

**MEMORANDUM**

**Date:** Fiscal Year 2025-2026

**To:** All Staff

**From:** Jena Duca, Senior Director of Human Resources

**Subject:** Annual Notices

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The California School of the Arts – San Gabriel Valley is committed to maintaining a safe, healthy, and equitable working environment for all staff. Accordingly, attached are the following to serve as annual notifications to employees:

- Child Abuse Reporting
- Drug and Alcohol-Free Workplace
- Employee Use of Technology – Electronic Resources Use Policy
- Prohibition Against Sexual Harassment
- Social Media Guidelines
- Uniform Complaint Procedures
- Prohibition Against Sex Discrimination
- Non-Discrimination Policy
- Use of School Name and Materials Policy

## **Child Abuse Reporting**

There is a provision in the Penal Code which requires a child care custodian, including teachers, to report any suspected instance of child abuse by telephone and prepare and send a written report within thirty-six (36) hours of receiving information. A further amendment to that section requires that any person employed in this capacity sign a statement that they have knowledge of the provisions of the Penal Code Section.

Further, should you receive any information or make any observations indicating any suspicion of child abuse, you should report that immediately to your principal and you will be advised of the appropriate steps to take in reporting this incident.

### **PENAL CODE SECTION 11166.5**

Pursuant to Penal Code Section 11166.5 any person who is employed as a child care custodian (includes teachers and administrators) or with the child-protective agency must, prior to employment, sign a statement that they have knowledge of the provisions of Penal Code Section 11166.

**SECTION 11166 OF THE PENAL CODE** requires any child care custodian, medical practitioner, non-medical practitioner, 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 whom he or she knows or 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 thirty-six (36) hours of receiving the information concerning the incident.

## Drug and Alcohol-Free Workplace

The Drug-Free Workplace Act and Government Code 8350-8357 require CSARTS-SGV to notify their employees of their policy on this topic and certify that they have adopted a policy, which includes required provisions. The Board of Trustees believes that the maintenance of drug and alcohol-free workplaces is essential to school and CSARTS-SGV operations. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations before, during or after school hours at school or in any other CSARTS-SGV workplace.

The Executive Director or designee shall:

1. Publish and give to each employee a notification of the above prohibitions. The notification shall specify the actions that will be taken against employees who violate these prohibitions.

Note: The notification shall also state that as a condition of employment, the employee will abide by the terms of this policy and notify the employer, within five (5) days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in 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 to determine violations of federal or state criminal drug or alcohol statutes.

2. Establish a drug and alcohol-free awareness program to inform employees about:
  - 2.1 The dangers of drug and alcohol abuse in the workplace;
  - 2.2 CSARTS-SGV policy of maintaining drug and alcohol-free workplaces;
  - 2.3 Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
  - 2.4 The penalties that may be imposed on employees for drug and alcohol abuse violations.
3. Notify the appropriate federal granting or contracting agencies within ten (10) days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.
4. Initiate disciplinary action within thirty (30) days after receiving notice of a conviction for a violation in the workplace from an employee or otherwise. Such action shall be consistent with state and federal law, the appropriate employment contract, the applicable collective bargaining agreement, and CSARTS-SGV policy and practices.

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5. Make a good faith effort to continue maintaining a drug and alcohol-free workplace through implementation of Board policy. When termination is required by law, the Board shall require termination in taking disciplinary action. When termination is not required by law, the Board shall either take disciplinary action, up to and including termination, or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency. The Board's decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and CSARTS-SGV policies and practices.

## **Employee Use of Technology – Electronic Resources Use Policy**

The California School of the Arts - San Gabriel Valley provides electronic resources to support its work of teaching and public service. This administrative policy statement establishes the School's policy on use of, access to, and disclosure of electronic mail to assist in ensuring that the School's resources serve those purposes.

### Statement of Policy - Privacy, Confidentiality and Public Records Considerations

The California School of the Arts - San Gabriel Valley will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems. Users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the School can assure neither the privacy of an individual user's use of the School's electronic resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.

### Permissible Uses of Electronic Resources

#### Authorized Users

Only school faculty, staff, students and other persons who have received permission under the appropriate school authority, are authorized users of the School's electronic systems and resources, and who comply with School policy for use of electronic resources.

#### Purpose of Use

The use of any School resources for electronic communication must be related to School business, including academic pursuits. Incidental and occasional personal use of electronic mail may occur when such use does not generate a direct cost for the School. Personal use of School electronic resources during work time is prohibited. Any such incidental and occasional use of School electronic mail resources for personal purposes is subject to the provisions of this policy.

