +HDOWK &DUH :RUNHUV
FI ,QIHFWLRXV 'LVHDVHV
FI 6FKRRO +HDOWK 6HUYLFHV
FI $WKOHWLF &RPSHWLWLRQ

%RRN	3RO LFLHV HDUQHG5WLRQV
6HFWLRQ	3HUVRQQHO
7LWOH	(;32685(&21752/ 3/$1)25 52%%25($7+2*(16
&RGH	%3
6WDWXV	$FWLY
$GRSWHG	)HEUXDU\

$V SDUW RI LWV FRPPLWPHQW WR SURYLGH D VDIH DQG KHDOWKIXO ZRUN H(
DQ H[SRVXUH FRQWURO SODQ 7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO
VWDQGDUGV IRU GHDOLQJ ZLWK SRWHQWLDOO\ LQIHFWLRXV PDWHULDOV LQ
EORRGERUQH SDWKRJHQV LQFOXGLQJ EXW QRW OLPLWHG WR KHSDWLWLV %

FI 8QLHYHDXWLRQ3V
FI (PSOR\HH 6DIHW\

7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO GHWHUPLQH ZKLFK HPSOR\HHV
LQIHFWLRXV PDWHULDOV ,Q DFFRUGDQFH ZLWK WKH GLVWULFW V H[SRVXUH
KHSDWLWLV % YDFFLQDWLRQ

7KH 6XSHULQWHQGHQW RU GHVLJQHH PD\ H[HPSW GHVLJQDWHG ILUVW DLG S
VSHFLILHG E\ VWDWH UHJXODWLRQV &&5 I

$Q\ HPSOR\HH QRW LGHQWLILHG E\ WKH 6XSHULQWHQGHQW RU GHVLJQHH D\
RU GHVLJQHH WR EH LQFOXGHG LQ WKH WUDLQLQJ DQG KHSDWLWLV % YDFF
WKHUH LV QR UHDVRQDEOH DQWLFLSDWLRQ RI FRQWDFW ZLWK DQ\ LQIHFWL

/HJDO H5HIHU
/$%25 &2'(
$XWKRULW\ RI &DO 26+$ WR DGRSW VWDQGDU
5HTXLUHV WR DGRSW VWDQG VWDQGDU
&2'(2) 5(*8/$7,216 7,7/(
$FFHVV WR HPSOR\HH H[SRVXUH PHGLFDO UU
&DOLIRUQLD EORRGERUQH SDWKRJHQV VWDQGDU
&2'(2))('(5$/ 5(*8/$7,216 7,7/(
26+$ EORRGERUQH SDWKRJHQV VWDQGDU

%RRN	3RO LFLHV HDUQHG5WLRQV
6HFWLRQ	3HUVRQQHO
7LWOH	(;32685(&21752/ 3/$1)25 52%%(5 $77+2*(16
&RGH	$5
6WDWXV	$FWLYH
$GRSWHG	)HEUXDU\

'HILQLWLRQV

2FFXSDWLRQDO HPSOR\HHV SRUWXDVRQDEO\ DQWLFLSDWHG VNLQ H\H PXFRXV PHPEUD
LQIHFWLRXV PDWHULDOV WKDW PD\ UHVXOW IURP WKH SHUIRUPDQFH RI DQ

([SRVXUH PHDQV D VSHFLILF H\H PRXWK RWKHU PXFRXV PHPEUDQH QRQLQ

D 0HWKRGV RI FRPSOLDQFH UHTXLUHG E\ &&5 G VXFK DQG ZRUN SUDFWLFH FRQWUROV DQG SHUVRQDO SURWHFWLYH HT\

F I 8QLHYHDXWLRQ3V

E +HSDWLWLV % YDFFLQDWLRQ

F %ORRGERUQH SDWKRJHQ SRVW H[SRVXUH HYDOXDWLRQ DQ

G &RPPXQLFDWLRQ RI KD]DUGV WR HPSOR\HHV LQFOXGLQJ C

H `••@EHLHFRQ0G NHHSLQJ

7KH GLVWULFW V SURFHGXUH IRU HYDOXDWLQJ FLUFXPVWDQFH\

IHSHQWHLYH SURFHGXUH IRU JDWKHULQJ LQIRUPDWLRQ DERXW HDFK VKDUSV LQMXULHV

IHSHQWHLYH SURFHGXUH IRU SHULRGLFDOO\ GHWHUPLQLQJ WKH IUH H[SRVXUH LQFLGHQWV GRFXPHQWHG LQ WKH VKDUSV LQMXU\ ORJ

IHSHQWHLYH SURFHGXUH IRU LGHQWLI\LQJ FXUUHQWO\ DYDLODEOH H WKH SURFHGXUHV SHUIRUPHG E\ HPSOR\HHV LQ WKHLU ZRUN DUHDV RU

IHSHQWHLYH SURFHGXUH IRU GRFXPHQWLQJ LQVWDQFHV ZKHQ D OLF GHWHUPLQHV LQ WKH UHDVRQDEOH H[HUFLVH RI FOLQLFDO MXGJPHQW VDIHW\ RU WKH VXFFHVV RI D PHGLFDO GHQWDO RU QXUVLQJ SURFHGX

