



CENTRAL UNIFIED SCHOOL DISTRICT

VOLUNTEER/CHAPERONE CHECKLIST

INSTRUCTIONS:

This packet must be completed by all volunteers, including volunteer coaches and chaperones. Volunteers must complete all contents of this packet including applicable items as listed below; incomplete packets will not be processed. Completed packets must be authorized and signed by the site principal; packets for volunteer coaches must also be signed by the site athletic director. Authorized packets must be submitted to the Human Resources Department for processing. Volunteers and/or chaperones that require fingerprint clearance must be fingerprinted through the Central Unified Human Resources Department (at no cost to volunteers); fingerprint clearance from outside agencies cannot be accepted. **Volunteers who are fingerprinted shall not work with students until clearance has been received from Human Resources.**

Select Volunteer Type: ☐ Site/Class Volunteer ☐ Volunteer Coach ☐ Chaperone

If you are volunteering twice a week and/or more than 10 consecutive days or attending an overnight fieldtrip:

- ☐ COMPLETE – Volunteer Application
 - ☐ COMPLETE – Live Scan Form (Applicant information only) SIGN –
 - ☐ Ethnicity and Marital Status Statement (optional) SIGN – Employee
 - ☐ Electronic Resources Acceptable Use Contract SIGN –
 - ☐ Confidentiality Agreement
 - ☐ SIGN – Child Abuse Notice and Acknowledgement
 - ☐ SIGN – Sexual Harassment Notice and Acknowledgement SIGN –
 - ☐ Code of Conduct Form
 - ☐ ATTACH - Copy of Valid TB test
 - ☐ ATTACH – CIF Certification (*Middle and High School Only*)
(www.cifasep.com)
 - ☐ ATTACH – Concussion Certification (*All Schools*)
(www.nfhslearn.com)
 - ☐ ATTACH – Sudden Cardiac Arrest Certification (*All Schools*)
(www.nfhslearn.com)
 - ☐ ATTACH - Child Abuse Training Certificate (See attachment)
 - ☐ ORIGINAL - Social Security Card @ time of fingerprinting
 - ☐ ORIGINAL - Valid California Driver's License or CA I.D.
- If you transporting students (other than your own) the following documents must also be submitted:*
- ☐ Vehicle Use Form
 - ☐ DMV Pull Notice
 - ☐ ATTACH - Official DMV Report - DMV reports available online will be accepted only when printed directly from the web browser; copy/paste versions will not be accepted - drivers may be asked to supply a certified DMV report at any time.
 - ☐ ATTACH - Valid Proof of Insurance

NAME: _____

SITE: _____

CLASSROOM: _____
and/or

SPORT/LEVEL: _____

FIELD TRIP DATE: _____

DEPARTURE DATE: _____

*****Fingerprinting is free of charge*****

- *Human Resources will verify clearance with site/department administrator and site secretary.*
- *Volunteers who are fingerprinted shall not work with students until clearance has been received from Human Resources.*

****PLEASE ALLOW 4-6 WEEKS
FOR PROCESSING****

Site Athletic Director (FOR VOLUNTEER COACHES ONLY)

School Site Name

Date

Site Principal Signature

School Site Name

Date



CENTRAL UNIFIED SCHOOL DISTRICT VOLUNTEER/CHAPERONE APPLICATION

Name: _____
Last First Middle

Address: _____
Street City Zip Code

Home Phone: _____ Cell: _____ Work: _____

Email (Optional): _____ Have you already been fingerprinted with CUSD? ☐ Yes ☐ No

Drivers License/CA Identification # _____ (Please provide a copy) ☐ Male ☐ Female

Student Name: _____ Grade: _____

Volunteer Location: _____ Classroom/Sport _____

DESCRIPTION OF VOLUNTEER SERVICES: ☐ Field Trip Chaperone ☐ Overnight Field Trip Chaperone
☐ Volunteer Coach ☐ Site/Classroom Volunteer
☐ Transport Students
(other than your student)

Have you ever been convicted or pled guilty to a criminal felony or misdemeanor? ☐ Yes ☐ No

If yes, provide date(s), explanation and outcome: _____

ACCIDENT / EMERGENCY PROCEDURE INFORMATION

In case of or illness, accident and/or emergency please contact: (List two (3) people to contact in order of preference)

1.	_____	_____	_____	_____
	Name	Relation	Primary Phone	Alternate Phone
2.	_____	_____	_____	_____
	Name	Relation	Primary Phone	Alternate Phone
3.	_____	_____	_____	_____
	Name	Relation	Primary Phone	Alternate Phone

Physician Information _____
Name Phone

Insurance Information _____ Group# _____
Name

Do you give your permission to be transported by ambulance or other available means if necessary? ☐ Yes ☐ No

Do you have any physical condition that would be significant in a medical emergency? ☐ Yes ☐ No

If YES, include medication taken regularly, allergies, etc., in the space provided below.