### Prohibited Uses of School Electronic Resources

#### Prohibited Use

- 1) Personal use that creates a direct cost for the School; personal use during an employee's assigned work hours.
- 2) Used for personal monetary gain or for commercial purposes not directly related to School business.
- 3) Sharing or sending copies of electronic resources in violation of copyright laws.

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- 4) Inclusion of the work of others into electronic communications in violation of copyright laws.
- 5) Capture and “opening” of electronic communications except as required in order for authorized employees to diagnose and correct delivery problems.
- 6) Use of School electronic resources to harass or intimidate others or to interfere with the ability of others to conduct School business.
- 7) Use of School electronic resources for any purpose restricted or prohibited bylaws or regulations.
- 8) “Spoofing,” i.e., constructing an electronic communication so it appears to be from someone else.
- 9) “Snooping,” i.e., obtaining access to the files or electronic communications of others for any reason other than School business purpose.
- 10) Attempting unauthorized access to electronic communications or attempting to breach any security measures on any electronic communications system, or attempting to intercept any electronic communications transmissions without proper authorization.

An example of a use that does not create a direct cost is sending an email message during an employee’s lunch hour; the School will pay no more for maintaining the email system than it would have paid had the message not been sent. Caution: Such personal use must be infrequent and not on the employee’s assigned work hours. An example of a use that does create a direct cost is printing an email message without reimbursing the School.

### School Access and Disclosure

#### General Provisions

The School reserves the right to access and disclose the contents of faculty, staff, students’, and other users’ electronic communications made or received by using School resources without the consent of the user.

Faculty, staff, and other non-student users are advised that the School’s electronic communications systems is a shared filing system, i.e., with the expectation that communications sent or received on School business or with the use of School resources will be made available for review by any authorized School official for purposes related to School business.

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Electronic communications of students may constitute “education records” subject to the Family Educational Rights and Privacy Act of 1974 (FERPA). The School may access, inspect, and disclose such records under conditions that are set forth in law.

Any user of the School’s electronic communications resources who makes use of an encryption device to restrict or inhibit access to his or her electronic mail must provide access to such encrypted communications when directed to do so by the Executive Director/designee.

### Monitoring of Communications

The School will periodically monitor electronic communications without further notice to users as the School deems necessary for purposes of maintaining the integrity and effective operation of the School’s electronic communications systems.

### Inspection and Disclosure of Communications

The School reserves the right to inspect and disclose the contents of electronic communications:

- in the course of an investigation triggered by indications of misconduct or misuse;
- as needed to protect health and safety;
- as needed to prevent interference with the academic mission; or
- as needed to locate substantive information required for School business.

The School will inspect and disclose the contents of electronic communications when such action is necessary to respond to legal processes and to fulfill the School’s obligations to third parties.

The contents of electronic communications may be disclosed without permission of the user.

### Disciplinary Action

Appropriate disciplinary action as outlined in the CSARTS-SGV Personnel Handbook will be taken against individuals found to have engaged in prohibited use of the School’s electronic resources.

## **Prohibition Against Sexual Harassment**

The California School of the Arts - San Gabriel Valley (CSARTS-SGV) is committed to maintaining a learning environment free from harassment, intimidation, or insult, student-to-student, adult-to-student, or adult-to-adult on the basis of an individual's actual or perceived sex, sexual orientation, gender, gender identity, or expression.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting, whether against a student or an employee, when:

1. Submission to the conduct is made either expressly or by implication a term or condition of any individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment or educational decision affecting the individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile or offensive working or educational 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 or activities available at or through CSARTS-SGV.

Examples of sexual harassment, whether committed by a supervisor, an employee, or a student, when the conduct occurs under the conditions described in #1-4 above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects in the educational or work environment.

Complaints regarding allegations of discrimination or harassment in violation of this policy may be submitted in writing to any CSARTS-SGV management employee, or directed to the CSARTS-SGV Principal, CSARTS-SGV's Compliance Officer, who shall investigate the complaint and



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respond to complainant. CSARTS-SGV will maintain the confidentiality of the parties involved to the extent possible during the investigation process. Contact Information:

CSARTS-SGV Principal  
1401 Highland Ave., Duarte, CA 91010  
657.321-4000  
[Nicole.read@sgv.csarts.net](mailto:Nicole.read@sgv.csarts.net)

## **Social Media Guidelines**

### Overview

These Social Media Guidelines have been developed by school administration to help empower California School of the Arts - San Gabriel Valley employees, parents, students, alumni and community members to participate in marketing and communications by sharing the School's mission with the community at large and enhancing the California School of the Arts - San Gabriel Valley' reputation as one of nation's premier arts schools.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques.