IHSHQWHLYH SURFHGXUH IRU REWDLQLQJ WKH DFWLYH LQYROYHPHQ\ ZLWK UHVSHFW WR WKH SURFHGXUHV SHUIRUPHG E\ HPSOR\HHV LQ WKH

7KH H[SRVXUH FRQWURO SODQ VKDOO EH UHYLHZHG DQG XSGDWHG DW OHD\

5HIOHFW QHZ RU PRGLILHG LQIRUPDWLRQ RQ DYDLODEOH SURFHGXUHV

R W7KH H[WHQW WKDW VKDUSV DUH XVHG LQ WKH GLVWULFW UHIOH ZLWK HQJLQHHUHG VKDUSV LQMXU\ SURWHFWLRQ

,QFOXGH QHZ RU UHYLVHG HPSOR\HH SRVLWLRQV ZLWK RFFXSD\

5HYLHZ DQG HYDOXDWH WKH H[SRVXUH LQFLGHQWV ZKLFK RFFX

5HYLHZ DQG UHVSRQG WR LQIRUPDWLRQ LQGLFDWLQJ WKDW WK

7KH GLVWULFW V H[SRVXUH FRQWURO SODQ VKDOO EH DFFHVVLEOH WR HPS

3UHYHQWLYH0HDVXU

7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO XVH HQJLQHHULQJ DQG ZRUN S UHJXODUO\ H[DPLQH DQG XSGDWH WKH&RQWURO0HDVXUHV W&RQWURO0HDVXUHV WKLHU HI

+HSDWLWLV%DFFLQ%WLRQ

7KH KHSDWLWLV % YDFFLQDWLRQ DQG YDFFLQDWLRQ VHULHV VKDOO EH PDG KHSDWLWLV % YDFFLQDWLRQ VKDOO EH PDGH DYDLODEOH DIWHU DQ HPSOR\

7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO SURYLGH WKH KHDOWK FDUH S
DV WKH\ UHODWH WR WKH H[SRVXUH LQFLGHQW GRFXPHQWDWLRQ RI WKH U
WKH VRXUFH LQGLYLGXDO V EORRG WHVWLQJ LI DYDLODEOH DQG DOO PHG
HPSOR\HH LQFOXGLQJ YDFFLQDWLRQ VWDWXV &&5 I

7KH GLVWULFW VKDOO PDLQWDLQ GRFXPHQWDWLRQ RI WKH PHDVXUHV WDNHQ
HYDOXDWLRQ &&5 I
î¿•O 41 WHKGHLFDLV WUHEHR€HÀ V 4sVW ñpa`„À ÀpÀ@ð0€ 0°€0 •0p°• Pp°€00€PU0€PUP` P€0pÀ @ð0
FHGLFDO UHE•Yp7° ¦€ÀÜR H8QLFXWKURHU•]H€C0ÀS HOHDVH RI &RQILGHQWLDO 3ULYLOHJH
FI 'LVFKDRVXUH RI &RQILGHQWLDO 3ULYLOHJHG ,QIRUPDWLRQ

5HFRUGV

8SRQ DQ HPSOR\HH V LQLWLDO HPSOR\PHQW 6XSHULQWHQGHQW WKH
RFFXSDWLRQDO H[SRVXUH RI WKH H[LVWHQFH ORFDWLRQ DQG DYDLODELOL
DFFHVV WR UHFRUGV DQG WKH HPSOR\HH V ULJKW RI DFFHVV WR WKHVH UH

FI $FFHVV WR'LVWULFW 5HFRU
FI 'LVWULFW 5HFRU

0HGLFDO UHFRUGV IRU HDFK HPSOR\HH ZLWK RFFXSDWLRQDO H[SRVXUH VKD
ZULWWHQ FRQVHQW WR DQ\ SHUVRQ ZLWKLQ RU RXWVLGH WKH ZRUNSODFH I

%RRN	3RO LFLHV HDXQG5WLRQV
6HFWLRQ	%XVLQHVV DQG 1RQOLQVWDWXRQV RQVRQDO 2SHU
7LWOH	&$0386 6(&85,7<
&RGH	%3
6WDWXV	$FWLY
$GRSWHG	)HEUXDU\

7KH *RYHUQLQJ %RDUG LV FRPPLWWHG WR SURYLGLQJ D VFKRRO HQYLURQP
JURXQGV 7KH %RDUG DOVR UHFRJQL]HV WKH DE P RW WH VQ FD RG H U XW SH FW QJ

7KH 6XSHULQWHQGHQW RU GHVLJQHH VKDOO GHYHORS FDPSXV VHFXULW\ SL
FRPSUHKHQVLYH VDIHW\ SODQ DQG VLWH OHYHO VDIHW\ SODQV 6XFK SURF
DVVHVVPHQW LQFOXGH HVV LQ DFKLHYLQJ VDIH VFKRRO REMHFWLYHV

FI &RPSUL VLYH 6DIHW\ 3ODQ

6XUYHLOODQFH 6\VWHPV

7KH %RDUG EHOLHYHV WKDW UHDVRQDEOH XVH RI VXUYHLOODQFH 7HFKQ 6XS
RU GHVLJQHH VKDOO LGHQWLI\ DSSURSULDWH ORFDWLRQV IRU WKH SODFHP
VWXGHQWV VWDI

7KH DWHQHG GLVUXSWLRQ RI EQDVHVU
6FKRRO VDIHW\ SODQV
$XWKRULW\ RIGJRYHUQLQJ ERDU
PXDG DXWKRULW\ RI VFKRRO GLVWULFWV
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3(1$/ &2'(

8QDXWKRUL]HG PDNLQJ GXSOLFDWLQJ RU SRVVHVVLRQ RI NH\ WR S
'LVUXSWLRQ RI VFKRROV

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9. All media viewed or listened to by law enforcement, parents, or any persons outside of authorized school personnel will be documented in a log with the date, time, reason, and names of individuals reviewing the media.

10. Employees shall be responsible for the appropriate use of technology and shall not use any district resources for unethical practices or any activity prohibited by law or Board policy.

CSEA and the District agree the safety and health of students, staff, and the public requires every reasonable effort be made to discourage alcohol and/or illegal substance abuse among all employees. The District