An Affirmative Action / Equal Opportunity Employer

The Central Unified School District does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender or sexual orientation in admission or access to and treatment of employment in its programs and activities as required by Title VI, Title IX and Section 504. If you have any complaints, please contact the HR DEPARTMENT (559) 274-4700.



CENTRAL UNIFIED SCHOOL DISTRICT VOLUNTEER/CHAPERONE APPLICATION

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. The presence of volunteers in the classroom and on school grounds shall enhance supervision of students and contribute to school safety.

Volunteers shall act in accordance with all district policies, school rules, and applicable education/government codes. Any volunteer who fails to do so may be dismissed from an activity at the discretion of the supervising staff member. Volunteers shall also maintain acceptable standards of dress and grooming. Staff members may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving incidents and/or complaints regarding volunteers.

***Note: Districts may verify a volunteer's status as a registered sex offender by checking the Department of Justice's Megan's Law internet website, asking law enforcement to conduct a check pursuant to Education Code [35021.1](#), or requiring volunteers to certify as to their status. See BP/AR 3515.5 - Sex Offender Notification. *** "The Superintendent or designee shall verify by reasonable means that persons serving as volunteer instructional aides and nonteaching volunteer aides are not required to register as a sex offender pursuant to Penal Code [290](#)."

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session. For additional purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises ([penal code 627.1](#)).

A request to volunteer does not guarantee authorization, the District may refuse to accept any volunteer request and/or terminate a volunteer assignment at the discretion of the superintendent or designee.

AGREEMENT

I hereby agree to act in accordance with all district policies, rules, regulations, and/or education/government codes. I understand that any volunteer who violates district policies and/or school rules may be dismissed from participating in an activity at any time. Furthermore, I understand that the district may deny a request to volunteer and/or terminate a volunteer assignment at the discretion of the superintendent or designee.

I agree to volunteer my services, without compensation or reimbursement for the District. I agree to hold harmless, indemnify and, if requested, defend the District, its officers, agents, employees and Board members, from and against any and all demands, claims, damages, costs and expenses for injury to my person or property, including death, causes of action, liability, judgment and expenses, including attorney's fees and costs, arising out of or related to my volunteer performance for the District and activities associated with the volunteer program.

I agree to maintain strict confidentiality with the information to which I have access while performing my duties. I also understand that all personally identifiable information regarding students is confidential and that I may not disclose or discuss any such information except to or with the teacher.

I hereby authorize the Central Unified School District to perform a background check as permitted by law. I understand that I may also be required to provide my fingerprints for the purpose of obtaining a criminal record summary from the California State Department of Justice and Federal Bureau of Investigation, pursuant to Education Code Section 58721.

I declare under penalty of perjury under the laws of the State of California that I have completed the above information truthfully. I understand that if the information I provided is not accurate, my volunteer services will be terminated.

Volunteer Signature

Date

FOR OFFICE USE ONLY

Checked by Site Employee: _____

Print & Signature

Date

Fingerprint Clearance Received: ☐ Yes ☐ No

Megan's Law Clearance Received: ☐ Yes ☐ No



CENTRAL UNIFIED SCHOOL DISTRICT VOLUNTEER/CHAPERONE APPLICATION

Volunteer/Visitor Procedures and School Site Responsibilities

1. All volunteers / visitors must sign in at the office. Site secretary will issue a name tag with their name, date, and classroom. They must wear their name tag when they are in the classroom or on school grounds, so that all volunteers/visitors can be identified ([BP1250a](#)). No one should come on school grounds, without signing in at the office and having been issued a name tag.

Example- Name Tag

Name: _____
Classroom # _____
Date: _____

2. All site volunteers/visitors must fill out and sign the volunteer information form. Make a copy of the volunteer's California Drivers License/California picture Identification card. Drivers Licenses/I.D. cards from other states are not accepted.
3. Site will check volunteers/visitors on Megan's Law ([BP1240](#)). If the volunteer/visitor is listed on Megan's Law as a registered sex offender, notify the Principal. The teacher will be notified and the parent will be monitored to make sure there is no contact with any other students other than their child. If this parent is to chaperone a field trip, they must provide their own transportation and chaperone their child only.
4. Volunteers volunteering twice a week or more and/or who volunteer every day for more than 10 days in a row, and/or who will chaperone overnight field trips must be fingerprinted through our Human Resources department at no charge to the volunteer. A list of all overnight field trip chaperones must be sent to Marsha Gober (DO, Room 6), and also follow all the above procedures.
5. Each volunteer is expected to maintain confidentiality regarding each student and family.
6. If volunteers hear about or observe evidence of child abuse, they will report the information to the site principal or designee immediately.
7. Any staff member who receives information directly from law enforcement regarding registered sex offenders shall immediately contact the Superintendent or designee in order to help ensure that the district is able to respond appropriately. If an identified sex offender is seen on or near school grounds or around any student, staff shall immediately contact the Superintendent or district designee. A staff member may also inform local law enforcement. ([AR3515.5](#))