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication.

However, these tools also hold the possibility of a host of unintended consequences. Because inappropriate use may blur the line between personal voice and institutional voice, California School of the Arts - San Gabriel Valley has crafted the following guidelines to enhance and protect personal and professional reputations when participating in social media.

### *General Guidelines*

Sharing California School of the Arts - San Gabriel Valley news, events or promoting student, alumni and faculty work through social media tools is an excellent, low-cost way to engage the community and build our brand. California School of the Arts - San Gabriel Valley constituents are encouraged to responsibly repost and share information with their family and friends that is available to the public (press releases, press articles, Internet news, etc.). The best way to share school news is to link to the original source. When sharing information that is not a matter of public record, please follow the below guidelines.

### **Things to Consider When Using Social Media**

Applications that allow interaction with others online require careful consideration of the implications of "friending," "linking," "following" or accepting such a request from another person. For example, there is the potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as faculty-student, supervisor-subordinate and staff- student merit close consideration of the implications and the nature of the social interaction. CSARTS-SGV employees shall exercise professionalism and courtesy, and respect the privacy rights of students and coworkers in all public postings. The following are some guidelines to follow in these cases.

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### **Maintain Privacy**

Employees shall not post confidential or proprietary information about the California School of the Arts - San Gabriel Valley, its students, its alumni or employees. For example, employees shall not post student grades or performance evaluations, parent/student/colleague contact information, fundraising data, etc. Use good ethical judgment and follow school policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA). Do not discuss private information involving named or pictured individuals on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum.

### **Understand Your Personal Responsibility**

California School of the Arts - San Gabriel Valley staff and faculty are personally responsible for the content they publish on blogs, wikis or any other form of user-generated content. Be mindful that what you publish will be public for a long time—protect your privacy and the privacy of your students and colleagues.

### **Be Aware of Liability**

CSARTS-SGV employees are responsible for what they post on their own sites and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by the courts).

### **Correct Mistakes**

If you make a mistake, admit it. Be upfront and be quick with your correction. If you're posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

### **Think Before You Post**

There's no such thing as a "private" social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied.

Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Post only pictures that you would be comfortable sharing with the general public (current and future peers, employers, etc.).

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### Social Media Guidelines

CSARTS-SGV employees who create a social media page/profile for a California School of the Arts - San Gabriel Valley program, class, group, or other entity, shall comply with the following guidelines:

- Staff members may create an institutional social media profile, which must be separate from any private profiles. It must be used solely for conducting official school business. Communication with students on topics unrelated to school business is prohibited.
- All institutional pages and groups must have two appointed employees (conservatory director, academic instructor, etc.) who are identified as the page/group administrators; additionally, the creation of the page and its contents must be accessible, monitored and approved by the Communications and Marketing team. These individuals are responsible for managing content and monitoring the page/group for inappropriate information.
- We strongly recommend that you set up your social media page/group in a way that will allow you to review and approve comments, and/or receive a copy of comments via email.
- If inappropriate information appears on your page/group, you must document/secure evidence of this information, remove said information from the page/group, and submit evidence to a CSARTS-SGV administrator within a timely manner.
- All institutional pages must be publicly accessible by all constituents. Private pages or groups that limit access to some or all constituents are prohibited.
- The following disclaimer must be included in the “About” section of your group/page:

This group/page is intended for sharing school information only. Any comments posted that are not relevant to this program or class will be removed. As this page is a CSARTS-SGV sanctioned page designed to communicate official school business, comments, postings and interactions are governed by policies outlined in the CSARTS-SGV student handbook. Inappropriate communication or behavior will be referred to school administration and is subject to appropriate disciplinary consequences.

## Uniform Complaint Procedures

The California School of the Arts - San Gabriel Valley (CSARTS-SGV) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs and shall investigate complaints alleging noncompliance with such laws and regulations. CSARTS-SGV encourages the early, informal resolution of complaints whenever possible and appropriate. In the event a complaint cannot be resolved informally, CSARTS-SGV has adopted a uniform system of processing complaints in accordance with Title 5 California Code of Regulations Section 4621. CSARTS-SGV's uniform complaint policy shall be used to investigate and resolve the following complaints:

1. Any complaint alleging CSARTS-SGV violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, and pupil fees. (5 CCR Section 4610; Education Code Section 49010-49013).
2. Any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in CSARTS-SGV programs and activities against any person based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, or physical or mental disability, sex, sexual orientation, gender, gender identity or expression; the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. (5 CCR Section 4610).
3. Any complaint alleging CSARTS-SGV noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student. (Education Code Section 222).
4. Any complaint alleging that CSARTS-SGV has not complied with legal requirements related to the implementation of the local control and accountability plan. (Education Code Section 52075).
5. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy. (5 CCR Section 4621).
6. Any complaint, by or on behalf of any student who is a foster youth alleging CSARTS-SGV noncompliance with Education Code Section 48850 subdivision (a)(3)(A).

