

TORRANCE UNIFIED SCHOOL DISTRICT

August 2016

TO: STAFF

FROM: DR. E DON KIM – SENIOR DIRECTOR, ELEMENTARY SCHOOLS
DR. NISHA DUGAL – SENIOR DIRECTOR, SECONDARY SCHOOLS
DR. MARIO LIBERATI – SENIOR DIRECTOR, HUMAN RESOURCES
MR. JON PEARSON – DIRECTOR, STUDENT SERVICES & FAMILY
WELCOME ENROLLMENT CENTER

SUBJECT: STAFF IN-SERVICE:
PROCEDURES FOR REPORTING CHILD ABUSE
UNIFORM COMPLAINT PROCEDURES
DISTRICT EMPLOYEE SEXUAL HARASSMENT POLICY
DRUG AND ALCOHOL-FREE WORKPLACE POLICY
NONDISCRIMINATION/HARASSMENT POLICY
NONDISCRIMINATION IN EMPLOYMENT POLICY
PROFESSIONAL STANDARDS POLICY
NON-FRATERNIZATION WITH STUDENTS POLICY
ADULT ACCEPTABLE USE POLICY
PARAEDUCATOR EMAIL ACCEPTABLE USE POLICY

The Procedures for Reporting Child Abuse, Uniform Complaint Procedures, District Employee Sexual Harassment Policy, Drug and Alcohol-Free Workplace Policy, Nondiscrimination/Harassment Policy, Nondiscrimination in Employment Policy, Professional Standards Policy, Non-Fraternization with Students Policy, Adult Acceptable Use Policy and the Paraeducator Email Acceptable Use Policy are in accordance with state law and/or District/Board policy and practice. Please read carefully and be alert and aware of what these procedures and policies require of you. After you have read all these documents, please sign the statement below and return the entire page to your school principal or immediate supervisor.

I hereby certify I have read and understand all of the above documents.

Print Name

Signature

Date

(Please return to your principal or immediate supervisor.)

TORRANCE UNIFIED SCHOOL DISTRICT

Procedures for Reporting Child Abuse

Typical questions and answers are printed here to help you understand the District's role in helping abused children:

What is child abuse?

Generally, child abuse is a physical injury inflicted by other than accidental means on a child by another person; sexual assault, molestation or exploitation of a child; and willful cruelty or punishment or corporal punishment or injury of a child.

In reality, child abuse includes: physical abuse, physical neglect, sexual abuse and emotional maltreatment.

How can I be sure what I am seeing is really child abuse?

The single most important indicator is a statement by the child, however, most of the signs you will see will be subtle. Therefore, expect in most instances that you will not be sure, but will reasonably suspect, abuse has been inflicted upon a child. Fortunately, the law does not require you to prove your suspicions. A good rule to follow is, "When in doubt, report." Remember, it is not your responsibility to determine if a crime has occurred; it is your responsibility to report incidents you reasonably suspect are child abuse.

I. Child Abuse Reporting Law – Your role as a mandated reporter

Section 11166.05 of the California Penal Code mandates the reporting to designated authorities of cases of suspected child abuse and reads as follows:

"...a mandated reporter shall make a report to an agency...whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report to the agency immediately or as soon as is practicably possible by telephone and the mandated reporter shall prepare and send, fax, or electronically transmit a written follow-up report thereof within 36 hours of receiving the information concerning."

What happens if I don't file a report?

An employee who is required by law to make a report but fails to do so can be found guilty of a misdemeanor, punishable by imprisonment in county jail for a maximum of six months, or by a fine of up to \$1,000 or both.

Such a person faces the possibility of personal civil liability and could be assigned costs of any subsequent damages.

With all of the other things I have to do, this places a great deal of pressure on me. Do I have to act alone?

While the law states certificated and classified employees have an individual responsibility to make reports, you are not alone. Your school has a child abuse reporting plan, which includes the principal who will help you with the reporting procedure.

II. Required Reporting Procedures

THE LAW AND DISTRICT POLICY REQUIRE THAT WHEN CHILD ABUSE IS SUSPECTED, ALL PERSONS SHALL:

As a mandated reporter in the Torrance Unified School District, you have the responsibility to report suspected child abuse to the following:

- Department of Child and Family Services
- Torrance Police Department
- Family Welcome and Enrollment Center

The following steps should be taken when you have determined you have a reportable incident:

1. Report the incident to your school's principal.
2. Call DCFS Child Abuse Reporting Hotline (1-800-540-4000) to report the incident. Be prepared to give DCFS all pertinent information (including victim's name, DOB, parent / guardian information, all available contact information; as well as suspect's name, relation to victim, and contact information) At this time, you will obtain a referral number from DCFS (19 digit number in the following format xxxx-xxxx-xxxx-xxxxxx). *If for any reason DCFS refuses to take a report and assign you a referral number, obtain the call taker's name and ID number, and proceed to the next step of the reporting procedures.*
3. Call, or have your principal call, your designated School Resource Officer and notify them of the situation. Based on the facts you provide, the SRO will make the determination if the situation is exigent and requires immediate police response to the school. If the incident is not determined to be exigent, the SRO will pick up a copy of the completed 11166 form (printed from online with referral number) as soon as practically possible. If you are unable to contact the SRO, contact TPD's business line at 310-328-3456 to report the incident. (Remember, these guidelines are for reporting suspected child abuse only. If there is an emergency situation at your school, immediately call 911 to report the emergency).
4. Using your 19 digit referral number, complete an 11166 Report online (www.mandreptla.org / under "Create Suspected Child Abuse Report" tab. *Note: It can take up to two hours after you have made your verbal report to the DCFS Hotline, for your 19 digit referral number to "activate" for use on the reporting website. **Reports are required to be submitted within 36 hours**.* If DCFS refused your verbal report via the Hotline, or failed to provide a 19 digit referral number, fill out a hard copy 11166 Form. (located here http://www.mandreptla.org/results/Blank_SCAR_Report.pdf). When completing a hard copy 11166 Form, include the DCFS worker's name and ID number.
5. Print out a completed copy of the online 11166 Form and forward it to Jon Pearson, Director of Student Service and Family Welcome and Enrollment Center (pearson.jon@tusd.org Ext. 6270)

