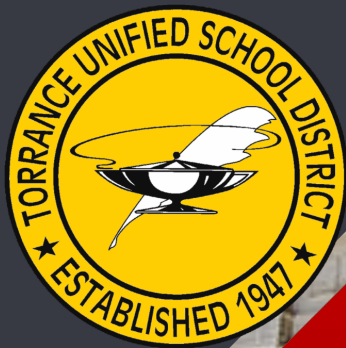


TUSD SUBSTITUTE TEACHER HANDBOOK 2021



TORRANCE
HIGH SCHOOL

TORRANCE UNIFIED SCHOOL DISTRICT

2335 Plaza del Amo
Torrance, CA 90509
www.tusd.org
(310) 972-6500

FOREWORD

Thank you for taking on the important role of substitute teaching in the Torrance Unified School District. This job is very important in our work to ensure students improve academically, socially, emotionally and physically each and every day. We place top priority on providing a highly qualified teaching staff in our classrooms and it is essential that well-qualified substitute teachers are available to assume the responsibility of providing meaningful educational experiences when our regular teachers are not available.

This handbook has been prepared to assist you in carrying out your duties and in keeping student learning moving forward daily. If at any time you have questions, please work with our Human Resources Department or the site administrative staff. Our job is to make sure you are at your very best so that you can help our students be at their very best.

We appreciate your willingness to serve in this important way, and we hope that you will find your contribution to the educational program of the students in Torrance a gratifying experience.



Dr. Tim Stowe Superintendent

Mission Statement

The Torrance Unified School District strives to ensure that each and every student is educated and prepared to succeed in life. We are dedicated to maximizing individual potential and developing lifelong learners who will be contributing members in a global society.

Board of Education

Betty Lieu, Esq.	President
James Han	Vice President
Jeremy Gerson	Clerk
Anil Muhammed	Member
Jasmine Park	Member

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THE OFFICE OF HUMAN RESOURCES

Office Hours: 8:00am – 5:00pm

General Office Line: (310) 972-6070

Contact Information

Chief Personnel Officer Dr. Dylan Farris

Administrative Assistant to the CPO Carrie Skoll (310) 972-6071

Credential Specialist Miriam McClure (310) 972-6080
Sub Permit & Credential Renewals, Credential Requirements, Credential Program Information

Human Resources Specialists
Employment Processing, Records Updates (TB Test Results, Address, etc.)

Certificated Recruiter Christina Connors (310) 972-6081

Substitutes A-K Erin Cho (310) 972-6079

Substitutes L – Z Rosa Aguilera (310) 972-6076

Human Resources Specialist Ashley Cardenas (310) 972-6078
Substitute Teacher Assignments, Frontline: Absence Management System

SUBSTITUTE EMPLOYMENT REQUIREMENTS

It is the policy of the Board of Education to employ the very best individuals based on the person's potential ability, training, and reliability to serve the students of the Torrance Unified School District.

All substitute teachers are required to have a Bachelor Degree, CBEST verification, a valid California Teaching Credential or Emergency 30-Day Substitute Permit, and tuberculosis clearance on file with the TUSD Human Resources Department.

California Teaching Credential

A valid California Teaching Credential is necessary for teaching in public schools. It must be on file in the office of the Los Angeles County Superintendent of Schools.

The 30-day Emergency Teaching Permit authorizes the holder to serve as a day-to-day substitute in any classroom, including preschool through grade 12. Permits are valid for one year. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year.

Questions regarding your credential should be directed to the Credential Specialist in Human Resources.

Tuberculosis Clearance

All employees of TUSD must submit documentation of tuberculosis clearance prior to hire. After the initial report, an updated tuberculosis clearance is required every four (4) years.

One may not work at a school site if the tuberculosis clearance has expired. Follow up documentation should be submitted to the Human Resources Specialist.

General Information

Assignments of substitute teachers are day-to-day, as needed.

Information pertaining to substitute teaching that is not addressed in this handbook may be obtained from the Human Resources Department. Please refer to the contact information listed on page three (3).

SUBSTITUTE TEACHING ASSIGNMENTS

Definitions

A substitute teacher is called upon to fill the position of a regularly employed teacher who is absent from service. The amount of work varies with the needs of the District and the qualifications of the individual.

A long-term substitute teacher is one who serves continuously, in the same assignment, for more than 20 consecutive days. ANY break or lapse in service will result in a reset of the 20 day count. The substitute teacher will be paid the regular daily rate for the first 20 days. The long-term rate is effective beginning the 21st consecutive day until the assignment is completed. Long-term assignments are submitted to the Board of Education for approval. Appropriate credentials are required to qualify for a long-term assignment. A substitute teacher cannot stay in a long-term assignment unless credentialed for that particular subject area. When the long-term assignment ends, it is imperative that the substitute teacher notifies the sub desk immediately.

Daily Health Screening

All substitute teachers MUST complete a daily health screening, within 30 minutes of physically reporting to a work site. The daily screening can be found by accessing www.tusd.org (link enabled) and clicking on "Health Screening," in the Employee drop- down menu. Log-in using the email address provided by TUSD (ie: last.first@tusd.org) and answer all questions. Under "Work Location" choose the site you will visit that day.

Distance Learning Assignments

Only accept distance learning assignments if you have a personal laptop/computer with audio, video and Internet access. Refer to page 78, for information regarding the Distance Learning Acceptable Use Policy for TUSD Faculty and Staff.

COVID-19 and TUSD

For the most updated information regarding COVID-19 visit www.tusd.org and click on the blue button at the top of the web page. Reopening protocols can be found starting on page 19, of this handbook.

Substitute Assignment Policy–Absence Management

The assignment of substitute teachers is a function and responsibility of the Human Resources Department. The Torrance Unified School District is using an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service utilizes both the telephone and the Internet to assist you in locating jobs in this school district.

The Human Resources Department has selected the following hours as standard call times when the Absence Management service may call for substitutes:

5:30:00 AM - 11:59:00 AM
4:00:00 PM - 10:00:00 PM

The Absence Management service will call you within the call times specified, or you can set your own personal times for the system to call you. The phone number we have on record for you is the one you listed on either the Contact Data Form or the Substitute Availability Form received during substitute processing. Please contact your HR Specialist to update any contact information, including phone numbers and address changes.

Things to note:

You may interact with the system on:

- The phone, with an automated voice instruction menu system at 1-800-942-3767
- The Internet at <https://app.frontlineeducation.com>

What to do when Frontline calls you:

You may be prompted to enter either a PIN number and/or an Identification (ID) number. When you are cleared to begin working, the information will be provided to you via email to the address listed on your Substitute Availability Form.

Frontline ID Number - your 10 digit phone number, example 3109726500
Pin Number - 4 or 5 digit number assigned by the sub desk
(You have the ability to change your PIN number after you log onto the system)

Only substitute teachers who have a Substitute Availability Form on file Human Resources will receive a Frontline ID and PIN. Please notify the TUSD Certificated Sub Desk at 310-972-6078 if you do not receive your Frontline ID/PIN, within two days of your processing date, or if your identification number is not correct.

Frontline will provide you with the following details of the assignment:

- School name
- Dates of assignment
- Room or location where you need to report
- Start time
- Any further special instructions left by the absentee.

You will then be prompted to either accept or reject the assignment. You will also have the option to reject the assignment as well as all future calls for jobs on the day of the particular assignment. If you accept, Frontline will issue you a confirmation number.

Please remember that you have not accepted the job until you receive a confirmation number. The substitute with the confirmation number is the substitute who will work. Do not report to a

school site without a confirmation number.

Other Important Information:

If your credential or TB test results expire, you will be made inactive in Frontline as a substitute teacher. Please note that it is your responsibility to ensure that the district has your current TB test results and credential information on file.

On the Internet

You may search for available jobs at: <https://app.frontlineeducation.com>. You can also change personal settings, update your calendar, and personalize your available call times.

Non-Work Days

Substitutes are encouraged to list non-work days (prior commitment, illness, vacation, etc) in Frontline. Absence Management will not call to offer you any assignments on your non-work days and this will not count against you. If you experience any difficulty using the system, please contact the TUSD Certificated Sub Desk at 310-972-6078 from 6:00am-3:00pm.

Assignment Awareness

Adjustments to teaching methods, daily schedules and other District programs may occur throughout the 2020-2021 school year, due to COVID-19. Contact the Sub Desk at 310-972-6078 for updated or additional information.

Late Calls

Any call received after 7:00am is considered a late call. Substitutes who receive and accept a late call assignment MUST report to the school site within one hour of the time of acceptance of the assignment. Contact the Certificated Sub Desk if you have any questions regarding late calls.

Assignment Cancellations

Please remember that if you have accepted a job and received a confirmation number then you are expected to report for that assignment.

As unforeseen circumstances do occur, Frontline allows a substitute to cancel an accepted assignment up to 4 hours before the assignment start time. Beyond that, the substitute must contact the Certificated Sub Desk at 310-972-6078 to be removed from the assignment.

Late Cancel

Any assignment canceled within 24 hours of the start time, for any reason, is considered a late cancel. Please contact the sub desk if/when the late cancel pertains to an illness reason.

Substitutes with more than three (3) late cancellations, in one school year, will be deactivated for one (1) month. The deactivated substitute will have the opportunity to be reactivated after one (1) month. If an additional two (2) late cancels, in the same school year, by the substitute or sub desk occur the substitute will be terminated.

Canceling Due to Illness

Substitute teachers can use half or full day of sick leave only on a day when an assignment has been offered by the District.

If you cancel or decline an assignment due to illness, you must add a non-work day on your Frontline calendar with "illness" noted as the reason. In addition, sick days must also be reported on the green time sheet which will be processed by payroll and cross-referenced with the Certificated Sub Desk/Frontline calendar.

Substitutes must complete the time sheet with the date, classification, and total hours of the offered assignment. Write "Ill/Sick" under the "Substituted For" column when applying for reasons specified under AB1522. For more information, please see the Healthy Workplace Family Act (AB 1522) on page 18.

REPORTING TO THE SCHOOL SITE

Always dress professionally and arrive at the report time assigned by Frontline.

Sign-in with the staff assistant and provide your Frontline Confirmation Number to secure room keys, check duty assignments, and receive special instructions related to the day's activities. Turn in "Substitute Time Report" to the staff assistant.

The staff assistant will provide a folder containing the daily program of activities, class list, seating chart, groupings for instruction, and other helpful information provided by the regular teacher.

Length of Day

Elementary (K-5) school sites on a regular schedule day end half-day AM assignments at 11:30 and begin half-day PM assignments at 11:30. However, there are times when report or dismissal times will be different due to meetings, special schedules, etc. The school can keep you up to 3 ½ hours for a half day. Anything over 3 ½ hours is considered a full day. Lunch is unpaid.