REQUEST FOR LIVE SCAN SERVICE (Public Schools or Joint Powers Agencies)

Applicant Submission

ORI: _____ Type of Applicant: ☐ Classified School Employee ☐ Credentialed School Employee
Code assigned by DOJ

The following selections are for Public Schools only:

☐ License, Certification, Permit ☐ Peace Officer ☐ Law Enforcement Officer ☐ Volunteer

Type of License/Certification/Permit OR Working Title: _____
(Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Central Unified School District

Agency Authorized to Receive Criminal Record Information

4605 N. Polk Avenue

Street Address or P.O. Box

Fresno

City

CA 93722

State ZIP Code

Mail Code (five-digit code assigned by DOJ)

Catherine Bischel

Contact Name (mandatory for all school submissions)

(559) 274-4700

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name

(AKA or Alias) Last

First

Suffix

Date of Birth

Sex ☐ Male ☐ Female

Driver's License Number

Billing
Number

(Agency Billing Number)

Misc.
Number

(Other Identification Number)

Height

Weight

Eye Color

Hair Color

Place of Birth (State or Country)

Social Security Number

Home

Address Street Address or P.O. Box

City

State

ZIP Code

Your Number:

(OCA Number (Agency Identifying Number))

Level of Service: ☒ DOJ ☒ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed

**Central Unified School District
Ethnicity and Marital Status Statement**

The State of California requires all school districts in California to report employee's ethnicity on a yearly basis. In most cases, the information provided to the State is obtained through a means comparable to guessing or "process of elimination".

Answering the following ethnicity survey is optional and is not a requirement. However, providing us with your correct ethnicity will insure the information reported to the State of California is accurate and reflects the true diversity of the employees in our district.

Please select all that apply:

- | | |
|--|--|
| <input type="checkbox"/> American Indian/ Alaskan Native | <input type="checkbox"/> Other Pacific Islander |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Hispanic/Latino |
| <input type="checkbox"/> Korean | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> White |
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> No Response |
| <input type="checkbox"/> Laotian | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Cambodian | |
| <input type="checkbox"/> Other Asian | |
| <input type="checkbox"/> Hawaiian | |
| <input type="checkbox"/> Guamanian | |
| <input type="checkbox"/> Samoan | |
| <input type="checkbox"/> Tahitian | Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single |

Are you bilingual? If so, what language (s): _____

Have you passed our district bilingual test? ☐ Yes ☐ No

Employee's Name (Signature)

9/26/2006

Print Name

Date



CENTRAL UNIFIED SCHOOL DISTRICT

4605 N. Polk Avenue, Fresno, CA 93722

Phone: (559) 274-4700 | Fax: (559) 276-2983

EMPLOYEE ELECTRONIC RESOURCES ACCEPTABLE USE CONTRACT

I acknowledge receipt of, and have read and understand the Employee Resources Use Board Policy and Administrative Regulations 4040 (b)(c). I have received and signed the Employee Electronic Resources Acceptable Use Contract.

Employee's Name [Please Print]

Site

Employee's Signature

Date

**Employee Electronic Resources Acceptable Use Contract**

Version 3.0

Central Unified School District has actively pursued making advanced technology and increased access to learning opportunities available to our staff & students. With this new tool, employees must practice proper and ethical use of district resources and agree to the following conditions before its use.

CONDITIONS AND RULES FOR USE**1. Acceptable Use of Internet Resources**

Internet access through Central Unified School District is intended solely to enhance the delivery of educational material and communication. Use of the Internet resources must be consistent with the educational objectives of CUSD and any improper use will result in revocation of the users' privileges. Inappropriate use may also constitute grounds for discipline up to and including dismissal.

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

- access to pornographic or sexually explicit materials,
- access to information promoting or instructing in acts of terrorism or treason,
- access to information instructing or promoting armed rebellion, racial or ethnic discrimination, or other forms of hate crimes,
- access to information pertaining to the design, purchase, acquisition, or construction of any type of weapon or explosive device, or other instrument capable of causing physical harm or death,
- access to information that in any way advocates, instructs, or promotes the violation of any laws of the State of California or the United States of America.
- Transmission or downloading of copyrighted material, including but not limited to music, software and movies

2. Privilege

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

3. Training

Prior to receiving a network account, employees must participate in a training that addresses policies and procedures for acceptable use of electronic resources.

4. Monitoring

CUSD reserves the right to review any material on user accounts and to monitor filespace in order for CUSD to make determinations on whether specific uses of the network are inappropriate. CUSD also reserves the right to monitor and report Internet activity.