A. Things to Remember:

Employees have full responsibility to ensure the reporting of children whom they suspect are victims of abuse; however, they are not required to prove their suspicions, nor are they to conduct an investigation regarding their suspicions.

Reporting is an individual responsibility. When a person who is mandated to report makes a decision to do so, it does not require agreement from other observers.

Employees are still required to report even though the one suspected of being abused may not be under their jurisdiction.

Reporting the suspected abuse to another employee does not relieve the person of the responsibility of reporting. If no report is filed, all parties having knowledge of the abuse may be held accountable.

B. The person making the report should:

- (1) try to have all pertinent information available prior to placing the telephone report, i.e., child's name, address, telephone number, date of birth, language spoken in the home;
- (2) document date and time call is made; contact person's name, title, position, badge number; response/directive of contact person.

III. Preparing Suspected Child Abuse Report Forms

A. Completion of Report Form P.C. 11166/SS 8572

- (1) Identifying information must be provided in full (Parts B, C, D, E). It is especially important that sibling information is reported.
- (2) Name and address of the child protection agency, telephone number, and date and time of telephone call should be provided in full (Part C).
- (3) Statements concerning observations of the child's injuries or conditions should be factual and objective. If you have any questions, it is recommended that the site administrator or District nurse be consulted for assistance.
- (4) Avoid statements of personal judgment concerning the child or the alleged perpetrator.
- (5) When the child describes how the injuries/situation occurred, his/her description should be reported as nearly verbatim as possible. Quotation marks should be used when appropriate.
- (6) If a language other than English is spoken in the home, please be sure to state this on the form.
- (7) Do not discuss the situation with others unless they were involved in making the report. Only those individuals involved in the reporting process should be privy to information regarding the report.
- (8) **NEVER place a copy of the report in the pupil record file.**

IV. Responsibilities of School Personnel

- A. The law states: "When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report." (P.C. 11166.05)
- B. Employees have full responsibility to ensure the reporting of children whom they suspect are victims of abuse; however, they are not required to prove their suspicions nor are they to conduct an investigation regarding their suspicions.
 - (1) Employees should not confer with the person(s) alleged to have mistreated the minor prior to making the report, even if the perpetrator is another District employee.
 - (2) Procedures to be followed subsequent to filing the report are determined by and should be discussed with the mandated investigating agency. Investigation, counseling, and/or family intervention are the responsibility of the child protective agency, i.e., law enforcement or children's protective services. You are not required to elaborate or editorialize.
 - (3) When necessary and for reasonable cause, law enforcement is the only agency which may remove a minor from the school site and take the minor into protective custody. When the minor is removed from the school site for suspected child abuse, the principal or other school official shall provide the peace officer with the address and telephone number of the child's parent/guardian. If a student is removed from campus, the administrator must complete the "Removal of Pupil from Campus" form (available in ITUSD → District Files and Forms → Disciplinary Forms) and send a copy to the Senior Director – Secondary.
- C. State law requires each certificated person who enters into employment on or after January 1, 1985, prior to commencing the employment and as a prerequisite to that employment, shall sign a statement on a form provided to the effect that he/she knows of the requirements to report known or suspected instances of child abuse and will comply therewith (P.C. Sections 11166.5 and 11172).

D. Site administrators are directed to:

- (1) discuss in depth the content of this bulletin with all site employees at the beginning of the school year, at least one other time during the school year, and with all new employees at the time of their assignment;
- (2) develop a specific local school or site plan for reporting child abuse cases which includes the responsibilities of all site employees and the fact that the principal is to be apprised of all reports of suspected child abuse filed by staff;
- (3) ensure that all site employees are aware of and understand the local reporting plan;
- (4) direct that any suspected child abuse and/or neglect is reported to the appropriate investigative agency;
- (5) maintain a confidential log/file of all child abuse cases reported.

V. Victim Interviews

Upon request, a child protective agency may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse that occurred within the child's home. The child shall be given the choice {in the presence of a school administrator – AR 5141.4(e)} of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child (P.C. 11174.3). It is highly recommended that elementary age students have a school employee present in the interview. The child protective agency representative is designated by law as the person who informs the child of his/her right to this choice.

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her, before the interview takes place, of the following legal requirements:

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

VI. Liability for Failure to Report

A. Any person mandated by the Penal Code who fails to report an instance of child abuse which he/she knows or reasonably should know to exist:

- (1) may be guilty of a crime punishable by a fine and/or imprisonment (P.C. 11166); and
- (2) faces the possibility of personal civil liability and could be assigned costs of any subsequent related damages the child incurs.

B. No employee reporting a suspected instance of child abuse who is mandated under provisions of the law shall be civilly or criminally liable for any such report (P.C. 11172).