High Schools and Middle Schools teach a six-period day. Teaching three (3) periods on a regular schedule day would constitute a half-day assignment.

However, due to special schedules or the bell schedules at some of the schools, you may be required to cover four (4) periods. The school can keep you up to 3 ½ hours, which is a half day. Anything over 3 ½ hours would be a full day. Lunch is unpaid.

Substitutes who work the entire daily session on a minimum day will be paid for a full day. Substitute teachers may be expected to perform other duties beyond the minimum day for which the absent teacher would be responsible. You cannot leave until the school releases you and after the check-out process is complete.

Substitute teachers are required to work any and all conference periods upon request. They are to remain on campus for all periods. The lunch period is the only exception. Substitute teachers are not paid extra for conference periods.

Important Note: Substitute teachers in assignment at a school site on an **early dismissal** day (ex. Wednesday's PLC days) **or working a kindergarten assignment** may be required to work until the end of the school's regular dismissal time (not kindergarten or early dismissal time). **Do not assume that you are released when the students are.** Check with the office to see if you will be required to cover other duties.

SUBSTITUTE SALARY INFORMATION

Salary Information Effective 10/1/2021

Daily Rate - \$175.00 per full day

Long-term rate - \$200.00 per full day*

*After 20 consecutive days in the same assignment. See Page 5 Definitions for more information or contact Human Resources.

Substitute Teacher Time Reports are required for each assignment worked in order to receive payment. They may be obtained in the payroll department.

The school will fill out and sign their portion of the time report after each assignment. Check your time report before you leave each assignment.

You do not have to fill out a new time report every time you go to an assignment. Take the same time report to your next assignment. Do not accumulate your time reports. Time reports are to be turned in on a monthly basis.

Time reports are hand-delivered to the Fiscal Services Division (Payroll) by the last day of each pay period (see payroll schedule for inclusive dates of school months).

Please make sure you sign your time report. It is your responsibility to turn in your time report, not the staff assistant.

If Long-Term assignment, a Substitute Teacher Time Report is still required. It should be marked "LONG-TERM ASSIGNMENT".

Keep a copy of your time report for your personal records. This is your responsibility. The Sub Desk does not have the luxury of time to retrace dates worked if your report is misplaced.

All payroll warrants/direct deposits are held in the payroll department for pick-up. If you would like it mailed, please submit a stamped, self-addressed envelope with your time report. See Page 90 Payroll Schedule for exact dates.

Distance Learning and Time Sheets

During periods of distance learning, substitutes will be responsible for filling out green time sheets. Leave the "Principal's Signature" box blank and submit time sheets according to the payroll schedule, found on the last page of this handbook. Green time reports are to be placed in the time sheet box on the backside of the district building.

SUBSTITUTE DUTIES AND RESPONSIBILITIES

A Substitute folder and lesson plans should be readily available enabling you to carry on the program of the regular classroom teacher. This includes the classroom day, school club meetings, detention duty, and any adjunct duties performed by the regular teacher. The substitute is expected to follow the plans of the teacher as closely as possible.

If plans are not available, check with an administrator for guidance.

Check attendance and lunch count.

Follow any additional special procedures.

The classroom is to be locked and vacated when not in use, including recess and lunch periods. Exercise proper care of room keys, lesson plans, roll and grade book, teacher's personal belongings, etc. Never leave keys on the classroom desk or a restroom shelf.

Never release the teacher's personal rewards to students unless instructed. (Ex. candy and stickers)

A substitute shall never leave the classroom unattended or student unsupervised at any time during his or her assignment. If you need to leave the room it is imperative that you contact the office first.

The staff room utilized by regular classroom teachers is available to you.

All videos (such as movies, documentaries, etc) must be District approved.

Before dismissing the class, make sure that the students clearly understand what homework has been assigned. Never dismiss the class earlier than the school's scheduled release time.

At the close of each day you are expected to check student papers and to leave the classroom in a clean and orderly manner.

Summarize the day's events including notations of class progress, materials covered, examples of exceptional conduct and any difficulties encountered during the assignment.

STUDENT DISCIPLINE

A positive approach to discipline is encouraged. Be pleasant yet firm.

Discipline problems tend to be minimized in a classroom where the substitute is prepared, organized, adaptable, and demonstrates understanding of the subject matter.

The Torrance Unified School District believes strongly in “bell to bell” instruction. Engaging students in learning can be difficult; however, the manner of presentation can make a difference.

Do not sit and read personal books, newspapers, or conduct personal business on computers or cell phones. It is the substitute teacher’s responsibility to circulate around the room and offer assistance to the students.

Corporal punishment or laying of hands on a child by the teacher is not permitted under any circumstances.

If serious discipline problems arise and you are unable to solve the problem, do not hesitate to contact the office.

ATTENDANCE

Check the roll immediately after the beginning of each period to lessen the tardiness problem, which builds up if roll-taking is delayed.

Specific instructions on taking and recording attendance will be given to you at each individual school site.

Always leave the teacher a list of attendance information for the day.

RESPONSIBILITIES

As a guest teacher who serves in classrooms throughout the district you will observe different operating procedures and methods of teaching from one classroom to another. These different instructional approaches are desirable, as studies confirm that there are few, if any, absolutes in education.

You are considered to be on the same professional level as a regular teacher when you are substituting and you are expected to observe the same ethical codes as the regular teacher. Please be aware that expressions by the teacher which reflect personal religious or political beliefs are explained to students as opinions and not facts. Use extreme caution in giving these types of solicited or unsolicited opinions to students.

As the surrogate teacher, you are responsible for the conduct of the class under your direction. If a problem should occur, you are encouraged to seek the assistance of your principal or another regular teacher before a situation gets out of hand. Teachers are expected to use reasonable

methods to establish control in the classroom and on the playgrounds. If reasonable methods fail, the substitute teacher then reports the problem to the principal immediately.

Please note, violations of the "Duties and Responsibilities" noted in the Handbook, Board Policies, law, or good practice may result in the completion and submission of a Substitute Referral report. Once received, the substitute will be informed via a formal letter from Human Resources. (See Substitute Referral Form page 17)

Written authorization from the principal's office is required prior to a student leaving the school and prior to release of a student to an adult during the school day.

THE PROFESSIONAL SUBSTITUTE

Professionals work in a specialized field of study that requires preparation and adherence to principles and standards.

The Professional Substitute Does Four Things:

They Take Their Job Seriously They Build Positive Relationships They Dress for Success

They Smile

Understand that you have the ability to make a positive difference in the lives of students and that your main role is to make sure students learn. A professional substitute does not say “I’m only a substitute.” Understand that each “one day” assignment adds up to a significant portion of a student’s formal education.

Build a positive relationship with the students in the classroom. One way to do this is to RELATE and RESPOND:

R.E.L.A.T.E. emphasizes the importance of being proactive in building positive relationships when interacting with students. The steps include:

Respecting the dignity of the student

Explaining who you are

Listening to what the student is really saying

Asking questions for clarification

Trying to be flexible

Empathizing with the stress that accompanies change in the classroom

When an issue inevitably arises in the classroom a professional substitute will

R.E.S.P.O.N.D. Responding appropriately involves the following steps:

Recognizing the student’s perspective

Establishing rapport

Singling out the “real issues”

Providing information about what action can be taken Operationalizing a plan of action to help the student Notifying the student about the action taken

Discussing the circumstances with the classroom teacher

1 Bowers, Dr. Trent, From Survive to Thrive: What Great Substitute Teachers Do Differently, C.2009

SUGGESTIONS FOR CLASSROOM MANAGEMENT

Dress professionally. Be pleasant. Appear confident.

Start the day quickly, firmly, and concisely. Set clear expectations. Review classroom rules/procedures already in place. Establish 1-2 rules of your own for the day. For example: Be Respectful, Be Productive, etc.

Model the appropriate behavior and attitude for the classroom. Your first words and actions set the tone and usually go a long way to determining the day's discipline.

You are legally responsible for the students' safety. While on campus students are not to be left unattended at any time.

Keep all students in class until the bell rings. Never release students early.

Maintain established routines. Try to hold to time schedules, etc. Inform students of assignment completion times to allow for smooth transitions between activities.

With any group, show genuine enthusiasm. Try to see every student's input as valuable. Praise the positive before correcting the negative.

Eliminate problems by phrasing questions so only one student will answer or so children will raise hands. For example, "Raise your hand if you can solve/answer/tell me . . ."

Solve problems "on the spot." Never degrade students, but do handle problem situations when they occur.

Deal with the individual student, not the group, when corrections are necessary. Have all the facts. Listen to all sides of the story. Focus attention on the problem.

Maintain the use of conservative, non-controversial, acceptable language when in the classroom. Never use foul, vulgar, or sexually suggestive language.

There should never be any physical contact with the students such as laying of hands or pushing. Should a behavioral situation occur which might require the restraint of a student, report the matter immediately to the supervising administrator.

EMERGENCY PREPAREDNESS

EARTHQUAKE

Use the DUCK, COVER, and HOLD PROCEDURE when you feel an earthquake.

Teachers DUCK, COVER, and HOLD along with all students.

When the shaking stops, have students check themselves and each other for injuries.

One long and two short bells means Shelter-in-Place (stay inside the classroom.)

A long repeated bell tells you to go outside.

When evacuating, be the last to leave.

Leave the door unlocked.

Take the class (and roll book) to the assembly area and take roll.

Turn in the roll sheet to the command center.

Find your buddy teacher. One teacher watches two classes, the other reports to the command center for assignment.

Teams begin their jobs.

SHELTER IN PLACE

One long and two short bells will be repeated to signal Shelter in Place.

Everyone will report to their own classrooms as fast as possible.

Hang "Sheltering in Place" sign on the outside of the door.

Close and lock classroom doors and windows.

Students not in the room are to report to alternate shelter site.

Tape around door and windows and vents if outside air is coming in, or place wet towels at bottom of door.

Do not open doors or windows until all-clear sounds

Close drapes and stay away from windows.

Take roll.

Electricity will be left on. Intercoms, radios and televisions may be used for getting information during the event.

Do not allow anyone to leave the classroom. Use emergency food and toilet facilities stored in the room, if necessary.

Wait for further instructions or the all clear bell (one long blast of the bell).

Do not evacuate the room until told to do so.

When you evacuate, open all windows and doors to air out the room.

FIRE DRILL

Long bells indicate a fire drill.

An evacuation map near the classroom door will indicate the direction of evacuation.

When evacuating, be the last one to leave.

Leave the door unlocked, but closed.

Take the class (and roll book) to the assembly area and take roll.

Remain at the evacuation site until one long bell indicates the drill is complete.

Return students to the classroom.