5. Email Etiquette

Use of the Internet resources must be consistent with the educational objectives of CUSD and any improper use will result in revocation of the users' privileges. All users are expected to abide by the generally accepted rules of email etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state and federal law.
- Do not reveal addresses, telephone numbers or personal information for yourself or others.
- Note that electronic mail (email) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.
- Do not use the Internet in such a way that you would disrupt the use of the network by others.
- All communication and information accessible via the Internet should be assumed private property of those who put it on the network.

6. Software

Installation of or downloading non-district approved software is prohibited. Instructional software must be approved in accordance with BP/AR 6161 – Procedures and Criteria for Selection and Evaluation of Electronic Resources.

7. Procedures for Use

User shall not play games or use the computer resources in a manner that would constitute unauthorized use of CUSD equipment, time, materials or facilities.

7. Security

Security on any computer system is a high priority, especially when the system involves many users. A user must never allow others to use his/her password. Users should also protect their passwords to ensure system security and their own privileges and ability to continue use of the system. If you feel that you can identify a security problem with CUSD Information Services, including the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Attempts to log on to the CUSD Information Services as a system administrator may result in cancellation of user privileges. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to services.

8. Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges. Vandalism includes, but is not limited to any malicious attempt to harm, modify, and destroy data of another user, Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading and creating of computer viruses, the persistent annoyance of another user, the interference of another user's work, or the sending of unwanted mail.

9. Encounter of Controversial Material

Users may encounter material that they interpret as controversial, inappropriate or offensive. However, on the Internet, it is impossible to control the content of data and a user may discover controversial materials. It is the user's responsibility not to initiate access to such material. CUSD shall not be held liable for any decision to restrict or regulate access to Internet materials. It is the user's responsibility to report any controversial material to the Information Systems department staff.

10. Supervision

Employees must ensure that only authorized users participate in Internet activities appropriate for their curriculum. Relevant alternatives (CD, print sources etc) must be provided for those students where parental permission has not been granted. An authorized employee must be physically present in the classroom/lab/library to monitor student use of the Internet. No students will be allowed to supervise other student users.

11. Ability to Update

CUSD Information Services may occasionally require new registration and account information for you to continue service. You must notify the Information Services staff of any changes to your account information.

12. Penalties for Improper Use

Any user violating these rules, applicable state and federal laws, or CUSD policies is subject to loss of access privileges and any other CUSD disciplinary options up to and including dismissal. In addition, pursuant to State of California law, any unauthorized Internet access, attempted access, or use of any state computing and/or network system is a violation of section 502 of the California Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

I have read the conditions and rules for use, and agree to the terms herein. I agree to abide by the acceptable use of all electronic resources. I also agree to report any misuse of electronic resources to the Information Services staff.

Print Employee Name _____ Signature _____ Date _____



CENTRAL UNIFIED SCHOOL DISTRICT

4605 N. Polk Avenue, Fresno, CA 93722

Phone: (559) 274-4700 | Fax: (559) 276-2983

CONFIDENTIALITY AGREEMENT

I, _____, have been given a copy of BP 4119.23, BP 1340 and AR 1340 regarding Unauthorized Release of confidential Privileged Information and Community Records – Access to District Records.

I understand that even if I am not a confidential employee, I am required to keep confidential any and all information within the scope of the above board policies that I come in contact with, during the course and scope of my employment with Central Unified School District.

Employee's Name [Please Print]

Employee's Signature

Date



CENTRAL UNIFIED SCHOOL DISTRICT

4605 N. Polk Avenue, Fresno, CA 93722

Phone: (559) 274-4700 | Fax: (559) 276-2983

RECEIPT AND ACKNOWLEDGEMENT OF CHILD ABUSE REPORTING REQUIREMENTS

Section 11166 of the Penal code requires any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or with the scope of his or her employment who he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes, teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of public or private day camp; licensed day care workers; administrators or community care facilities licensed to care for children; headstart teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel and personnel of residential care facilities; and social workers or probation officers.

“Medical practitioner” includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions code.

CENTRAL UNIFIED SCHOOL DISTRICT

“Nonmedical practitioner” includes state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics, marriage, family or child counselors; and religious practitioners who diagnose, examine, or treat children (Penal Code, §11166.5)

Attached hereto is a copy of the Penal Code, §11166, which explains the procedure for reporting child abuse.

I have read the attached Penal Code, §11166 and I agree to comply therewith.

Employee's Name (Please Print)

Date

Employee's Signature



CENTRAL UNIFIED SCHOOL DISTRICT

4605 N. Polk Avenue, Fresno, CA 93722

Phone: (559) 274-4700 | Fax: (559) 276-2983

SEXUAL HARASSMENT POLICY

I acknowledge receipt of, and have read and understand the Sexual Harassment Board Policy and Administrative Regulations 4119.11, 4219.11, 4319.11 a, b. & c. I have received the Sexual Harassment/Title IX Consultation Form for reporting.