VII. Complaint of Child Abuse Committed by School District Employees or Others at School Site

A. Parents or guardians of pupils have the right to file a complaint against a school district employee or other person they suspect has engaged in abuse of a child at a school site. If a District employee is accused or suspected of committing an act of child abuse, the Principal must immediately contact the Senior Director of Human Resources and the Senior Director of Elementary or Secondary schools, depending on the site of employment and attendance of student.

- B. If the complaint is substantiated, the local child protective agency is required to forward a copy of the investigation report to the governing board of the local school district or county office of education (P.C. 11165.4).

VIII. Confidentiality

Are mandated reporters required to give their names when a report is made?

Yes. (P.C. 11167, subds. (a))

Is the identity of a mandated reporter confidential?

Yes. The identity of all persons who report known or suspected child abuse is confidential and may only be disclosed as follows:

- Between child protective agencies.
- To counsel representing a child protective agency.
- To the district attorney in a criminal prosecution.
- To district attorney in an action initiated under Welfare and Institutions Code section 602 (wards; minors violating laws defining crime) arising from alleged child abuse.
- To the child's counsel appointed pursuant to Welfare and Institutions Code section 317 (c).
- To the county counsel or district attorney in proceedings under Family Code section 7800, et seq. (termination of parental rights) or Welfare and Institutions Code section 300 (dependent children).
- To a licensing agency when abuse in out-of-home care is reasonably suspected.
- By court order.
- When the reporter waives confidentiality (P.C. 11167, subd. (d)).

Are investigative reports of suspected child abuse confidential?

Yes. Required reports of suspected child abuse and the information contained in those reports are confidential and may be disclosed only to the following:

- To persons or agencies to whom a reporter's identity may be disclosed (see above).
- To persons or agencies to whom disclosure of index and investigative information is permitted under P.C. 11170, subd. (b).
- To persons or agencies with whom investigations of child abuse are coordinated under the regulations promulgated under Section 11174.
- To multidisciplinary personnel teams as defined in Welfare and Institutions Code section 18951, subd. (d).
- To persons or agencies responsible for the licensing of facilities that care for children, as specified in P.C. 11165.7.
- To the state Department of Social Services or any county licensing agency, which has contracted with the state when an individual has applied for a community, care license, child day care license, for employment in an out-of-home care facility, or when a complaint alleges child abuse by an operator or employee of an out-of-home care facility.
- To hospital scan teams.

- To coroners and medical examiners when conducting a postmortem examination of a child.
- To the Board of Prison Terms when subpoenaed for parole revocation proceedings against a parolee charged with abuse.
- To personnel from a child protective agency responsible for making a placement of a child.
- To persons who have been identified by the Department of Justice as listed in the Child Abuse Central Index.
- To out-of-state law enforcement agencies conducting an investigation of child abuse only when an agency makes the request for reports of suspected child abuse in writing and on official letterhead, identifying the suspected abuser or victim by name.
- To persons who have verified with the Department of Justice that they are listed in the Child Abuse Central Index as provided by subdivision (e) of Section 11170.
- To the chairperson of a county child death review team, or his or her designee (P.C. 11167.5, subd. (b)).

Any violation of these confidentiality provisions is a misdemeanor punishable by up to six months in county jail or by a fine of \$500 or by both.



Book	Board Policies
Section	1000: Community Relations
Title	Uniform Complaint Procedures
Number	BP 1312.3
Status	Active
Adopted	May 19, 2003
Last Revised	May 2, 2016

BP 1312.3

UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes the District's primary responsibility to comply with applicable state and federal laws and regulations governing educational programs. The Board of Education encourages the early, informal resolution of complaints whenever possible and appropriate.

For the purposes of this policy and the associated administrative regulation, conduct constituting "harassment", "intimidation", or "bullying" is conduct that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of another by creating an intimidating or hostile educational environment.

To resolve complaints which cannot be resolved through an informal resolution process, the Board of Education adopts a uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulations.

The District's Uniform Complaint Procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging District 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, and special education programs (5 CCR 4610)
2. Any complaint alleging the occurrence of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in District programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics, in district programs and activities, including, but not limited to, those funded directly by or that receive or benefit from any state financial assistance. (5CCR 4610)
3. Any complaint alleging bullying in District programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
4. Any complaint alleging District noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed and infant child, or address other breastfeeding-related needs of the student (education Code 222)

5. Any complaint alleging District violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. A complaint about unlawful pupil fees for participation in an educational activity may be filed anonymously provided that it includes sufficient evidence or information of the prohibited pupil fee. (Education Code 49013, 5 CCR 4610)
6. Any complaint alleging that the District has not complied with legal requirements related to the implementation of the Local Control Funding Formula (LCFF) and the Local Control and Accountability Plan (LCAP). (Education Code 52075)
7. Any complaint, by or on behalf of any student who is a foster youth, alleging District noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the District's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
8. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging District noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)
9. Any complaint alleging District noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (education Code 51228.3)
10. Any complaint alleging District noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)
11. 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.

Non-UCP Complaints

The following complaints are examples that shall not be subject to the District's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. In addition, the District's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)
5. When an allegation that is not subject to the UCP is included in a UCP complaint, the District shall refer the non-UCP allegation to the appropriate staff or agency and shall resolve the UCP-related allegation(s) through the District's UCP.