TORRANCE UNIFIED SCHOOL DISTRICT
 SUBSTITUTE TEACHERS
 PAYROLL SCHEDULE
 2021 - 2022
 CYCLE C5

	ACCRUAL DATES		TIME REPORTS DUE TO PAYROLL	DATE OF ISSUE
	FROM	TO		
District payroll period*	August 21, 2021	September 20, 2021	September 20, 2021	October 5, 2021
County accrual period**	September 1, 2021	September 30, 2021		
District payroll period*	September 21, 2021	October 20, 2021	October 20, 2021	November 5, 2021
County accrual period**	October 1, 2021	October 31, 2021		
District payroll period*	October 21, 2021	November 20, 2021	November 19, 2021	December 3, 2021
County accrual period**	November 1, 2021	November 30, 2021		
District payroll period*	November 21, 2021	December 20, 2021	December 20, 2021	January 5, 2022
County accrual period**	December 1, 2021	December 31, 2021		
District payroll period*	December 21, 2021	January 20, 2022	January 20, 2022	February 4, 2022
County accrual period**	January 1, 2022	January 31, 2022		
District payroll period*	January 21, 2022	February 20, 2022	February 18, 2022	March 4, 2022
County accrual period**	February 1, 2022	February 28, 2022		
District payroll period*	February 21, 2022	March 20, 2022	March 18, 2022	April 5, 2022
County accrual period**	March 1, 2022	March 31, 2022		
District payroll period*	March 21, 2022	April 20, 2022	April 20, 2022	May 5, 2022
County accrual period**	April 1, 2022	April 30, 2022		
District payroll period*	April 21, 2022	May 20, 2022	May 20, 2022	June 3, 2022
County accrual period**	May 1, 2022	May 31, 2022		
District payroll period*	May 21, 2022	June 20, 2022	June 17, 2022	July 5, 2022
County accrual period**	June 1, 2022	June 30, 2022		
District payroll period*				
County accrual period**			***Year End Processing	NO DIRECT DEPOSIT

*District payroll period are the actual dates to be paid. **Follow this pay period on your timesheet** .

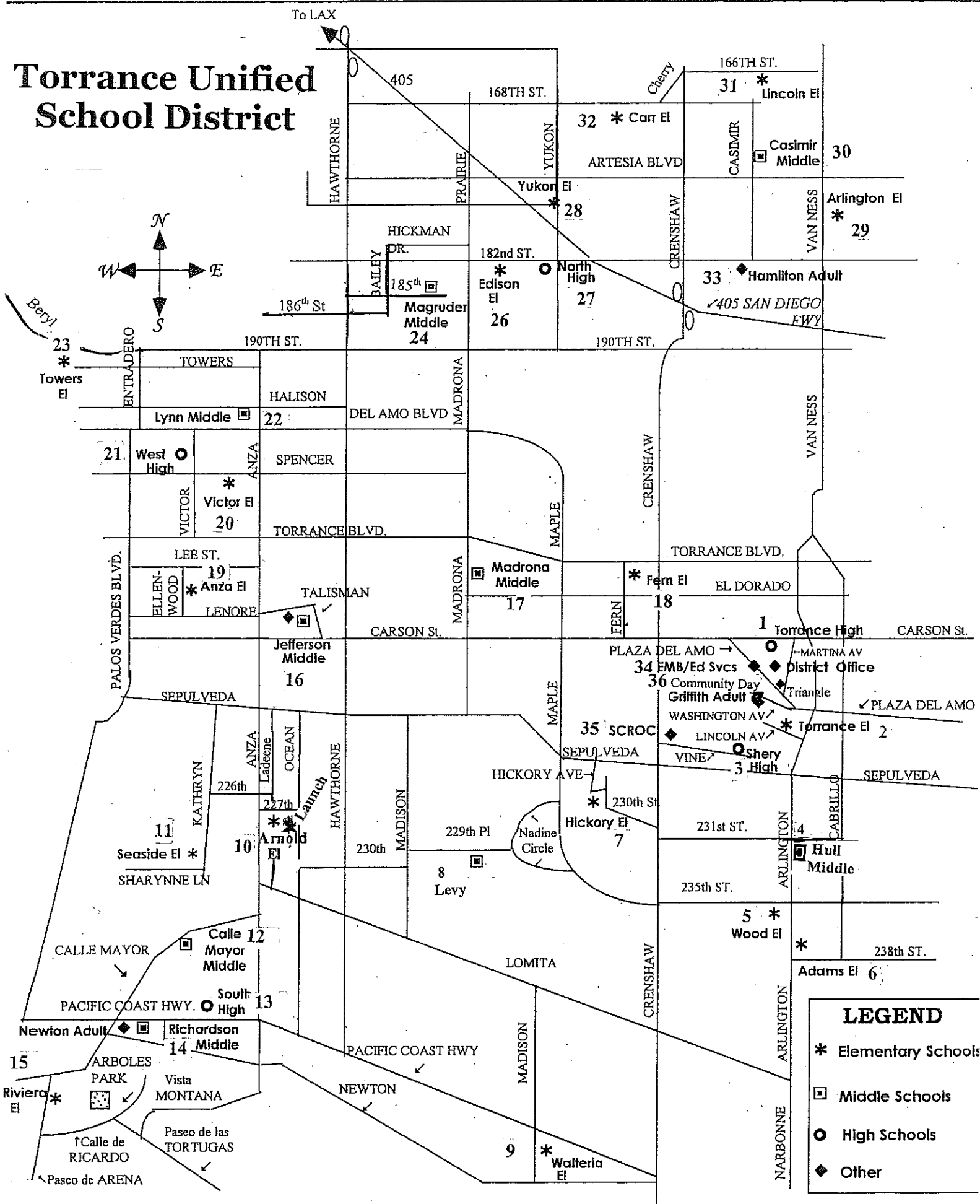
**County accrual periods are the dates that will appear on the payroll stub.

Due to an increasing number of unreported absences, it will be necessary for substitute teachers to indicate on the time report the teacher being substituted for and the reason for the absence.

**TIME REPORTS MUST BE RECEIVED ON THE DUE DATE IN ORDER TO BE INCLUDED FOR PAYMENT ON PAYDAYS.
 LATE SUBMISSION OF TIME REPORTS, ESPECIALLY ACCUMULATING OF DIFFERENT PAY PERIODS, IS NOT AN OPTION.**

PAYROLL WARRANTS/DIRECT DEPOSIT ADVICES ARE FOR PICK UP ONLY IN THE PAYROLL DEPARTMENT. YOU MAY INCLUDE A SELF ADDRESSED STAMPED ENVELOPE WITH YOUR TIME REPORT FOR PAYROLL TO MAIL YOUR WARRANT OR ADVICE ON PAYDAYS.

Torrance Unified School District



LEGEND

- * Elementary Schools
- Middle Schools
- High Schools
- ◆ Other

AUGUST					SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6			1	2	3					1	1	2	3	4	5			1	2	3
9	10	11	12	13	* 6	7	8	9	10	4	5	6	7	8	8	9	10	* 11	# 12	6	7	8	9	10
16	17	18	19	20	13	14	15	X 16	X 17	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
23	^# 24	# 25	: 26	27	20	21	22	23	24	18	19	20	21	22	X 22	X 23	X 24	* 25	* 26	X 20	X 21	X 22	* 23	* 24
30	31				27	28	29	30		25	26	27	28	29	29	30				X 27	X 28	X 29	* 30	* 31

JANUARY					FEBRUARY					MARCH					APRIL					MAY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4		1	2	3	4					1	2	3	4	5	6
10	11	12	13	14	7	8	9	10	* 11	7	8	9	10	11	X 4	X 5	X 6	X 7	X 8	9	10	11	12	13
* 17	18	19	20	21	14	15	16	17	18	14	15	16	# 17	X 18	11	12	13	14	15	16	17	18	19	20
24	25	26	27	28	* 21	22	23	24	25	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
31					28					28	29	30	31		25	26	27	28	29	* 30	31			

JUNE				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	» 16	+# 17
20	21	22	23	24
27	28	29	30	

First Semester: 91 days	Second Semester: 89 days
^ <u>Teachers Report</u>	August 24
: <u>Students Report</u>	August 26
» <u>Students Last Day</u>	June 16
+ <u>Teachers Last Day</u>	June 17
<u>Parent Conferences (ES):</u>	Jan 24 – Feb 2
<u>Invite-only Conferences (ES):</u>	Oct 21-22 and Mar 30-Apr 1

Progress Reports (ES):	End of Quarter (HS/MS)	Graduation (Promotion MS)
October 15	1st Quarter Nov 5	Adult School June 2
December 3	1st Semester Jan. 28	High School June 15
March 25	3rd Quarter Apr 1	Middle School June 16
	2nd Semester June 16	<u>Adult Education</u>
<u>Achievement Reports (ES):</u>	<u>Adult Ed Teachers Report:</u>	Fall Aug 24 – Dec 9
January 21	August 24	Winter Jan 5 – Mar 18
June 16		Spring Mar 21 – Jun 2

* HOLIDAYS PER EDUCATION CODE §37220				DATE IN 2021/22	DAY OF WEEK	# SBCP Staff Development/Student Free Days (K-12)
*HOLIDAY	DATE IN 2021/22	DAY OF WEEK	DAY / DATE EACH YEAR			
*Independence Day	July 5	Monday	July 4	# August 24	Tuesday	Teachers Report
*Labor Day	September 6	Monday	1 st Monday in September	# August 25	Wednesday	Orientation/Planning
*Veteran's Day	November 11	Thursday	November 11	# November 12	Friday	
*Thanksgiving Day	November 25	Thursday	4 th Thursday in November	# March 17	Thursday	
*Thanksgiving Holiday	November 26	Friday	4 th Friday in November	# June 17	Friday	Teachers Last Day
*Christmas Eve	December 23	Thursday	December 24	<u>X Non-Teaching Days</u>		
*Christmas Day	December 24	Friday	December 25	X September 16-17	Thurs and Fri	Local Non-Instructional Days
*New Year's Eve	December 30	Thursday	December 31	X November 22-24	Mon thru Wed	Local Non-Instructional Days
*New Year's Day	December 31	Friday	January 1	X Dec. 20-22 and Dec. 27-29		Winter Break
*M.L. King Jr. Day	January 17	Monday	3 rd Monday in January	X March 18	Friday	Local Non-Instructional Day
*Lincoln Day	February 11	Friday	February 12	X April 4 – 8		Spring Break
*President's Day	February 21	Monday	3 rd Monday in February			
*Memorial Day	May 30	Monday	Last Monday in May			

TORRANCE UNIFIED SCHOOL DISTRICT
August, 2022



TO: Certificated and Classified Staff, Temporary Athletic Team Coaches, and Other Service Providers

FROM: Dr. E Don Kim - Senior Director, Elementary Schools
Dr. Ben Egan - Senior Director, Secondary Schools
Dr. Dylan Farris – Chief Personnel Officer
Mr. Jon Pearson - Director, Student Services & Family Welcome Enrollment Center

SUBJECT: In-Service, Annual Notifications

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The following are in accordance with state law and/or District/Board policy and practice:

Procedures for Reporting Child Abuse, Reporting Mandated Child Abuse / Neglect, District Requirements for All Employees, and Title IX Training, Uniform Complaint Procedures, District Employee Sexual Harassment Policy, TITLE IX, Drug and Alcohol-Free Workplace Policy, Nondiscrimination/ Harassment Policy, Nondiscrimination in Employment Policy, Professional Standards Policy, Policy on Non Fraternization with Students, Temporary Athletic Team Coaches Administrative Rules, Adult Acceptable Use Policy, Paraeducator Email Acceptable Use Policy. Please read carefully and be alert and aware of what these procedures and policies require of you.