Employee's Name [Please Print]

Site

Employee's Signature

Date

Pursuing Victory With Honor*
Code of Conduct for Teacher-Coaches
of Interscholastic Age Student-Athletes

This Code of Conduct applies to all teacher-coaches of interscholastic age athletes.

The Code has been adopted by Central Unified Athletics

Those who coach student-athletes are, first and foremost, teachers who have a duty to assure that their sports programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the “Six Pillars of CharacterSM”). The highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Sincere and good faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well-being of our student-athletes.

TRUSTWORTHINESS

- *Trustworthiness* — Be worthy of trust in all you do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
- *Integrity* — Model high ideals of ethics and sportsmanship and always pursue victory with honor. Teach, Enforce, Advocate and Model (T.E.A.M.) the importance of honor and good character by doing the right thing even when it’s unpopular or personally costly.
- *Honesty* — Don’t lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
- *Reliability* — Fulfill commitments; do what you say you will do; be on time. Except in cases of extreme personal necessity, no teacher-coach should or resign during a season.
- *Loyalty* — Be loyal to your school and team. Put the team above personal glory.
- *Primacy of Educational Goals* — Be faithful to the educational and character-development missions of the institution and assure that these objectives are not compromised to achieve sports performance goals. Always place the academic, emotional, physical and moral well-being of student-athletes above desires and pressures to win. Coaches should be viewed, first and foremost, as teachers and referred to as “teacher-coaches.”
- *Counseling* — Be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Advise them that many colleges will not recruit student-athletes who do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably. Create a more realistic understanding in student-athletes and their parents of how few athletes get athletic scholarships and become professionals and the relatively short careers of those who do.
- *College Recruiting* — Be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes. Involve the parents/guardians with the college representative and take the lead in the recruiting process.

RESPECT

- *Respect* — Treat all people with respect all the time and require the same of student-athletes.
- *Class* — Be a good sport. Teach and model class. Be gracious in victory and accept defeat with dignity. Encourage student-athletes to help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- *Taunting* — Don’t engage in or allow trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport. Assure that student-athletes conduct themselves in an appropriate manner.
- *Respect for Officials* — Treat game officials with respect; don’t complain about or argue with an official’s decisions during or after an athletic event. Adopt and enforce policies and procedures to assure that the conduct and decisions of referees are subject to reasonable review. Vigorously protect referees from retaliation, blackballing or intimidation by teacher-coaches or others who are unhappy with the way a referee called a game. Assure that neither you nor your players publicly criticize a official in a manner that discredits the game, impugns the honor or the integrity of any official or subjects the referees to ridicule or hostility. Adopt whatever policies are necessary to assure the safety of referees and prevent verbal or physical abuse from teacher-coaches, student athletes or spectators. Encourage regular and formal opportunities for coaches, and in some cases student-athletes, to interact and converse with referees in non-confrontational settings.
- *Respect for Parents/Guardians* — Treat the parents/guardians of student-athletes with respect. Be clear about your expectations, goals and policies and maintain open lines of communication.
- *Profanity* — Don’t engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or in any other situation where the behavior could reflect badly on the school or the sports program.
- *Positive Coaching* — Use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse,

and conduct demeaning to student-athletes or others. Goals related to the basketball program should be clearly stated in a manner that is consistent with the educational mission of the institution and the basketball program should pursue these objectives in the context of the overall athletic program mission. Consider very carefully the potential impact of any incentives and disincentives proposed or agreed to in the context of the institution's sportsmanship and character-building goals.

- *Effort and Teamwork* — Encourage student-athletes to pursue victory with passion, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest.
- *Professional Relationships* — Maintain appropriate, professional relationships with student-athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes. Always put the best interests of the student-athlete above personal considerations and scrupulously avoid conflicts of interest including financial relationships that could be construed as exploitive. Guard against personal, financial, social, organizational, or political factors that might lead to misuse of influence and scrupulously avoid accepting any benefits conferred by persons who seek to influence a decision of a student athlete. Fully disclose all relevant facts including the nature and amount of compensation to the student-athlete and his or her parents or guardians.

RESPONSIBILITY

- *Life Skills* — Always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible. Discuss ethical and sportsmanship issues in relation to actual and hypothetical situations occurring or likely to occur in practice or games.
- *Advocacy of Education* — Advocate the importance of education beyond athletic eligibility standards and work with faculty and parents/guardians to help student-athletes set and achieve academic goals. The academic performance of student-athletes in terms of grades and actual graduation should be a major factor. Assure that interscholastic programs do not unduly interfere with the ability and motivation of student-athletes to achieve their academic potential. Encourage student-athletes to think of themselves as students first and athletes second. Provide comprehensive support programs that can help student-athletes deal with academic issues. Be attentive to the grades and effort of student-athletes as well as upcoming exams and papers.
- *Advocacy of Honor* — Prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications. Stress that good character, ethics and sportsmanship are essential to honorable athletic

competition and that victory attained in any other way is empty and unworthy.