No Retaliation

The Board of Education will protect any complainant against any form of retaliation and ensure that the identity of a complainant alleging discrimination, harassment, intimidation, or bullying will remain confidential as appropriate in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

Informal Resolution

The Board of Education encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Policy

TORRANCE UNIFIED SCHOOL DISTRICT

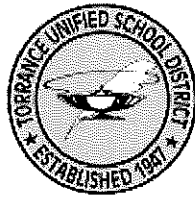
adopted: May 19, 2003

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Book	Administrative Rules
Section	1000: Community Relations
Title	Uniform Complaint Procedures
Number	AR 1312.3
Status	Active
Adopted	May 19, 2003
Last Revised	May 2, 2016

AR 1312.3

UNIFORM COMPLAINT PROCEDURES

Introduction

Except as the Board of Education may otherwise specifically provide in other District policies, these Uniform Complaint Procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

Compliance Officers

The District designates the following lead compliance officer to receive and investigate complaints and ensure District compliance with law:

Senior Director – Human Resources
2335 Plaza Del Amo
Torrance, CA 90501
(310) 972-6071

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The lead compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the Superintendent or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the District issues its final written decision, whichever occurs first.

Notifications

The District's Uniform Complaint Procedures (UCP) policy and administrative regulation shall be posted in all District schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the District's uniform complaint procedures including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

The annual notification and complete contact information of the compliance officer(s) may be posted on the District web site and, if available, provided through district-supported social media.

All students and parents/guardians, including students and parents/guardians with limited English proficiency, shall have access to the relevant information provided in the District's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular District school speak a single primary language other than English, the District's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the District shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position, or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination, harassment, intimidation, and bullying laws, if applicable.
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
 - a. The District is primarily responsible to ensure compliance with applicable state and federal laws and regulations governing educational programs
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
 - c. A complaint alleging retaliation or discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities.
 - e. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stake holders in the development and/or review of the LCAP.
 - f. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the District liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the District and another district.
 - g. A foster youth or homeless student who transfers into a District high school or between District high schools shall be notified of the District's responsibility to:

1. Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed.
2. Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency.
3. If the student has completed his/her second year of high school before the transfer, provide the student information about District-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
- h. The complainant has a right to appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days of receiving the District's decision.
- i. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the District's decision.
- j. Copies of the District's uniform complaint procedures are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the District's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, unlawful discrimination, or bullying confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Step 1: Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a date stamp and number.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging District 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, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant or alleged victim of unlawful discrimination, harassment, intimidation, or bullying requests confidentiality, the compliance officer shall inform him/her that the request may limit the District's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the District will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.
6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, District staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Optional Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination, harassment, intimidation, or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If the mediation is successful and the complaint is withdrawn, then the District shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the District shall then continue with subsequent steps specified in this administrative regulation. (5 CCR 4631)

Step 2: Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer or designee shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation, or his/her engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of lack of evidence to support the allegations. (5 CCR 4631) Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631(d))

In accordance with law, the District shall provide the investigator with access to records and/or other information related to the allegation in the complaint. (5 CCR 4631)

The compliance officer or designee shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Step 3: Report of Findings

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step 4 below, "Final Written Decision," within 60 days of the District's receipt of the complaint. (5 CCR 4631)

Step 4: Final Written Decision

The District's decision shall be in writing and sent to the complainant. (5 CCR 4631)

In consultation with legal counsel, information about the relevant part of a decision may be communicated to other parties as appropriate.

The District's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language.

For all complaints, the decision should contain: (5 CCR 4631)

1. The findings of fact based on the evidence gathered)
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the District's decision within 15 calendar days to the California Department of Education and the procedures to be followed for initiating such an appeal

In addition, any decision concerning a retaliation, discrimination, harassment, intimidation or bullying complaint based on state law shall include a notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

Corrective Action

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce District policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that corrective action was taken and that the student or employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the District shall provide a remedy to all affected students and parents/guardians, subject to procedures established through regulations adopted by the state board. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. The District will, in good faith, engage in reasonable efforts to identify and fully reimburse all pupils, parents, and guardians who paid a pupil fee within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the District's decision. (Education Code 49013, 52075; 5 CCR 4632.)

When appealing to the CDE, the complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. A copy of the locally filed complaint, and a copy of the District's decision shall accompany the appeal. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the District's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the District, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint

6. A copy of the District's uniform complaint procedures

7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists, including cases in which the District has not taken action within 60 days of the date of the complaint was filed with the District.

Civil Law Remedies

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the District's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

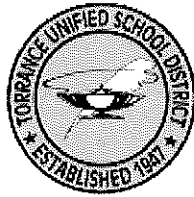
Regulation

TORRANCE UNIFIED SCHOOL DISTRICT

approved: May 19, 2003

Torrance, California

revised: April 3, 2006; September 7, 2010; October 3, 2011; June 4, 2012; October 8, 2012
September 16, 2013; January 20, 2015; September 21, 2015; May 2, 2016



Book	Board Policies
Section	4000: Personnel
Title	Sexual Harassment
Number	BP 4119.11
Status	Active
Adopted	June 21, 2004
Last Revised	December 7, 2015

BP 4119.11

SEXUAL HARASSMENT

The Torrance Unified School District is committed to a work environment in which all employees are treated with respect and dignity. Each employee has the right to work in a professional atmosphere that promotes equal employment opportunity and is free from discriminatory practices. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, California Education Code Sections 210 through 214, inclusive, and Government Code Sections 12900-12996 (Fair Employment and Housing Act, Title IX of the Education Amendments of 1972 (42 USC 2000h-2-2000h-6)). Therefore, the District strongly condemns, opposes, and prohibits sexual harassment of employees or applicants by any person, whether verbal, physical, or environmental. The District also prohibits retaliation against employees or others who complain, testify, or otherwise participate in a complaint or investigation of sexual harassment. Any employee who violates this policy may be subject to discipline up to and including termination.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender or due to an individual's sexual orientation in the educational setting, when:

1. Submission to the conduct is made expressly or implicitly a term or a condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the District.