Please click this link to certify that you have read and understand all the documents provided to you in the TUSD 2021-22 In-Service : <https://forms.gle/BoduugcDn9MzVZB69>

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.

As an additional resource, The Los Angeles County Department of Children and Family Services now has an online Child Abuse Reporting Electronic System (CARES) that may help you determine if the situation you are reporting is urgent or non-urgent and provide steps on how to proceed. Please refer to the CARES information at the end of this document.

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.

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 or to the Director of Student Services. *The reporter may then elect to utilize the CARES online system to submit a non-emergent child abuse/neglect report at <https://reportchildabusela.org> and proceed as directed. To report an emergent child abuse report immediately call the The DCFS Child Abuse Reporting Hotline at 1-800-540-4000.
2. Call DCFS Child Abuse Reporting Hotline at 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 from issuance of the referral number). 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 [https://mandreptla.org/cars.web/Forms/BlankSCAR Report.pdf](https://mandreptla.org/cars.web/Forms/BlankSCAR%20Report.pdf)). When completing a hard copy 11166 Form, include the DCFS worker's name and ID number.
5. Forward a completed copy of the online 11166 Form via email 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.

IV. 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[c]); 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.

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

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.

Child Abuse Reporting Electronic System (CARES) is a DCSF pilot program created as an option for mandated reporters to make non-urgent reports of child abuse and neglect and may be used to help determine if your report is urgent or non-urgent.

CARES Procedures:

Begin your report to DCFS using the Child Abuse Reporting Electronic System (CARES) at <https://reportchildabusela.org>. There is an initial user registration that will issue you a username and password.

You will use this login information for any subsequent reports or to check the history of reports. Have all pertinent information readily available 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 the beginning of each report, there are 10 pre-qualifying questions (yes or no answers) that will help determine if the report is URGENT or NON-URGENT.

- o If the report is URGENT the system will alert you to stop and call the Call DCFS Child Abuse Reporting Hotline (1-800-540-4000) to make a verbal report. If you are instructed to make a verbal report proceed with steps 2-5 as noted above in **Required Reporting Procedures**.
- o If the report is NON-URGENT you will continue with the online reporting through CARES. You will receive an email within 48 hours letting you know if a referral was generated or if the information provided did not meet the reasonable suspicion of child abuse or neglect per the Child Abuse and Neglect Reporting Act (CANRA).
- o If a referral was generated the email will contain the 19 digit referral number. You must forward that email to Jon Pearson, Director of Student Services and Family Welcome and Enrollment Center (pearson.jon@tusd.org Ext. 6270). Completion of the 11166 Form is not required in this instance.
- o If the email indicates that a referral was not generated, the information will be documented by the Department of Child and Family Services as "information to CSW" or "Consultation." Please forward that email to Jon Pearson, Director of Student Service and Family Welcome and Enrollment Center (pearson.jon@tusd.org Ext. 6270). Completion of the 11166 Form is not required in this instance.

CARES Resources:

There is a CARES video tutorial clip available at <https://reportchildabusela.org/Help/Video>

If you experience any technical issues with the CARES system, contact LA County Help Desk at (562) 940-3305.

Questions regarding the CARES online reporting system may be directed to Gary Burks, Assistant Regional Administrator with DCFS at burksg@dcfs.lacounty.gov.

CARES was designed for non-urgent reports by DCFS Staff, Law Enforcement and School Personnel only. If you know you have an urgent report you do not have to utilize the CARES option and should proceed with the **Required Reporting Procedures** as noted above.

Who can use the CARES online reporting system?

Currently, only school personnel, law enforcement and DCFS employees are allowed to use the system.

How do I access CARES?

School personnel and law enforcement users: <https://reportchildabusela.org>

DCFS users: <http://dcfsaspnet4/cares>

Will I need to enter my information as the reporter in each time I submit a report?

No. Once you complete the initial user registration, you may logon with your user logon and password.

How do I know what is considered a non-urgent report?

At the beginning of each report, there are 10 pre-qualifying questions (yes or no answers) that will help determine if the report is non-urgent. If the report is urgent, the system will alert you to stop and call the Child Protection Hotline at 1-800 540-4000 to make a verbal report.

How will I know if my report has been processed by the Hotline?

Once the report is submitted, users will receive an email confirmation within 48 hours with a determination of your report. If a referral was generated, the 19 digit referral number and response time will be included in the email. If the information reported does not meet the reasonable suspicion of child abuse or neglect per the Child Abuse and Neglect Reporting Act (CANRA), the information may be documented as "Information to CSW" or "Consultation."

Is the CARES online system easy to use?

Yes, CARES is user friendly however we are always open to feedback to improve the system. A survey is available at https://www.surveymonkey.com/r/ChildAbuseReportingElectronicSystem_FeedbackSurvey

Is there training available for the CARES online system?

There is a video tutorial clip available at <https://reportchildabusela.org/HelpNideo>

What If I'm having technical problems?

If you are having technical problems with the CARES system, contact LA County Help Desk at (562) 940-3305.

Any questions regarding the CARES online reporting system should be directed to Gary Burks, Assistant Regional Administrator at burksg@dcfs.lacounty.gov.

Los Angeles County Department of Children and Family Services

"Online Child Abuse Reporting"



Child Abuse Reporting Electronic System

Mandated reporters such as law enforcement and school personnel are the most frequent callers to the DCFS Child Protection Hotline. Child abuse calls made to the Hotline has continued to increase and reporters are experiencing long hold times.

Effective January 1, 2016, Senate Bill 478 allows participating counties to test the concept of an online reporting system with mandated reporters in non-urgent situations. DCFS is participating in a pilot program with California in the hope of creating a more efficient process.

In lieu of calling the Hotline, mandated reporters will now have the option to make non-urgent reports of child abuse and neglect electronically on the Child Abuse Reporting Electronic System (CARES). CARES will allow a faster and more efficient reporting of non-urgent child abuse while still allowing DCFS to ensure the safety of children.

CARES "Online Child Abuse Reporting" Available Now

CARES Links (Video Tutorial on Login Page)
<http://dcfsapnet4/cares> (internal link for DCFS users)
<https://reportChildAbuseLA.org> (external link for non-DCFS users)



Features

- User friendly design
- Ability to save a draft report and continue later
- Auto-save function
- Viewable list of previously submitted reports

CARES is for non-urgent reports by DCFS Staff, Law Enforcement, and School Personnel only!

For **urgent** reports,
Call 911 or the Hotline
 at (800) 540-4000.

For more information, contact Gary Burks at (213) 765-7261, or burksg@dcfs.lacounty.gov
 For technical assistance, contact the Help Desk at (562) 940-3305

Torrance Unified School District
Uniform Complaint Procedures - Board Policy 1312 .3

<http://www.boarddocs.com/ca/tusd/Board.nsf/goto?open&id-A3X28NooFg8B>

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 may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

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, After School Education and Safety programs, agricultural vocational education, American Indian education centers and early childhood education program assessments , bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, compensatory education, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, and any other district-implemented program which is listed in Education Code 64000(a)
2. Any complaint, by a student, employee, or other person participating in a District program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment intimidation, or bullying) against any student, employee, or other person participating in District programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, 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 (5 CCR 4610)
3. 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)
4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board- imposed graduation requirements (Education Code 46015)

5. Any complaint alleging District noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)
7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)
8. 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)
9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant students defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)
10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)
11. Any complaint alleging District noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 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)
12. Any complaint alleging District noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)
13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations (Education Code 8235.5; Health and Safety Code 1596.7925)
14. 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.
15. Any other complaint as specified in a District 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 the 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. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.
6. 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 District shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination {such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

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.

Torrance Unified School District

UNIFORM COMPLAINT PROCEDURES - Administrative Rule 1312.3

<http://www.boarddocs.com/ca/tusd/Board.nsf/goto?open&id=A3X2BA015375>

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 coordinate the investigation of complaints and ensure District compliance with law:

Chief Personnel Officer - 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 and resolve 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, has a bias, 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 shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

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, homeless students, and former juvenile court school 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, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall 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, regulations, 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 (COE) 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 unlawful 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 unlawful 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. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, District staff shall assist him/her in the filing of the complaint.
 - e. If a complaint is not filed in writing but the District receives notice of any allegation that is subject to the UCP, the District shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances. If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the District will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.
 - f. 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.

- g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- h. 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.
- i. A foster youth, homeless student, or former juvenile court school 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
- j. The complainant has a right to appeal the District's decision to the California Department of Education (COE) by filing a written appeal within 15 calendar days of receiving the District's decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the COE in the same manner as the complainant, if he/she is dissatisfied with the District's decision.
- k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the District's decision.
- l. 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)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the District shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

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 or unlawful discrimination, (such as discriminatory harassment, intimidation, 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)

All complainants shall be protected from retaliation.

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 code number.

All complaints shall be filed in writing and signed by the complainant. 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)

All complaints shall be filed in accordance with the following:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to the UCP") 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 the 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 (such as discriminatory 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 of unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) or the alleged victim 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)

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. Mediation shall be offered to resolve complaints that

involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

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)

Similarly, a respondent's refusal to provide the District's investigator with documents or other evidence related to the allegations 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))

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

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 and shall not in any way obstruct the investigation. (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, and respondent if there is one, 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 on how it will resolve the complaint shall be in writing and sent to the complainant and respondent. (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 include: (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

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 COE 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 COE within 15 calendar days of receiving the District's decision.

When appealing to the COE, 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.

Upon notification by the COE that the complainant has appealed the District's decision, the Superintendent or designee shall forward the following documents to the COE:

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 COE

The COE 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.