- *Good Character* — Foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the Six Pillars of Character. Look for opportunities to state and reinforce positive messages consistent with the Pursuing Victory with Honor campaign.
- *Role-Modeling* — Be a worthy role-model. Always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct yourself in private and coaching situations in a manner that exemplifies all you want your student-athletes to be. Teacher-coaches should emphasize in oral and written communication the on- and off-court responsibility of teacher-coaches and student-athletes to be worthy role models and positive ambassadors for the institution.
- *Personal Conduct* — Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or in other situations where your conduct could undermine your positive impact as a role model. A comprehensive communication and enforcement strategy should be implemented to assure that all parties involved fully understand the standards that apply to them and that they will be held accountable to those standards. Regularly incorporate positive messages about sportsmanship, character and ethics into practices and game situations.
- *Competence* — Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety. Have basic knowledge of: 1) the character-building aspects of sports and methods of teaching and reinforcing sportsmanship and good character, 2) the requirements of a safe sports environment including C.P.R. certification and knowledge of first aid and the physical limitations of the age group coached, and 3) the rules, strategies and principles of effective coaching.
- *Knowledge of Rules* — Maintain a thorough knowledge of current game and competition rules and assure that your student-athletes know and understand the rules. Examine existing rules and regulations limiting the length of seasons, the amount of practice time permitted per week, and the number of games that may be played in light of actual practices that may evade the spirit or even violate the letter of those regulations.
- *Positive Environment* — Strive to provide a challenging, safe, enjoyable and successful experience for the athletes by maintaining a sports environment that is physically and emotionally safe.
- *Safety and Health* — Establish standards and regulations that put the health of young athletes above other considerations. Be informed about basic first aid principles and the physical capacities and limitations of the age group coached.
- *Unhealthy Substances* — Educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational

or performance-enhancing drugs and nutritional supplements. Be informed about the health risks involved in the use of over-the-counter nutritional supplements, tobacco and alcohol.

- *Eating Disorders* — Counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
- *Physician's Advice* — Seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
- *Privilege to Compete* — Assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right, and that they are expected to represent their school, team and teammates with honor, on and off the field. Require your student-athletes to consistently exhibit good character and conduct themselves as positive role models. Stress that the organization's commitment to education, sportsmanship and ethics and its character-building and life skills goals take precedence.
- *Self-Control* — Control your ego and emotions; avoid displays of anger and frustration; don't retaliate.
- *Integrity of the Game* — Protect the integrity of the game.
- *Gambling* — Don't gamble or associate with professional gamblers. Be informed about the rules prohibiting gambling activities.
- *Enforcing Rules* — Enforce the codes of conduct consistently in all sports-related activities and venues even when the consequences are high. Teacher-coaches who observe what reasonably appears to be misconduct are obligated to report their observations.
- *Protecting Athletes* — Put the well-being of student-athletes above other considerations and take proper steps to protect them from inappropriate conduct. High school programs should discourage student-athletes and teacher-coaches from participating in non-conforming basketball programs.
- *Access* — Help make a broad spectrum of sports experiences available to all diverse communities.
- *Improper Commercialism* — Be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of your name or the name of the school and undue financial dependence on corporate entities. Carefully consider the impact on students and the general public of permitting commercial advertising in arenas and stadiums. Understand that there is no free equipment and that the cash value of the equipment is simply a payment in kind for the benefits sought by the commercial entity.

FAIRNESS

- *Fairness and Openness* — Be fair in competitive situations, team selection, discipline and all other matters. Be open-minded and willing to listen and learn.

CARING

- *Safe Competition* — Put safety and health considerations above the desire to win. Never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
- *Caring Environment* — Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team

CITIZENSHIP

- *Honoring the Spirit of Rules* — Observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other aspects of interscholastic competition. Demand integrity and observe and enforce the spirit and letter of the rules. You should not engage in or allow any conduct designed to evade rules governing fair competition.
- *Promoting Sportsmanship* — Promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies (such as devious rules violations, alteration of equipment or the field of play, or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by negating or diminishing the impact of the core athletic skills that define the sport. Establish and regularly practice pre- and post-game rituals and traditions that reinforce the principles of sportsmanship. Specially acknowledge acts of good sportsmanship on the court.

I have read and understand the requirements of this Code of Conduct and acknowledge that I may be disciplined if I violate any of its provisions.

Teacher-Coach Signature

Date


*Our athletic program endorses the *Pursuing Victory With Honor Arizona Sports Summit Accord*.

"Pursuing Victory With Honor" and the "Six Pillars of Character" are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.