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

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors

2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Each administrator and supervisor has the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes discussing the District's sexual harassment policy with his/her employees and assuring them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment.

Training

All administrators and supervisors shall be knowledgeable of this policy and their responsibilities for its implementation.

By January 1, 2006, and every two years thereafter, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The District's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state statutory law on the prohibition against and the prevention and correction of sexual harassment and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2 CCR 7288.0)

Also included, a component on the prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance; a copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received; and all other contents of mandated training specified in 2 CCR 11023.

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11023)

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the District's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the District's complaint procedures.

1. The illegality of sexual harassment.
2. The definition of sexual harassment under applicable state and federal law.
3. A description of sexual harassment, utilizing examples.
4. The District's complaint procedure available to employees.
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC.

The District Title IX Coordinator is the Senior Director - Human Resources, who can be contacted at the District Office at (310) 972-6071.

Notifications

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

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

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

Complaint Procedure

1. Informal Resolution Process - To accommodate the unique nature of sexual harassment complaints, an informal process is provided for the primary resolution of a complaint at the earliest possible date.
 - a. Employees shall first present their complaint to their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee may present his or her complaint to the next level of supervision. Upon receiving a sexual harassment complaint, the appropriate supervisor shall:
 - (1) Counsel the alleged victim
 - (2) Obtain a factual written statement of the complaint
 - (3) Conduct an investigation, interview the accused and any witnesses, as appropriate, and recommend the disposition of the complaint
 - b. The immediate supervisor or other appropriate supervisor/administrator will review the factual information collected to determine whether the alleged conduct constitutes sexual harassment, giving consideration to the record as a whole and to the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred, and will take and/or authorize appropriate action.
 - c. An effort will be made to protect the privacy of the parties involved in a complaint. Files that pertain to complaints handled under the informal process shall be kept confidential and will not be made available to the general public except as required by law.
2. Formal Resolution Process
 - a. If the complaint is not resolved to the satisfaction of the alleged victim by the informal process, the following formal procedures are available:
 - (1) The complaint shall be reduced to writing and sent to the Division Head or the next level supervisor, not the employee's immediate supervisor, within 10 working days of the completion of the informal process.
 - (2) The Division Head or next level supervisor shall investigate the complaint and respond within 10 working days after receiving the complaint.
 - (3) If the complaint is not satisfactorily resolved at the level of the Division Head or the next level supervisor, the employee, within 10 days of receipt of the response, may request that the Superintendent review the complaint.
 - (4) The Superintendent shall then take action deemed appropriate to resolve the situation including, but not limited to, discipline, training, or other remedial measures.
 - (5) An effort will be made to protect the privacy of the parties involved in a complaint. Files that pertain to complaints handled under the formal process shall be kept confidential and will not be made

available to the general public except as required by law.

(6) Time limit may be extended by mutual agreement of the alleged victim and the person to whom the complaint is addressed at the respective level(s).

(7) No retaliation of any kind will occur because an employee has made a sexual harassment complaint or has participated in a sexual harassment investigation.

Obligations of All Employees

1. All employees shall report to their immediate supervisor any conduct on the part of other employees or non-employees, such as sales representatives or service vendors, who sexually harass any employee of the District. Immediately following notification of the supervisor, the employee shall submit, in writing, a detailed and specific account of the incident, which will be used in investigating the allegation.
2. All employees shall cooperate with any investigation of an alleged act of sexual discrimination/harassment conducted by the District or by an appropriate state or federal agency.
3. No employee of the District shall take any action to discourage a victim of harassment from reporting such an instance.
4. Because different procedures apply after a formal governmental administrative charge or complaint is filed, an employee receiving such a charge or complaint is directed to deliver it to the Superintendent immediately.

Appeals to the California Department of Education

Appeals of decisions regarding programs and allegations of alleged discrimination listed in this document (Section A) may be appealed to the California Department of Education by filing a signed written appeal within fifteen days after receiving the District decision.

- A person who alleges that he or she is a victim of discrimination may not seek civil remedies until at least sixty days after the filing of an appeal with the California Department of Education.
- A sixty-day moratorium imposed by Section 262.3(d) of the Education Code does not apply to injunctive relief and is applicable only if the District has appropriately and in a timely manner apprised the complainant of his or her right to file a complaint. (Extensions for filing such appeals may be granted, in writing, by the California Department of Education for good cause.) These appeals should be sent to:

State of California
Department of Education
State Superintendent of Public Instruction
P.O. Box 944272
Sacramento, CA 94244-2720

Civil Law Remedies

Pursuant to California Education Code (Article 6, Section 262.3), persons who have filed a complaint with an educational institution are advised that civil law remedies including, but not limited to, injunctions, restraining orders, or other remedies or orders may be available to them. Civil remedies may be pursued through local, state, or federal legal aid agencies, offices, or private/public attorneys.