SEXUAL HARASSMENT POLICY (BP 4119.11)

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

Sexual Harassment Reports and Complaints

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through either AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures for complaints meeting the Title IX definition of sexual harassment or AR 4030 - Nondiscrimination in Employment for complaints meeting the state definition, as applicable, and shall offer supportive measures to the complainant. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

SEXUAL HARASSMENT (AR 4119.11)

The following administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

Title IX Coordinator/Compliance Officer

The District designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as well as to investigate and resolve sexual harassment complaints under AR 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contacted at:

Chief Personnel Officer
 District Offices – 2335 Plaza Del Amo, Torrance, CA 90501
 310/972-6072
 farris.dylan@tusd.org

The District shall notify employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the District's Title IX Coordinator.

Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile, or offensive work environment.
4. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, *sexual harassment* is defined as any of the following forms of conduct that occurs in an education program or activity in which a District school exercises substantial control over the context and respondent: (34CFR 106.30, 106.44)

1. A District employee conditioning the provision of a District aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

Examples of actions that might constitute sexual harassment under state or federal law in accordance with the definitions above, in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

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

Training

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours, and nonsupervisory employees receive at least one hour, of classroom or other effective interactive training and education regarding sexual harassment. All newly hired employees and employees promoted to a supervisory position shall receive training within six months of their assumption of the new position.

A supervisory employee is any employee having the authority, in the interest of the District, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

Such training may be completed by employees individually or as part of a group presentation, may be completed in shorter segments as long as the applicable hourly requirement is met, and may be provided in conjunction with other training provided to the employees. The training shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

The District's sexual harassment training and education program shall include, but is not limited to, the following:

1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and correction of sexual harassment
2. The types of conduct that constitute sexual harassment
3. Remedies available for victims in civil actions, and potential employer/individual exposure/liability
4. Strategies to prevent harassment in the workplace
5. Supervisors' obligation to report sexual harassment, discrimination, and retaliation of which they become aware
6. Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
7. The limited confidentiality of the complaint process
8. Resources for victims of unlawful harassment, such as to whom they should report any alleged harassment
9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the district's obligation to conduct an effective workplace investigation of a harassment complaint
10. What to do if the supervisor is personally accused of harassment
11. The essential elements of the district's anti-harassment policy, and how to use the policy if a harassment complaint is filed
12. Employees shall receive a copy of the district's sexual harassment policy and administrative regulations, which they shall read and acknowledge that they have received.
13. Information, including practical examples, of harassment based on gender identity, gender expression, and sexual orientation
14. Prevention of abusive conduct, including a review of the definition and elements of abusive conduct pursuant to Government Code 12950.1, the negative effects that abusive conduct has on the victim and other in the workplace, the detrimental consequences of this conduct on employee productivity and morale, and that a single act does not constitute abusive conduct unless the act is severe or egregious

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 11024)

Notifications

The Superintendent or designee shall notify employees that the District does not discriminate on the basis of sex as required by Title IX, that the Title IX nondiscrimination requirement extends to employment, and that inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

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 every District employee 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
4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the District's web site (34 CFR 106.8)
5. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to employees or employee organizations (34 CFR 106.8)

All employees shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing (DFEH) or the District that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The District's complaint process available to the employee
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 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

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

Complaint Procedures

All complaints and allegations of sexual harassment by and against employees shall be investigated and resolved in accordance with law and District procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 4119.12 – Title IX Sexual Harassment Complaint Procedures.

Other sexual harassment complaints shall be investigated and resolved pursuant to AR 4030 – Nondiscrimination in Employment.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, and address any continuing effects.

Title IX

The Torrance Unified School District is committed to protecting students' and employees' civil rights and ensuring all District programs and activities provide an environment that is free from discrimination, harassment, and intimidation and/or bullying.

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to sex stereotypes. State law prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Statement of Nondiscrimination: Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the District Uniform Complaint Procedure.

Please refer to the Uniform Complaint Procedures (BP 1312.3 / AR 1312.3) in our TUSD website under Board Policies to review how to file a formal complaint.

The TUSD Title IX Coordinator:

Dr. Dylan Farris

Chief Personnel Officer 310-971-6071

To contact the Office of Civil Rights for additional information or assistance:

Office of Civil Rights

U.S. Department of Education

Old Federal Building

50 United Nations Plaza, Room 239 San Francisco, CA 94102

(415) 556-4275

Email: ocr.sanfrancisco@ed.gov

Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>

DRUG AND ALCOHOL-FREE WORKPLACE (BP 4020)

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.

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.

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 employees' 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.

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.

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.

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.

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.

Drug-Free Awareness Program

The Superintendent or designee shall establish a drug-free awareness program to inform employees about:

- The dangers of drug abuse in the workplace
- The District's policy of maintaining a drug-free workplace
- Available drug counseling, rehabilitation, and employee assistance programs
- The penalties that may be imposed on employees for drug abuse violations occurring in the workplace

EMPLOYEE ASSISTANCE PROGRAM



TUSD EAP Benefits

Employee Assistance Program:

800-662-7241

www.myachieve.com

- ✓ **1-3 sessions per member, per problem, per calendar year**
 - Confidential face to face, telephonic or video counseling
- ✓ **Legal & Financial Consultations**
- ✓ **Work/Life Services (online & phone referrals for child care, elder care, education, daily living)**
- ✓ **Award winning Achieve Solutions website**

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

- Anxiety
- Depression
- Stress management
- Marriage and relationship issues
- Financial (Budgeting, Taxes, Credit Card Debt)
- Parenting skills
- Legal issues
- Alcohol and/or drug abuse
- Finding work/life balance
- Improving self-esteem
- Finding care for an aging parent
- Personal growth and development

Visit the Achieve Solutions website, www.myachieve.com on any device at home or on the go to read articles, take quizzes, view videos, trainings, audio clips, and workbooks for hundreds of topics.



NONDISCRIMINATION/HARASSMENT (BP 5145.3)

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school sponsored activities but which may have an impact or create a hostile environment at school.

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the District's academic, extracurricular, 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, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying may result from physical verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs 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 reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful 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. In addition, the Superintendent or designee shall post the District's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the District's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee 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.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

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.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the District to monitor, address, and prevent repetitive prohibited behavior in District schools.

NONDISCRIMINATION/HARASSMENT (AR 5145.3)

The District designates the individual(s) identified below as the employee(s) responsible for coordinating the District's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the District's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on actual or perceived race, color, ancestry, national origin, immigration status, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status, or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/ compliance officer(s) may be contacted at:

Chief Personnel Officer

2335 Plaza del Amo, Torrance, CA 90501 (310) 972-6071

Director - Compliance

2335 Plaza del Amo, Torrance, CA 90501 (310) 972-6101

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying of students at District schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

Publicize the District's nondiscrimination policy and related complaint procedures, including the coordination/ compliance officer's contact information, to students, parents/ guardians, employees, volunteers, and the general public. Posting them on the District's web site and other prominent locations and providing easy access to them through district-supported communications.

Post the District's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the District's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)

Post the definition of sex discrimination and harassment as described in Education Code 230, including the

rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6).

Post in a prominent and conspicuous location on the District and school web sites information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.61)

The name and contact information of the District's Title IX coordinator, including the phone number and email address.

The rights of students and the public and the responsibilities of the District under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)

A description of how to file a complaint of noncompliance with Title IX in accordance with AR 1312.3 - Uniform Complaint procedures, which shall include:

An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations.

An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's website.

A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office.

A link to the Title IX information included on the California Department of Education's (CDE) web site.

Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the District's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)

Provide to students a handbook that contains age-appropriate information that clearly describes the District's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)

Annually notify all students and parents/guardians of the District's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the District's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the District will address any individual student's interests and concerns in private.

Ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the District's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

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 nondiscrimination 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 information for parents/guardians with limited English proficiency.

Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the District's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the District may use to provide a discrimination-free environment for all District students including transgender and gender-nonconforming students.

At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

At the beginning of each school year, inform each principal or designee of the District's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

- Removing vulgar or offending graffiti
- Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
- Disseminating and/or summarizing the District's policy and regulation regarding unlawful discrimination
- Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response plan to unlawful discrimination or harassment to students, parents/guardians, and the community
- Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of District policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true

Process for Initiating and Responding to Complaints

Any student who feels that they have been subjected to unlawful discrimination described above or in District policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation,

or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

Transgender and Gender-Nonconforming Students

Gender identity means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth.

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited under state and federal law. Examples of types of conduct which are prohibited in the District and which may constitute gender-based harassment include, but are not limited to:

- Refusing to address a student by a name and the pronouns consistent with his/her gender identity
- Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable.
- Blocking a student's entry to the bathroom that corresponds to his/her gender identity
- Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
- Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
- Use of gender-specific slurs
- Physical assault of a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression

The District's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list as well as improper rejection by the District of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the District shall address each situation on a case-by-case basis, in accordance with the following guidelines:

Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the District will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the District has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the District shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the District pursuant to 34 CFR 99.31. Any District employee to whom a student discloses his/her transgender or gender nonconforming status shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the District's ability to meet the student's needs related to his/her status as a transgender or gender nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the physical, emotional, and other significant risks to the student, the compliance officer may consider discussing with the student any need to disclose the student's transgender or gender-nonconformity status to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The District shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion of his/her gender identity and begin to treat the student consistent with his/her gender identity unless District personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.

Addressing a Student's Transition Needs: The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify and develop strategies for ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

Accessibility to Sex-Segregated Facilities, Programs, and Activities: When the District maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intramural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the District shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall

with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the District shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. When a student presents government-issued documentation of a name and/or gender change or submits a request for a name and/or gender change through the process specified in Education Code 49070, the District shall update the student's records.

However, at the written request of a student or, if appropriate, his/her parents/guardians, the District shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

Names and Pronouns: If a student so chooses, District personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to the student's official District record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying District policy.

Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

NONDISCRIMINATION IN EMPLOYMENT (BP 4030)

The Governing Board is determined to provide district employees, interns, volunteers, 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. This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee'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 his/her association with a person or group with one or more of these actual or perceived characteristics.

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

- Discrimination in hiring, compensation, terms, conditions, and other privileges of employment
- Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training
- Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably

interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

- Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11 006 - 11086, such as:
 - Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status
 - Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.
 - Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
 - Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee 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 reports 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, discrimination, or other related conduct, 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.

In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.

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.

NONDISCRIMINATION IN EMPLOYMENT (AR 4030)

All allegations of discrimination in employment, including those involving an employee, intern, volunteer, job applicant, or other person contracted to provide services to the District shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

The District designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to organize and manage the District's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district 's nondiscrimination policies. The coordinator may be contacted at:

Chief Personnel Officer

District Offices - 2335 Plaza Del Amo, Torrance, CA 90501 (310) 972-6072

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in District employment, the Superintendent or designee shall implement the following measures:

Display in a prominent and accessible location at every work site where the District has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date California Department of Fair Employment and Housing (DFEH) posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth.