Get Safety Trained



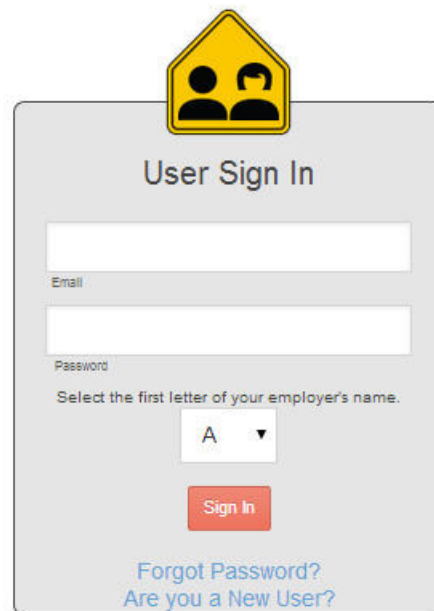
New User Registration

1. For first time registration, go to www.crma-jpa.org
2. Select "Training and Risk Management" which can be found toward the top of the webpage.
3. Select this icon  to begin.
4. Select the blue letters that say, "Are you a New User?" in the User Sign In Box.
5. Select the first letter of your School District from the drop down list and then click Continue.
6. Select your School District and click Submit.
7. Complete the registration form with name, job title, etc., and click Agree.
8. You will then be directed to your personal training page.



User Sign In (after you have registered as a new user)

1. Go to www.getsafetytrained.com to the User Sign In Box
2. Enter the email address you used to register.
3. Enter your password.
4. Select the first letter of your School District from the drop down list and then click Sign in.
5. Select your School District and click Submit.
6. You will be directed to your personal training page.
7. From your personal training page, you may edit your personal information, take an online training course, view available, required, completed or past-due courses, and print your certificates.
8. Go to view All Courses and click on **Child Abuse Training for Educators.**



The form is titled "User Sign In" and features a yellow house icon with two people inside. It contains the following fields and elements:

- Email input field
- Password input field
- Dropdown menu labeled "Select the first letter of your employer's name." with the letter "A" selected.
- Red "Sign In" button
- Links for "Forgot Password?" and "Are you a New User?"





**CENTRAL UNIFIED SCHOOL DISTRICT
RISK MANAGEMENT
4605 N POLK
FRESNO, CA 93722
(559) 274-4700 X103**

DISTRICT RENTAL/DISTRICT/PERSONAL VEHICLE USE FORM

NAME: _____ PHONE: _____ BIRTHDATE: _____
DRIVER'S LIC. # _____ EXP. DATE _____
YEAR/MAKE AUTO: _____ VEHICLE LICENSE #: _____
YEAR/MAKE AUTO2: _____ VEHICLE LICENSE #: _____
INSURANCE CARRIER/AGENT _____ PHONE#: _____
LIABILITY LIMITS: _____ POLICY #: _____
EXPIRATION DATE: _____ DRIVING RESTRICTIONS: _____

I certify that the above information is correct and that the insurance coverage is in force. I understand that if performing work for the Central School District in the course of my duties I may utilize my personal vehicle. I must have liability insurance coverage in force as required by the State of California and agree to advise the District, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

SIGN: _____ STAFF PARENT OTHER DATE: _____
CIRCLE ONE
SITE: _____ PURPOSE: _____
SITE ADMINISTRATOR APPROVAL: _____ DATE: _____

NOTE: If you drive your personal automobile while on District business and you are involved in an accident, by law your liability insurance policy is used first. The District's travel accident policy would be used only after your policy limits have even exceeded. The District does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle.

All persons driving on District business will: (1) follow the most direct route; (2) avoid all unnecessary stops; (3) not carry unauthorized non-District personnel or students or guests as passengers; (4) carry only the number of passengers for which your vehicle was designed; and (5) each passenger is required to use a safety belt.

Please complete form and attach a legible photocopy of the following: **(1) Proof of Insurance** form presently being provided by your automobile insurance company that indicates expiration date of insurance and **(2) Driver's License**. And return to the Risk Management Department, District Office Annex, prior to driving for a District sponsored activity. District Administration may obtain employee driving record checks from the California Department of Motor Vehicles which are a matter of public record.

District Office Use

REVISED 4-2010

District Office Approval

Date

APPROVAL EXPIRES: _____

DENIED



A Public Service Agency

EMPLOYER PULL NOTICE PROGRAM

AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

I, _____, California Driver License Number, _____,
hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving
record, to my employer, _____
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at
least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension,
revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code
(CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my
driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY	COUNTY	STATE
DATE	SIGNATURE OF EMPLOYEE X	

I, _____, of _____
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of
this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am
requesting driver record information on the above individual to verify the information as provided by said individual. This
record is to be used by this employer in the normal course of business and as a legitimate business need to verify information
relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any
unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal
Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five
thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I
understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to
CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY	COUNTY	STATE
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE X	

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program
you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website
at www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND
MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

DO NOT RETURN THIS FORM TO DMV.