Complaints regarding allegations of conduct violation of applicable state and federal law and regulations may be submitted in writing to any CSARTS-SGV management employee, or directed to the CSARTS-SGV Principal, CSARTS-SGV's Compliance Officer, who shall investigate

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the complaint and respond to complainant. CSARTS-SGV will maintain the confidentiality of the parties involved to the extent possible during the investigation process. Contact Information:

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1401 Highland Ave., Duarte, CA 91010  
657.321-4000  
[Nicole.read@sgv.csarts.net](mailto:Nicole.read@sgv.csarts.net)

Complaints are to be submitted in writing to the Compliance Officer. The CSARTS-SGV Executive Director shall ensure the Compliance Officer is knowledgeable about the laws and programs that he/she is assigned to investigate. Any complaint filed against or implicating the Compliance Officer may be filed with the CSARTS-SGV Executive Director.

In investigating the complaints, the confidentiality of the parties involved shall be protected as required by law. Alternative dispute resolution, such as mediation, may be offered to resolve complaints as deemed appropriate by the Compliance Officer.

CSARTS-SGV prohibits retaliation against anyone who files a complaint or anyone who participates in the complaint investigation process. (5 CCR Section 4621).

Complainants are advised that civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws, including but not limited to injunctions, restraining orders, or other remedies or orders, may also be available to them.

When an allegation that is not subject to the uniform complaint procedure is improperly submitted as a UCP complaint, the complainant shall be referred to the appropriate CSARTS-SGV staff or outside agency.

CSARTS-SGV shall complete its investigation and issue a written decision within sixty (60) calendar days from the date of the Compliance Officer's receipt of the complaint, unless the parties agree in writing to an extension of the timeline.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying occurred, or knowledge of the facts of it were first obtained. The CSARTS-SGV Executive Director or designee may extend the timeline up to an additional ninety (90) days for good cause upon written request of the complainant. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Copies of CSARTS-SGV's Uniform Complaint Procedures are available free of charge.

## **Prohibition Against Sex Discrimination**

CSARTS-SGV expressly prohibits harassment and other discrimination on the basis of sex including, but not limited to, the following practices:

- a) On the basis of sex, exclusion of a person or persons from participation in, denial of the benefits of, or subjection to harassment or other discrimination in, any academic, extracurricular, conservatory, or other program or activity.
- b) On the basis of sex, provision of different amounts or types of student financial aid, limitation of eligibility for student financial aid, or the application of different criteria to applicants for student financial aid or for participation in the provision of student financial aid by others.
- c) On the basis of sex, exclusion from participation in, or denial of equivalent opportunity in, athletic programs.
- d) On the basis of sex, harassment or other discrimination among persons, including, but not limited to, students and nonstudents, or academic and nonacademic personnel, in employment and the conditions thereof, except as it relates to a bona fide occupational qualification.
- e) On the basis of sex, the application of any rule concerning the actual or potential parental, family, or marital status of a person, or the exclusion of any person from any program or activity or employment because of pregnancy or related conditions.

Complaints regarding allegations of discrimination or harassment in violation of this policy may be submitted in writing to any CSARTS-SGV management employee, or directed to the CSARTS-SGV Principal, CSARTS-SGV's Compliance Officer, who shall investigate the complaint and respond to complainant. CSARTS-SGV will maintain the confidentiality of the parties involved to the extent possible during the investigation process. Contact Information:

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[Nicole.read@sgv.csarts.net](mailto:Nicole.read@sgv.csarts.net)

## Non-Discrimination Policy

The California School of the Arts - San Gabriel Valley (CSARTS-SGV) is committed to providing equal opportunity for all students. CSARTS-SGV programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression; the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.

CSARTS-SGV prohibits discrimination, harassment, intimidation, or bullying of any student by any CSARTS-SGV employee or student. Students who engage in discrimination or harassment in violation of CSARTS-SGV policies shall be subject to appropriate discipline, up to and including counseling, suspension, dismissal, and/or expulsion.