Publicize the District's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by:

- Including them in each announcement, bulletin, or application form that is used in employee recruitment
- Posting them in all District schools and offices, including staff lounges and other prominent locations
- Posting them on the District's web site and providing easy access to them through District-supported social media, when available
- Disseminate the District's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)
- Printing and providing a copy of the policy to all employees, with an acknowledgment form for each employee to sign and return
- Sending the policy via email with an acknowledgment return form
- Posting the policy on the District intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
- Discussing the policy with employees upon hire and/or during a new hire orientation session
- Any other way that ensures employees receive and understand the policy

Provide to employees a handbook that contains information that clearly describes the District's nondiscrimination policy, procedures for filing a complaint, and resources available to anyone who feels that he/she has been the victim of any discriminatory or harassing behavior

Provide training regarding the District's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

Training for supervisors shall include the requirement to report any complaint of misconduct to a designated representative, such as the coordinator, human resources manager, or Superintendent or designee as a topic in the sexual harassment prevention training required pursuant to 2 CCR 11024 (2 CCR 11023)

Periodically review the District's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law

For any District facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2CCR 11023)

Complaint Procedure

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

Notice and Receipt of Complaint: A complainant may inform his/her direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint.

The complainant may first attempt to resolve the situation informally with his/her supervisor, before filing a written complaint.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the District's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

If the coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out his/her investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent further incidents. The coordinator shall ensure that such interim measures do not constitute retaliation.

Written Report on Findings and Remedial/Corrective Action: No more than 20 business days after receiving the

complaint, the coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented.

The report shall be presented to the complainant, the person accused, and the Superintendent or designee.

Appeal to the Governing Board: The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

For filing a complaint with DFEH alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)

For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)

For filing a complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

PROFESSIONAL STANDARDS (BP 4119.21)

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.

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.

Each employee is expected 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.

Inappropriate employee conduct includes, but is not limited to:

- 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

- 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
- Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
- Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
- 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
- Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
- Willfully disrupting District or school operations by loud or unreasonable noise or other action
- 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
- 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
- Divulging confidential information about students, district employees, or District operations to persons not authorized to receive the information
- Using District equipment or other District resources for the employee's own commercial purposes or for political activities
- 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 voicemail, 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.
- Causing damage to or engaging in theft of property belonging to students, staff, or the District
- Wearing inappropriate attire

Reports of Misconduct

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.

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.

POLICY ON NON-FRATERNIZATION WITH STUDENTS (BP 4119. 22)

The Torrance Unified School District strives to provide an environment for all students, faculty and staff that is respectful, fair and free of unlawful harassment or discrimination.

The relationship between adults and students should be one of professional cooperation and respect. All adults including, but not limited to, certificated and classified employees, walk-on coaches, volunteers, and guests, have a responsibility to conduct themselves in a manner that will maintain an atmosphere that is conducive to learning and contribute to a positive school climate.

It is the policy of the Board of Education to prohibit any type of close personal relationship or inappropriate socialization, written, verbal or physical, between adults and students that may reasonably be perceived as unprofessional and/or inappropriate including, but not limited to, the perception of a dating relationship. Adults shall not entertain, socialize, 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 and/or inappropriate relationship exists. Other examples of unacceptable behavior include, but are not limited to: meeting with a student alone and with the doors closed. Doors shall remain open at all times. Adults shall not transport a single student alone in his/her vehicle except for his/ her own child.

It is also the policy of the Board of Education to prohibit any type of sexual relationship, sexual contact, or sexually-nuanced behavior between adults and students without regard to the student's age. This includes all social media platforms or similar web sites/technologies, 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 adult. It also applies regardless of whether the student or the adult initiated the sexual behavior, and whether or not the student welcomes the sexual behavior and/or reciprocates the attention.

Relationships prohibited by this policy shall be reported immediately to the school principal, manager, or supervisor. Both adults and students are encouraged to report any perception, question, or concern that an unprofessional or inappropriate relationship may exist to the school principal, manager or supervisor.

Adults who violate the policy will be subject to disciplinary action, up to and including termination of employment and/or forfeiture of all coaching and volunteer privileges.

The District shall promptly review all allegations of prohibited adult/ student relationships and take appropriate action which will be reported to the Chief Personnel Officer or the Chief Academic Officer. The District shall utilize the investigation procedures followed for complaints of sexual harassment within the District.

TEMPORARY ATHLETIC TEAM COACHES (AR 4127)

Qualifications

The Superintendent or designee shall establish minimum qualification criteria for temporary athletic team coaches. These criteria shall include, but not necessarily be limited to, competencies in the following areas: (5 CCR 5593)

Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:

- Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
- A valid sports injury certificate or first aid card, and a valid CPR card
- A valid Emergency Medical Technician (EMT) I or II card
- A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
- Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning

- Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
 - Completion of a college course in coaching theory and techniques
 - Completion of in-service programs arranged by a school district or county office of education
 - Prior service as a student coach or assistant athletic coach in the sport or game being coached
 - Prior coaching in community youth athletic programs in the sport being coached
 - Prior participation in organized competitive athletics at high school level or above in the sport being coached
- Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF),
- Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:
 - Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
 - Completion of a seminar or workshop on human growth and development of youth
 - Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Board of Education, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the District. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

Additional Qualifications of Non-certificated Personnel and Volunteers

In addition to the qualifications listed above, any non-certificated person employed as a temporary athletic team coach shall:

Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the District

Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

Any non-certificated employee or volunteer assigned as a temporary athletic teacher shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

High School Coaching Education Program

Each high school athletic team coach or volunteer coach shall complete, at his/her expense, a coaching education program that meets the standards developed by the CIF and includes, but is not limited to, training in regard to sport psychology, sport pedagogy, sport physiology, sport management, statewide and school regulations, and CPR and first aid, including the signs, symptoms, and appropriate response to concussions. A high school coach who has completed the education program in another California school district shall be

deemed to have met the requirement for this District.

An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition.

In addition, prior to coaching an athletic activity and every two years thereafter, athletic coaches shall complete an approved training course on the nature and warning signs of sudden cardiac arrest.

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall:

- Show respect for players, officials, and other coaches
- Respect the integrity and judgment of game officials
- Establish and model fair play, sportsmanship, and proper conduct
- Establish player safety and welfare as the highest priority
- Provide proper supervision of students at all times
- Use discretion when providing constructive criticism and when reprimanding players
- Maintain consistency in requiring all players to adhere to the established rules and standards of the game
- Properly instruct players in the safe use of equipment
- Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
- Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
- Avoid suggesting, providing, or encouraging any athlete to use nonprescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.
- Avoid recruitment of athletes from other schools
- Follow the rules of behavior and the procedures for crowd control as established by the District and the league in which the District participates

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.

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.

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.

Use of other organization's networks or computing resources must comply with rules appropriate to that network.

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.

Use of unauthorized commercial activities is not acceptable.

Use of product advertisement or political lobbying is prohibited.

Use of the network that incurs expense to the District is prohibited.

Unauthorized installing of any software or data is prohibited.

District Responsibilities/Limitations

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.

The District will attempt to provide error free and dependable access to technology resources associated with the network.

The District will not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

The District cannot be held liable for the accuracy of information available through its services.

Web Policy

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.

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.

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.

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.

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.

Personal Responsibility

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.

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.

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.

Distance Learning Acceptable Use Policy for TUSD Faculty and Staff

In accordance with FERPA (Family Educational Rights Privacy Act), faculty and staff must ensure that student PII (Personal Identifiable Information) is protected, and not disclosed, during all online activities and transmissions, which may include video conferencing, emails, text messaging, blogs, posts and chats.

Faculty and staff must ensure that video recordings do not contain PII. Recordings that contain PII may qualify as an "education record" and are therefore protected under FERPA.

Faculty and staff must get prior approval from school administration to record video conferencing sessions with students.

Faculty and staff will use district supported video conferencing tools when interacting with parents/guardians and students. The supported video conferencing platforms in Torrance Unified School District are Zoom, Google Meet and Big Blue Button.

Faculty and staff will be familiar with each platform's settings to provide the safest environment possible during a video conference with students and parents/guardians.

Faculty and staff will strive to create and maintain an effective virtual learning environment, by providing frequent opportunities for students to engage with peers and themselves, by using audio, video and other digital tools to promote productive and live interactions on a frequent, if not daily basis. (Standard 2 CSTP, element 2.2). It is recognized that strong social-emotional development is enhanced by these interactions.

Faculty and staff may not publish video recordings to the public without consent by parents and/or administration. Access must only be granted to parents/guardians, students and support staff.

Faculty and staff may allow visitors to observe virtual classrooms to support instruction. (Visitors/Outsiders BP 1250, AR 1250).

Faculty and staff will report any concerns regarding online behavior or interactions to site administration.

Faculty and staff should only admit participants to video conferences if they recognize the name/username as being connected to a student or authorized adult. Faculty and staff will have high expectations regarding student behavior, with any communication which takes place online.

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.

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.

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.

- You will not be issued a District device, but can use a school device in a common area to access email.
- You will not be issued a District network account.
- You may configure your email on a personal device.
- You are not to review or send email during the time that you are working with students.
- Email is not to be used to communicate with student families or other personnel about student related issues.
- 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 secrets.
- Use of unauthorized commercial activities is not acceptable.
- Use of product advertisement or political lobbying is prohibited.
- Use of the network that incurs expense to the District is prohibited.

Personal Responsibility

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.

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. 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's Civility Procedures

The purpose of these procedures is to promote mutual respect, civility and orderly conduct among District employees, parents and the public. The District is committed to keeping schools and offices free from disruptions and preventing unauthorized persons from entering school or District grounds and/or disrupting school activities. These procedures are intended to maintain, to the extent possible and reasonable, a safe and harassment-free work place for staff, students and parents. The Torrance Unified School District expects positive and civil communication between staff, students, parents and the community and discourages volatile, hostile or aggressive behaviors that cause fear, intimidation and/or disruptions.

Disruptions

1. The use of profanity or obscene or threatening language or loud and inflammatory language which may reasonably cause disruption or violent reaction is prohibited between staff, parents, students and community while on school grounds, any District property, or during school activities. The prohibition includes phone conversations, letters, memoranda or e-mails.
2. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health or safety of students or staff; willfully causes property damage; uses loud and inflammatory language which can reasonably be expected to lead to substantial disruption or provoke a violent reaction; shall be directed to leave the District property or activity promptly by the site administrator or his/her designee.
3. Employees are directed to end all conversations, whether by phone, in writing or e-mail with individual(s) who continue to violate these procedures after the employee notifies the individual(s) of the violation. The employee shall provide a written report of the incident to the administrator in charge of the site or activity, or his or her designee.