The U.S. Department of Education, Office for Civil Rights, enforces compliance with Section 504, Title II of the ADA, Title VI, and Title IX and may be contacted for assistance with complaints relating to these laws and their regulations. The California Department of Fair Employment and Housing (DFEH) and the U.S. Equal Employment Opportunity Commission (EEOC) are agencies that enforce compliance with state and federal laws and regulations protecting individuals from employment discrimination and may be contacted for assistance with complaints of employment discrimination.

DFEH: (800)884-1684
www.dfeh.ca.gov.

EEOC: (800)669-4000
www.eeoc.gov.

U.S. Department of Education, Office for Civil Rights:
www.ed.gov/about/offices/list/ocr/index.html?src=mr.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

CALIFORNIA CODE OF REGULATIONS, TITLE 2

7287.6 Terms, conditions, and privileges of employment

7287.8 Retaliation

7290.6, et seq. Sex Discrimination

CODE OF REGULATIONS, TITLE 5

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

UNITED STATES CODE, TITLE 42

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

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

UNITED STATES CODE, TITLE 20

1681 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 29

1604.11 Sexual harassment

CODE OF FEDERAL REGULATIONS, TITLE 34

106 Dissemination of policy

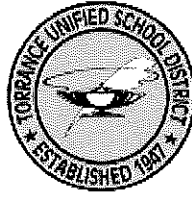
Policy

adopted: June 21, 2004

revised: June 5, 2006; June 16, 2008; December 7, 2015

TORRANCE UNIFIED SCHOOL DISTRICT

Torrance, California



Book	Board Policies
Section	4000: Personnel
Title	Drug and Alcohol-Free Workplace
Number	BP 4020
Status	Active
Adopted	November 5, 2001
Last Revised	April 11, 2011

BP 4020

DRUG AND ALCOHOL-FREE WORKPLACE

The Board of Education believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

(cf. 4112.42 - Drug and Alcohol Testing for School Bus Drivers)

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance while on duty, on District property, or at a school-related activity or event. (Government Code 8355; 41 USC 701)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, *on duty* means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. *Under the influence* means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

(cf. 4032 - Reasonable Accommodation)

The Superintendent or designee shall notify employees of the District's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 701)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC 701)

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

In accordance with law and the District's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/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 or law enforcement agency or other appropriate agency.

(cf. 4112 - Appointment and Conditions of Employment)

Drug-Free Awareness Program

The Superintendent or designee shall establish a drug-free awareness program to inform employees about: (Government Code 8355; 41 USC 701)

1. The dangers of drug abuse in the workplace
2. The District's policy of maintaining a drug-free workplace
3. Available drug counseling, rehabilitation, and employee assistance programs

(cf. 4159 - Employee Assistance Programs)

4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace

Legal Reference:

EDUCATION CODE

44011 Controlled substance offense

44425 Conviction of controlled substance offenses as grounds for revocation of credential

44836 Employment of certificated persons convicted of controlled substance offenses

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE

8350-8357 Drug-free workplace

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug Free Schools and Communities Act

UNITED STATES CODE, TITLE 21

812 Controlled Substances Act

UNITED STATES CODE, TITLE 41

701-707 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1308.01-1308.49 Schedule of controlled substances

COURT DECISIONS

Cahoon v. Governing Board of Ventura USD, (2009) 171 Cal.App.4th 381

Ross v. RagingWire Telecommunications, Inc., (2008) 42 Cal.4th 920

Management Resources:

WEB SITES

California Department of Alcohol and Drug Programs: <http://www.adp.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Labor: <http://www.dol.gov>

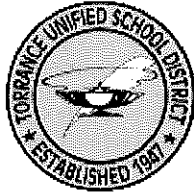
Policy

adopted: November 5, 2001

revised: October 4, 2010; April 11, 2011

TORRANCE UNIFIED SCHOOL DISTRICT

Torrance, California



Book	Board Policies
Section	5000: Students
Title	Nondiscrimination/Harassment
Number	BP 5145.3
Status	Active
Adopted	March 17, 2003
Last Revised	January 20, 2015

BP 5145.3

NONDISCRIMINATION/HARASSMENT

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the District's academic and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a District school. (Education Code 234.1)

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.6 - Identification and Education Under Section 504)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the District's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the District's nondiscrimination policies and practices

and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension, or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf. 4119.21/4319.21 – Professional Standards)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.2 - Freedom of Speech/Expression)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex, especially:

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Definition of hate crime

4600-4687 Uniform Complaint Procedures

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

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI & VII Civil Rights Act of 1964 as amended

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

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendment.org>

National School Boards Association: <http://www.nsba.org>

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

Policy

adopted: March 17, 2003

revised: June 21, 2004; June 4, 2012; March 17, 2014; January 20, 2015

TORRANCE UNIFIED SCHOOL DISTRICT

Torrance, California



Book	Board Policies
Section	4000: Personnel
Title	Nondiscrimination in Employment
Number	BP 4030
Status	Active
Adopted	November 5, 2001
Last Revised	June 20, 2016

BP 4030

NONDISCRIMINATION IN EMPLOYMENT

The Governing Board is determined to provide district employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

The Board also prohibits discrimination against any employee or job applicant in compensation, terms, conditions, and other privileges of employment and the taking of any adverse employment action, including, but not limited to, termination or the denial of employment, promotion, job assignment, or training, against an employee or job applicant based on any of the categories listed above.