Complaints regarding allegations of discrimination or harassment in violation of this policy may be submitted in writing to any CSARTS-SGV management employee, or directed to the CSARTS-SGV Principal, CSARTS-SGV's Compliance Officer, who shall investigate the complaint and respond to complainant. CSARTS-SGV will maintain the confidentiality of the parties involved to the extent possible during the investigation process. Contact Information:

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## Use of School Name and Materials Policy

- a. Intellectual Property Rights/Proprietary Information. As used in this Agreement, "Intellectual Property Rights" mean any and all now known or hereafter existing rights associated with works of authorship or inventions throughout the universe, including but not limited to copyrights, patents, trademarks, and all other intellectual and industrial property and proprietary rights (of every kind and nature throughout the universe and however designated) relating to intangible property.

When Employee is specifically contracted to complete Work Products beyond Duties (section 4) and receives additional compensation from CSARTS-SGV, CSARTS-SGV owns all rights in and to said Work Products. The assignment of all rights, titles, and interest in the Work Products to CSARTS-SGV is a transfer to CSARTS-SGV of the full ownership in and of the work(s), including all rights of reproduction, distribution, display, and the right to create derivative works.



Employee further acknowledges that CSARTS-SGV may register the copyright for the Work Products or derivative work in its own name or that of any of its designees for the full term of copyright and all renewals and extensions thereof. Alternatively, the Employee owns all Intellectual Property Rights when work is completed within the scope of Duties (Section 4), and Employee grants CSARTS-SGV a non-exclusive license to use the work in perpetuity.

Employee hereby agrees to provide CSARTS-SGV with reasonable assistance to further evidence and record CSARTS-SGV's Intellectual Property Rights, and Employee will make no claim inconsistent with CSARTS-SGV's Intellectual Property Rights. All value and goodwill accruing in connection with the Work Products created under this Agreement will inure to the sole benefit of CSARTS-SGV.

- b. Confidential Information: Employee agrees that all student and CSARTS-SGV lists, e-mail addresses used by CSARTS-SGV employees or students, services, products, student records, plans, reports, marketing, expansion, technology, and processes of CSARTS-SGV are valuable, special and unique assets of CSARTS-SGV (collectively "Confidential Information"). Employee acknowledges they will have access to and knowledge of Confidential Information and that access to and knowledge of Confidential Information is essential to the performance of duties under this Agreement. In consideration of Employee's access to this Confidential Information, Employee agrees that except as specifically authorized in writing by CSARTS-SGV, Employee will not, directly or indirectly, (i) disclose any Confidential Information to any person or entity, (ii) make use of any Confidential Information for their own purposes or for the benefit of any other person or entity, other than CSARTS-SGV.
- c. Non-Interference Covenant and Compliance: In addition to any other covenants or agreements to which Employee may be subject, Employee will not, directly or indirectly, either as an individual or Employee or as an employee of others, induce, directly or indirectly, the agents, vendors, parents, contractors, dealers, students, Employees, Program Directors, administrators, or CSARTS-SGV staff to discontinue its relationship with CSARTS-SGV.
- d. Prior Approval of Advertising: Any proposal for the use of CSARTS-SGV names, trademarks, and logos must be submitted to CSARTS-SGV in writing for written approval prior to such use. CSARTS-SGV's prior written approval must be obtained for all advertising or promotional media, including newspaper advertisements, audio or videotapes, posters or flyers, and other such promotional means. Employee shall have sole responsibility for obtaining CSARTS-SGV's prior written approval for every advertisement.
- e. Trademarks and Logos: CSARTS-SGV corporate names, trademarks, and logos are CSARTS-SGV's property and may not be used in any manner, including the

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reproduction of literature or advertising without prior written consent from CSARTS-SGV.

- f. Copyrighted Material: All CSARTS-SGV literature and Internet home page files and content are copyrighted and may not be duplicated in any form without express prior written consent of CSARTS-SGV. This restriction includes but is not limited to photocopies, graphic reproductions, translated verbiage, CSARTS-SGV product and service photos, student and parent likenesses, and images taken in part or in or out of context.
- g. Recorded Messages: Any recorded message, including voice messages, used in any way that refers to CSARTS-SGV names, trademarks, or logos must be presented to CSARTS-SGV in written script form for approval prior to any use.
- h. Return of Materials Upon Termination of Agreement: In the event of termination of the Employee Agreement, Employee shall return any CSARTS-SGV materials, in the possession of Employee, including but not limited to, keys student information and records, access codes and passwords, computers, software, school and CSARTS-SGV assets and any other information and materials obtained by Employee in connection with the Employee Agreement. Further, by signing the Employee Agreement and this Agreement, Employee specifically acknowledges that the costs associated with any School property that they maintain upon termination, including all required paperwork and instructional materials, shall be deducted from the final payment for services.