Safety and Security

4. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
5. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete the Incident Report and report to law enforcement any attack, assault or threat made against them on school/District premises or at school/District-sponsored activities.
6. An employee, whose person or property is injured or damaged by willful misconduct of a student, may ask the District to pursue legal action against the student or the student's parent/guardian.

Documentation

7. When it is determined by staff that a member of the public is in the process of violating the provisions of these procedures, an effort should be made by staff to provide a written copy of these procedures, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident. The administrator will then take appropriate action.

California Education Code

44811, in part. (a) Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. (b) A violation of subdivision (a) shall be punished as follows:

- (1) Upon the first conviction, by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment.
- (2) Upon a second conviction, by imprisonment in a county jail for a period of not less than 10 days, and not more than one year, or by both imprisonment and a fine not exceeding one thousand dollars (\$1,000). The defendant shall not be released on probation, or for any other basis until he or she has served not less than 10 days in a county jail.
- (3) Upon a third or subsequent conviction, by imprisonment in a county jail for a period of not less than 90 days, and not more than one year, or by both imprisonment and a fine not exceeding one thousand dollars (\$1,000). The defendant shall not be released on probation, or for any other basis until he or she has served not less than 90 days in a county jail.

References:

Education Code Sections 44810, 44811, 32210 and 32211

Penal Code Sections 241.2; 241.4; 241.6; 243.2; 243.5; 243.6; 243.8; 626.4; 626.6; 626.7; and 626.8

CIVILITY
INCIDENT REPORT

TORRANCE UNIFIED SCHOOL DISTRICT
2335 Plaza del Amo
Torrance CA 90509

Please type or use black ink

Name _____ Site _____

Today's Date _____ Date & time (approx) of incident _____

Location of Incident (office, classroom, hallway, etc.) _____

Name of Person you are reporting (if known) _____

If Name is not known, physical description _____

Has there been a prior incident with this person? yes no unknown

Date & Time (approx) of prior incident _____

Comments: _____

Is this person a parent/guardian or relative of a student at TUSD? yes no

Did you feel your safety was being threatened? yes no

Was your ability to work interrupted? yes no

Were there any witnesses to this incident? yes no

Name of witness(es) _____

Were the police contacted? yes no

Below, describe what happened: (If you need additional space, please use the back of this sheet. Thank you)

Signature of Person completing this form

Review and Comments from Administrator/Supervisor: (If you need additional space, please use the back of this sheet. Thank you)

Signature of Administrator/Supervisor

A copy of this Civility Incident Report shall immediately be sent to the **Senior Director – Elementary Schools or Senior Director – Secondary Schools, and the Senior Director – Human Resources.**

Human Resources Department
November 2020

TORRANCE UNIFIED SCHOOL DISTRICT

Elementary Bell Schedule

2021-2022

School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	AM Recess	Lunch	PM Recess
ADAMS	8:30 AM	TK-K	8:50-1:50	1:50	2:03	10:30-10:45	11:45-12:30	***
		1	8:50-3:03	2:18	2:03	10:30-10:45	11:45-12:30	2:15-2:25
		2	8:50-3:03	2:18	2:03	10:30-10:45	11:45-12:30	2:15-2:25
		3	8:50-3:03	2:18	2:03	10:30-10:45	12:15-1:00	2:15-2:25
	Breakfast	4	8:50-3:12	2:27	2:12	10:30-10:45	12:15-1:00	2:15-2:25
	8:20 AM	5	8:50-3:12	2:27	2:12	10:30-10:45	12:15-1:00	2:15-2:25
School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	AM Recess	Lunch	PM Recess
ANZA	8:35 AM	TK-K	8:50-1:50	1:50	1:50	10:15-10:30	11:45-12:30	***
		1	8:50-3:03	2:18	2:03	10:00-10:15	11:45-12:30	1:45-1:55
		2	8:50-3:03	2:18	2:03	10:00-10:15	12:00-12:45	1:45-1:55
		3	8:50-3:03	2:18	2:03	10:20-10:35	12:00-12:45	2:00-2:10
	Breakfast	4	8:50-3:12	2:27	2:12	10:20-10:35	12:15-1:00	2:00-2:10
	***	5	8:50-3:12	2:27	2:12	10:20-10:35	12:15-1:00	2:00-2:10
School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
ARLINGTON	8:30 AM	TK-K	8:50-1:50	1:50	1:50	10:00-10:15	11:10-11:55	***
		1	8:50-3:03	2:18	2:03	10:15-10:30	11:30-12:15	2:00-2:10
		2	8:50-3:03	2:18	2:03	10:30-10:45	12:05-12:50	2:15-2:25
		3	8:50-3:03	2:18	2:03	10:30-10:45	12:05-12:50	2:15-2:25
	Breakfast	4	8:50-3:12	2:27	2:12	10:50-11:05	12:35-1:20	2:30-2:40
	8:20 AM	5	8:50-3:12	2:27	2:12	10:50-11:05	12:35-1:20	2:30-2:40
School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
ARNOLD	8:30 AM	K	8:50-1:50	1:50	1:50	10:00-10:15	11:20-12:12	***
		1	8:50-3:03	2:18	2:03	10:00-10:15	11:30-12:12	1:50-2:00
		2	8:50-3:03	2:18	2:03	10:00-10:15	11:50-12:32	2:05-2:15
		3	8:50-3:03	2:18	2:03	10:20-10:35	12:10-12:52	2:05-2:15
	Breakfast	4	8:50-3:12	2:27	2:12	10:40-10:55	12:30-1:12	***
	***	5	8:50-3:12	2:27	2:12	10:40-10:55	12:50-1:32	***

School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
CARR	8:35 AM	K	8:50-1:50	1:50	1:50	10:00-10:15	11:45-12:25	***
		1	8:59-3:12	2:27	2:12	10:00-10:15	11:45-12:25	***
		2	8:59-3:12	2:27	2:12	10:00-10:15	11:45-12:25	***
		3	8:59-3:12	2:27	2:12	10:20-10:35	12:30-1:10	***
	Breakfast	4	8:50-3:12	2:27	2:12	10:15-10:30	12:30-1:10	***
	8:00 AM	5	8:50-3:12	2:27	2:12	10:15-10:30	12:30-1:10	***
School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
EDISON	8:35 AM	TK-K	8:50-1:50	1:50	1:50	10:30-10:45	11:30-12:15	***
		1	8:50-3:03	2:18	2:03	10:30-10:45	11:30-12:15	1:50-2:00
		2	8:50-3:03	2:18	2:03	10:30-10:45	11:50-12:35	1:50-2:00
		3	8:50-3:03	2:18	2:03	10:30-10:45	11:50-12:35	1:50-2:00
	Breakfast	4	8:50-3:12	2:27	2:12	10:45-11:00	12:35-1:20	2:05-2:15
	8:20 AM	5	8:50-3:12	2:27	2:12	10:45-11:00	12:35-1:20	2:05-2:15
School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
FERN	8:35 AM	TK-K	8:50-1:50	1:50	1:50	10:00-10:30	12:05-12:50	***
		1	8:50-3:03	2:18	2:03	10:30-10:45	12:05-12:50	2:15-2:25
		2	8:50-3:03	2:18	2:03	10:30-10:45	12:20-1:05	2:15-2:25
		3	8:50-3:03	2:18	2:03	10:30-10:45	12:20-1:05	2:15-2:25
	Breakfast	4	8:50-3:12	2:27	2:12	10:45-11:00 Friday Only 11:00-11:15	12:35-1:20	***
	8:20 AM	5	8:50-3:12	2:27	2:12	10:45-11:00 Friday Only 11:00-11:15	12:35-1:20	***
School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
HICKORY	8:30 AM	K	8:59-1:59	1:59	1:59	10:45-11:00	11:30-12:00	***
		1	8:59-3:12	2:27	2:12	10:30-10:45	12:00-12:45	1:45-1:55
		2	8:59-3:12	2:27	2:12	10:30-10:45	12:00-12:45	1:45-1:55
		3	8:59-3:12	2:27	2:12	10:50-11:05	12:15-1:00	1:45-1:55
	Breakfast	4	8:50-3:12	2:27	2:12	10:50-11:05	12:30-1:15	***
	***	5	8:50-3:12	2:27	2:12	10:50-11:05	12:30-1:15	***

School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
LINCOLN	8:30 AM	K	8:50-1:50	1:50	1:50	10:30-10:45	12:00-12:45	***
		1	8:59-3:12	2:27	2:12	10:50-11:05	12:45-1:30	***
		2	8:59-3:12	2:27	2:12	10:50-11:05	12:45-1:30	***
		3	8:59-3:12	2:27	2:12	10:50-11:05	12:45-1:30	***
	Breakfast	4	8:50-3:12	2:27	2:12	10:30-10:45	12:00-12:45	***
	8:30 AM	5	8:50-3:12	2:27	2:12	10:30-10:45	12:00-12:45	***
School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
RIVIERA	8:30 AM	K	9:00-2:00	2:00	2:00	10:15-10:30	11:30-12:15	***
		1	9:00-3:13	2:28	2:13	10:15-10:30	12:00-12:45	2:05-2:15
		2	9:00-3:13	2:28	2:13	10:15-10:30	12:00-12:45	2:05-2:15
		3	9:00-3:13	2:28	2:13	10:15-10:30	11:30-12:15	2:05-2:15
	Breakfast	4	8:45-3:07	2:22	2:07	10:35-10:50	12:30-1:15	***
	***	5	8:45-3:07	2:22	2:07	10:35-10:50	12:30-1:15	***
School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
SEASIDE	8:35 AM	TK-K	8:59-1:59	1:59	1:59	10:30-10:45	11:45-12:30	***
		1	8:59-3:12	2:27	2:12	10:30-10:45	11:45-12:30	2:15-2:25
		2	8:59-3:12	2:27	2:12	10:30-10:45	12:15-1:00	2:15-2:25
		3	8:59-3:12	2:27	2:12	10:30-10:45	12:15-1:00	2:15-2:25
	Breakfast	4	8:50-3:12	2:27	2:12	10:30-10:45	12:45-1:30	***
	***	5	8:50-3:12	2:27	2:12	10:30-10:45	12:45-1:30	***
School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
TORRANCE EL	8:30 AM	K	8:59-1:59	1:59	1:59	10:30-10:45	11:45-12:30	***
		1	8:59-3:12	2:27	2:12	10:30-10:45	12:15-1:00	***
		2	8:59-3:12	2:27	2:12	10:30-10:45	12:15-1:00	***
		3	8:59-3:12	2:27	2:12	10:30-10:45	12:30-1:15	***
	Breakfast	4	8:50-3:12	2:27	2:12	10:50-11:05	12:45-1:30	***
	8:20 AM	5	8:50-3:12	2:27	2:12	10:50-11:05	12:45-1:30	***