(cf. 4032 - Reasonable Accommodation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

Prohibited discrimination on the basis of religious creed includes discrimination based on an employee's or job applicant's religious belief or observance, including his/her religious dress or grooming practices. In accordance with Government Code 12940, prohibited discrimination on the basis of religious creed also includes the district's failure or refusal to use reasonable means to accommodate an employee's or job applicant's religious belief, observance, or practice which conflicts with an employment requirement. However, the district shall not accommodate an employee's religious dress practice or religious grooming practice if it requires segregation of the individual from other employees or the public or if it would result in a violation of this policy or any law prohibiting discrimination.

Prohibited sex discrimination includes discrimination based on an employee's or job applicant's pregnancy, childbirth, breastfeeding, or any related medical condition.

(cf. 4033 - Lactation Accommodation)

Harassment consists of unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

The Board also prohibits retaliation against any district employee or job applicant who opposes any discriminatory employment practice by the district or its employee, agent, or representative or who complains, testifies, assists, or in any way participates in the district's complaint procedures pursuant to this policy. No employee or job applicant who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who does report such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11019 Terms, conditions and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shepard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment, December 2014

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

New Compliance Manual Section 15: Race and Color Discrimination, April 2006

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June

WEB SITES

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

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

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

Policy

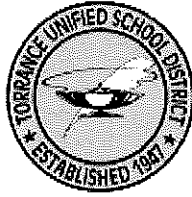
TORRANCE UNIFIED SCHOOL DISTRICT

adopted: November 5, 2001

Torrance, California

revised: June 7, 2010; June 4, 2012; March 4, 2013; March 16, 2015, February 16, 2016:

June 20, 2016



Book	Board Policies
Section	4000: Personnel
Title	Professional Standards
Number	BP 4119.21
Status	Active
Adopted	November 5, 2001
Last Revised	October 8, 2012

BP 4119.21

PROFESSIONAL STANDARDS

The Board of Education expects District employees to maintain the highest ethical standards, exhibit professional behavior, follow District policies and regulations, and abide by state and federal laws and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the District and advance the goals of the District's educational programs, and contribute to a positive school climate.

(cf. 0200 - Goals for the School District)
(cf. 4119.1/4319.1 - Civil and Legal Rights)
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

The Board of Education encourages District employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 9005 - Governance Standards)

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of District students.

(cf. 4112.2 - Certification)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

(cf. 0450 - Comprehensive Safety Plan)
(cf. 4158- Employee Security)

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.11 - Sexual Harassment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting District or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 4020 - Drug and Alcohol Free Workplace)

(cf. 4112.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
10. Divulging confidential information about students, district employees, or District operations to persons not authorized to receive the information

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

11. Using District equipment or other District resources for the employee's own commercial purposes or for political activities

(cf. 4119.25 - Political Activities of Employees)

12. Using District equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of District technological resources at any time without the employee's consent.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the District
14. Wearing inappropriate attire

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The District prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the District's complaint process shall be subject to discipline.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

44242.5 Reports and review of alleged misconduct

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80303 Reports of dismissal, resignation and other terminations for alleged misconduct

80331-80338 Rules of conduct for professional educators

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Educational Leadership Policy Standards: ISLLC 2008, 2008

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS PUBLICATIONS

California Professional Standards for Educational Leaders, 2001

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education: <http://www.cde.ca.gov>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

WestEd: <http://www.WestEd.org>

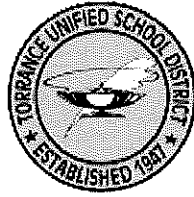
Policy

adopted: November 5, 2001

revised: October 12, 2009; October 8, 2012

TORRANCE UNIFIED SCHOOL DISTRICT

Torrance, California



Book Board Policies
Section 4000: Personnel
Title Non-Fraternization with Students
Number BP 4119.22
Status Active
Adopted February 20, 2007

BP 4119.22

NON-FRATERNIZATION WITH STUDENTS

The relationship between the school employee and the student should be one of professional cooperation and respect. All employees, whether certificated or classified, have a responsibility to conduct themselves in a manner that will maintain an atmosphere that is conducive to learning.

It is the policy of the Board of Education to prohibit any type of close personal relationship between a school employee and a student that may reasonably be perceived as unprofessional, including, but not limited to the perception of a dating relationship. School employees shall not entertain students, socialize with students, or spend an excess amount of time with students in such a manner as to reasonably create the impression to District staff, other students, their parents, or the public that an unprofessional relationship exists.

It is also the policy of the Board of Education to prohibit any type of sexual relationship, sexual contact, or sexually-nuanced behavior between a school employee and an enrolled student without regard to the student's age. This includes internet chat rooms, "MySpace" or similar web sites, cell phones, and all other forms of electronic or other types of communication. This prohibition applies to students of the same or opposite sex of the school employee. It also applies regardless of whether the student or the school employee initiated the sexual behavior, and whether or not the student welcomes the sexual behavior and/or reciprocates the attention.

The District shall promptly investigate all reasonable allegations of prohibited staff/student relationships. The District shall utilize the investigation procedures followed for complaints of sexual harassment within the District, as referenced below.

(cf. 4119.11 - Sexual Harassment/Personnel)

(cf. 5145.7 - Sexual Harassment/Students)

Legal Reference:

Title IX of the Education Amendments of 1972; 20 U.S.C. § 1681

Policy
adopted: February 20, 2007

TORRANCE UNIFIED SCHOOL DISTRICT
Torrance, California

TORRANCE UNIFIED SCHOOL DISTRICT

Adult Acceptable Use Policy

The Torrance Unified School District strongly believes in the educational value of electronic services and recognizes the potential of such to support our curriculum and student learning. We are pleased to announce that electronic information services are available to students and teachers in our District. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Listed below are terms and guidelines for appropriate use of technology. If any user does not follow these guidelines, access to the information service may be denied and the user may be subject to disciplinary or legal action.

1. Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. All decisions, related to the cancellation, are subject to the District's review process. The Torrance Unified School District may deny, revoke, or suspend specific user accounts.

2. Acceptable Use

The use of the assigned account must be in support of education and research and with the educational goals and objectives of the Torrance Unified School District. The user is personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- c. Use of unauthorized commercial activities is not acceptable.
- d. Use of product advertisement or political lobbying is prohibited.
- e. Use of the network that incurs expense to the District is prohibited.
- f. Unauthorized installing of any software or data is prohibited.

3. District Responsibilities/Limitations

- a. The District will take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and District files. The District cannot guarantee that information on any computer system will be secure from other users.
- b. The District will attempt to provide error free and dependable access to technology resources associated with the network.
- c. The District will not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- d. The District cannot be held liable for the accuracy of information available through its services.

4. Web Policy

- a. Teacher/Staff Web Pages. Teachers may establish Web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher Web pages will be developed in such a manner as to reflect well upon the District and school.
- b. Student and Extracurricular Organization Web Pages. Students may create a web site as part of a class activity. Material presented on a student class activity Web site must meet the educational objectives of the class activity. Material presented on extracurricular pages must relate specifically to organization activities.
- c. Online Identification – Middle School/High School. To recognize student achievement and success, images of students and their work may be displayed on Web pages. Images of students, student work, and student achievement will only be

identified by first name and last initial. Student grades may be displayed by I.D. number. Signed parent permission must be obtained if students are to be identified beyond these guidelines.

- d. Online Identification – Elementary School. To recognize student achievement and success, images of students and their work may be displayed on Web pages. Images of students, student work, and student achievement will only be displayed with signed positive parent/guardian permission.
- e. It will not be considered a violation of a user's right to free speech to require the removal of material that fails to meet established educational objectives or that is in violation of this ISP or student disciplinary policy.

5. Personal Responsibility

- a. As a representative of this school, the user will accept personal responsibility for reporting any misuse of the network to a teacher, administrator or supervisor. Misuse can come in many forms, but is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism and inappropriate language.
- b. Security on any computer system is a high priority because there are so many users. If the user identifies a security problem, notify an administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. All use of the system must be under the user's own account. Any user identified as a security risk will be denied access to the information system.
- c. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and/or legal referral.

TORRANCE UNIFIED SCHOOL DISTRICT

Paraeducator Email Acceptable Use Policy

The Torrance Unified School District strongly believes in the educational value of electronic services and recognizes the potential of such to support our curriculum and student learning.

Listed below are terms and guidelines for appropriate use of the District email system. If any user does not follow these guidelines, access to the information service may be denied and the user may be subject to disciplinary or legal action.

1. Privileges

The use of the email system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. All decisions, related to the cancellation, are subject to the District's review process. The Torrance Unified School District may deny, revoke, or suspend specific user accounts.

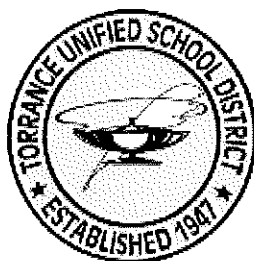
2. Acceptable Use and Restrictions

The use of the assigned account is for the sole purpose of sending and receiving District communication in support of the educational goals and objectives of the Torrance Unified School District. The user is personally responsible for this provision at all times when using the electronic information service.

- a. You will not be issued a District device, but can use a school device in a common area to access email.
- b. You will not be issued a District network account.
- c. You may configure your email on a personal device.
- d. You are not to review or send email during the time that you are working with students.
- e. Email is not to be used to communicate with student families or other personnel about student related issues.
- f. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- g. Use of unauthorized commercial activities is not acceptable.
- h. Use of product advertisement or political lobbying is prohibited.
- i. Use of the network that incurs expense to the District is prohibited.

3. Personal Responsibility

- a. As a representative of this school, the user will accept personal responsibility for reporting any misuse of the network to a teacher, administrator or supervisor. Misuse can come in many forms, but is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism and inappropriate language.
- b. Security on any computer system is a high priority because there are so many users. If the user identifies a security problem, notify an administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. All use of the system must be under the user's own account. Any user identified as a security risk will be denied access to the information system.
- c. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and/or legal referral.



TUSD EAP Benefits

Employee Assistance Program:

800-662-7241

- ✓ Confidential counseling and assistance any time at no charge to you!
- ✓ 1-3 sessions per member, per problem, per calendar year.
- ✓ Legal & Financial Consultation
- ✓ Award winning Achieve Solutions website (www.myachieve.com)
- ✓ Work/Life Services (online and phone referrals for child care, elder care, education, daily living)

You and your household family members can contact your EAP 24/7, 365, by simply calling the toll-free number, **800-662-7241** to get assistance with a variety of issues such as:

- marriage and relationship issues
- stress management
- parenting skills
- alcohol and/or drug abuse
- finding work/life balance
- depression and anxiety
- work-related concerns
- improving your self-esteem
- financial or legal concerns
- finding care for an aging parent
- personal growth and development
- living healthier

Visit the Achieve Solutions website any time of day at home or on the go at: www.myachieve.com and read articles, take quizzes, view videos, trainings, audio clips, and workbooks.

800-662-7241 | www.myachieve.com