School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
TOWERS	8:40	TK-K	8:50-1:50	1:50	1:50	10:15-10:30	11:45-12:30	***
		1	8:50-3:03	2:18	2:03	10:15-10:30	11:45-12:30	1:50-2:00
		2	8:50-3:03	2:18	2:03	10:15-10:30	12:10-12:55	2:00-2:10
		3	8:50-3:03	2:18	2:03	10:30-10:45	12:10-12:55	2:10-2:20
	Breakfast	4	8:50-3:12	2:27	2:12	10:45-11:00	12:35-1:20	***
	***	5	8:50-3:12	2:27	2:12	10:45-11:00	12:35-1:20	***
School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
VICTOR	8:40 AM	K	8:59-1:59	1:59	1:59	***	11:30-12:15	***
		1	8:59-3:12	2:27	2:12	10:30-10:45	11:40-12:25	2:10-2:20
		2	8:59-3:12	2:27	2:12	10:30-10:45	11:50-12:35	2:10-2:20
		3	8:59-3:12	2:27	2:12	10:30-10:45	12:10-12:55	2:10-2:20
	Breakfast	4	8:50-3:12	2:27	2:12	10:50-11:05	12:30-1:15	2:20-2:30
	8:30 AM	5	8:50-3:12	2:27	2:12	10:50-11:05	12:45-1:30	2:20-2:30
School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
WALTERIA	8:35 AM	TK-K	9:00-2:00	2:00	2:00	10:30-10:45	11:30-12:15	1:40-1:50
		1	9:00-3:13	2:28	2:13	10:30-10:45	12:10-12:55	2:10-2:20
		2	9:00-3:13	2:28	2:13	10:30-10:45	12:50-1:35	2:25-2:35
		3	9:00-3:13	2:28	2:13	10:15-10:30	11:50-12:35	2:10-2:20
	Breakfast	4	8:50-3:13	2:28	2:13	10:00-10:15	12:30-1:15	2:25-2:35
	***	5	8:50-3:13	2:28	2:13	10:30-10:45	1:10-1:55	2:40-2:50
School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Mimimum Day Dismissal	Recess	Lunch	PM Recess
WOOD	8:30 AM	TK	8:59-1:59	1:59	1:59	10:30-10:45	11:45-12:30	***
		K	8:59-1:59	1:59	1:59	10:15-10:25	11:45-12:30	***
		1	8:59-3:12	2:27	2:12	10:15-10:25	11:45-12:30	2:00-2:10
		2	8:59-3:12	2:27	2:12	10:15-10:25	11:45-12:30	2:00-2:10
		3	8:59-3:12	2:27	2:12	10:30-10:45	12:30-1:15	2:10-2:20
	Breakfast	4	8:50-3:12	2:27	2:12	10:30-10:45	12:30-1:15	2:10-2:20
	8:30 AM	5	8:50-3:12	2:27	2:12	10:30-10:45	12:30-1:15	2:10-2:20

School	Supervision Begins	Grade	Reg. School Hours	Wednesday Dismissal	Minimum Day Dismissal	Recess	Lunch	PM Recess (Not on Wednesday's or Friday's)
YUKON	8:50 AM	TK-K	9:00-2:00	2:00	2:00	10:30-10:45	12:00-12:45	***
		1	8:50-3:03	2:18	2:03	10:30-10:45	12:00-12:45	2:10-2:20
		2	8:50-3:03	2:18	2:03	10:30-10:45	12:00-12:45	2:10-2:20
		3	8:50-3:03	2:18	2:03	10:30-10:45	12:30-1:15	2:10-2:20
	Breakfast	4	8:50-3:13	2:28	2:13	10:30-10:45	12:30-1:15	2:10-2:20
	8:30 AM	5	8:50-3:13	2:28	2:13	10:30-10:45	12:30-1:15	2:10-2:20



SEASIDE ELEMENTARY
Dolphins
4621 Sharmine Lane, Torrance, CA 90503
Ph: (310) 533-4337 | F: (310) 972-8497

Yukon Elementary
17815 Yukon Avenue • Torrance, CA 90504 • 310.533.4477 phone • 310.472.6185 fax

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Howard Wood Elementary School



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Walteria
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MIDDLE SCHOOL BELL SCHEDULES

CALLE MAYOR

Period 1	8:10-9:05
Period 2	9:08-10:03
Recess	10:03-10:18
Period 3	10:21-11:16
Period 4	11:19-12:16
Lunch	12:16-1:01
Period 5	1:04-1:59
Period 6	2:02-2:57



CASIMIR

Period 1	8:08-8:58
Period 2	9:01-9:51
Break	9:51-10:06
Period 3	10:09-10:59
4 th Announcements	11:02-11:04
Period 4	11:04-11:54
Tutorial	11:57-12:26
Lunch	12:26-1:11
Period 5	1:14-2:04
Period 6	2:07-2:57



HULL

Period 1/Flag	8:10-9:00
Period 2	9:03-9:53
Snack	9:53-10:08
Period 3	10:11-11:01
Period 4	11:04-11:54
Homeroom/Enrichment	11:57-12:26
Lunch	12:26-1:11
Period 5	1:14-2:04
Period 6	2:07-2:57



JEFFERSON

Period 1	8:10-9:03
Period 2	9:06-9:59
Nutrition	9:59-10:13
Period 3	10:16-11:09
Period 4	11:12-12:06
Lunch "A"	12:06-12:49
Lunch "B"	12:20-1:03
Period 5	1:08-2:01
Period 6	2:04-2:57



BERT LYNN

Period 1	8:10-9:02
Period 2	9:05-9:57
Recess	9:57-10:12
Period 3	10:15-11:07
Bulletin	11:10-11:15
Period 4	11:15-12:05
Tutorial Gr 6	12:05-12:23
Lunch Gr 7-8	12:05-12:47
Lunch Gr 6	12:23-1:07
Tutorial Gr 7-8	12:50-1:10
Period 5	1:10-2:02
Period 6	2:05-2:57



MADRONA

Period 1	8:11-9:01
Period 2	9:04-9:54
Snack	9:54-10:09
Period 3	10:12-11:02
Period 4	11:05-11:55
Tutorial	11:58-12:28
Lunch	12:28-1:11
Period 5	1:14-2:04
Period 6	2:07-2:57



MAGRUDER

Period 1	8:10-9:00
Period 2	9:03-9: 3
Snack	9:53-10:08
Period 3 3	10:11-11:01
Period	11:0 -11:
AMPP	11: 6-12:26
Lunch	12:26-1:11
Period 5	1:1 -2:0
Period 6	2:07-2:57



RICHARDSON

Period 1	8:10-9:04
Period 2	9:07-10:00
Snack Bulletin/	10:00-10:12
Period 3 3	10:15-11:12
Period 4	11:15-12:08
7 th /8 th Lunch 6 th	12:08-12:50
Lunch	12:23-1:05
7/8 th SSR Period	12:53-1:08
5 Period 6	1:08-2:01
	2:04-2:57



HIGH SCHOOL BELL SCHEDULE

Important: Report time is as specified and confirmed through Frontline



Period	Regular (MWF)	Late Start (Tues.)	RTI (Thurs.)
0	6:58-7:53	Online	6:58-7:53
1	8:00-8:55	8:50-9:31	8:00-8:49
Bulletin	9:02-9:08	9:38-9:42	8:56-9:01
2	9:08-10:03	9:42-10:23	9:01-9:50
RTI	n/a	10:30-11:00	9:57-10:27
Break	10:03-10:11	11:00-11:08	10:27-10:35
3	10:18-11:13	11:15-11:56	10:42-11:31
4	11:20-12:15	12:03-12:44	11:38-12:27
Lunch	12:15-12:46	12:44-1:14	12:27-12:58
5	12:53-1:48	1:21-2:02	1:05-1:54
6	1:55-2:50	2:09-2:50	2:01-2:50



Period	Monday/Friday	Late Start (Tues.)	Wed/Thurs
0	7:00-7:52	n/a	7:00
1	8:00-8:55	9:00-9:46	8:00-8:51
2	9:03-9:58	9:54-10:40	8:59-9:50
3	10:08-11:03	10:50-11:36	10:00-10:51
Seminar	n/a	n/a	10:59-11:29
4	11:11-12:12	11:44-12:30	11:29-12:20
Lunch	12:12-12:54	12:30-1:12	12:20-1:02
5	12:54-1:49	1:12-1:58	1:02-1:53
6	1:57-2:52	2:06-2:52	2:01-2:52



Period	Regular (M/F)	Late Start (Tu)	Tartar Tutorial(W/Th)
0	7:00-7:53	7:00-7:53	7:00-7:53
1	8:00-8:55	8:55-9:42	8:00-8:51
Snack	n/a	9:42-9:48	n/a
2	9:02-9:57	9:55-10:42	8:58-9:49
Snack	9:57-10:06	n/a	9:49-9:58
Tutorial	n/a	n/a	10:05-10:27
3	10:13-11:15	10:49-11:39	10:32-11:27
4	11:22-12:17	11:46-12:33	11:34-12:25
Lunch	12:17-12:50	12:33-1:06	12:25-12:58
5	12:57-1:52	1:13-2:00	1:05-1:56
6	1:59-2:54	2:07-2:54	2:03-2:54



Period	Regular	Late Start	Warrior Workshop
0	7:00-7:54	7:00-7:45	7:00-7:54
1	8:00-8:57	9:00-9:47	8:00-8:51
2	9:04-10:01	9:54-10:41	8:58-9:49
3	10:11-11:10	10:51-11:40	9:59-10:52
Workshop	n/a	n/a	10:59-11:28
4	11:17-12:14	11:47-12:34	11:35-12:26
Lunch	12:14-12:49	12:34-1:09	12:26-1:01
5	12:56-1:53	1:16-2:03	1:08-1:59
6	2:00-2:57	2:10-2:57	2:06-2:57

Kurt T. Shery High School

2600 Vine Ave.
Torrance, CA 90501
(310) 533-4440



Period	Regular	Late Start
1	8:30-9:22	9:30-10:12
2	9:24-10:16	10:14-10:56
Snack	10:16-10:31	10:56-11:11
3	10:34-11:26	11:14-11:56
4	11:28-12:20	11:58-12:40
Lunch	12:20-12:55	12:40-1:15
5	12:58-1:50	1:18-2:00
6	1:52-2:44	2:02-2:44

Gene Drevno Community Day

Torrance Unified School District · 7-12 · Public, Alternative

Start	End
7:35	3:15