Please keep the following handbooks for your reference:

- Employee Electronic Resources
Acceptable Use
- Confidentiality of Information
- Child Abuse
- Sexual Harassment

PERSONNEL

Employee Use of Technology

The Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

(cf. 0440 - District Technology Plan)
(cf. 1113 – District and School Web Sites)
(cf. 4032 - Reasonable Accommodation)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6163.4 – Student Use of Technology)

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their employment.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Employees should be aware that computer files and electronic communications including e-mail and voice mail are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 – Student Records)
(cf. 5125.1 – Release of Directory Information)

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including the accessing of e-mail and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

The Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges,

disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

(cf. 4118 - Suspension/Disciplinary Action)

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

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the district's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the district's Acceptable Use Agreement.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Use of Cellular Phone or Mobile Communications Device

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

(cf. 3513.1 - Cellular Phone Reimbursement)

(cf. 3542 - School Bus Drivers)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Legal Reference:

EDUCATION CODE

51870-51874 Education technology

52270-52272 Education technology and professional development grants

52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

VEHICLE CODE

23123 Wireless telephones in vehicles

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

(cf. 4143/4243 - Negotiations/Consultation)

Legal Reference:

EDUCATION CODE

11600-11609 Education Technology Grant Program Act of 1996

51870-51884 The Morgan-Farr-Quackenbush Education Technology Act of 1992

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

632 Eavesdropping on or recording confidential communications

UNITED STATES CODE, TITLE 20

6801-7005 Technology for Education Act of 1994

Management Resources:

CDE PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1994

CDE PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

Policy adopted: 6/27/00

Policy revised: 5/14/02; 4/22/08

PERSONNELEmployee Use Of Technology

User Obligations and Responsibilities

Employees are authorized to use the district's equipment to access the Internet or other online services in accordance with Board policy, the district's Acceptable Use Agreement, and in accordance with user obligations and responsibilities specified below.

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Employees shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under the account number to which they have been assigned.
2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.
3. Employees shall not access post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

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

4. Users shall not use the system to promote unethical practices or any activity prohibited by law Board policy, or administrative regulations.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

(cf. 6162.6 - Use of Copyrighted Materials)

7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.
8. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent or designee. Such sites shall be

subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications.

(cf. 1113 - District and School Web Sites)

9. Users shall report any security problem or misuse of the services to the Superintendent or designee

(cf. 6162 – Student Use of Technology)

Regulation approved: 7/27/00

Regulation revised: 4/22/08

PERSONNEL

Sexual Harassment

The Governing Board desires to provide district employees with a working environment that is free from harassment. In order to achieve this end, the Board prohibits sexual harassment of district employees by anyone, in any manner, and shall not tolerate retaliatory action or behavior against a district employee or other person who complains, testifies or otherwise participates in the complaint process pursuant to Board policy and administrative regulations.

For the purposes of this policy, district employees shall include applicants for employment in the district.

Any district employee, who permits, engages in or participates in sexual harassment of another district employee or student shall be in violation of this policy and is subject to disciplinary action, up to and including dismissal. An employee shall be deemed to have permitted sexual harassment where he/she has knowledge that a student or an employee has engaged in sexual harassment and fails to report such student or employee to the appropriate authorities, whether or not the victim makes a complaint.

A supervisor, principal or district administrator other than the Superintendent or designee who receives a harassment complaint shall promptly notify the Superintendent or designee.

Any district employee who feels that he/she has been sexually harassed or who has knowledge of any instance of sexual harassment by another employee or a student, shall immediately contact his/her supervisor, principal, Superintendent or designee, or other district administrator, to obtain procedures for reporting a complaint. However, an employee may bypass his/her supervisor in registering a complaint where the supervisor is the alleged perpetrator of the sexual harassment. Employee complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment.

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 periodic training to all staff regarding the district's sexual harassment policy, particularly the procedures for registering complaints and employees' duty in availing themselves of the complaint procedure in order to avoid harm
2. Publicizing and disseminating the district's sexual harassment policy to staff
3. Ensuring prompt, thorough and fair investigation of complaints in a way that respects the privacy of all parties concerned, to the extent necessary

4. Taking timely and appropriate corrective/remedial actions after completion of investigation. This may require subsequent monitoring of developments.

(cf. 4030 – *Nondiscrimination in Employment*)
(cf. 4031 – *Complaints Concerning Discrimination in Employment*)
(cf. 4117.4 – *Dismissal*)
(cf. 4118 - *Suspension/Disciplinary Action*)
(cf. 4218 - *Dismissal/Suspension/Disciplinary Action*)
(cf. 4318 - *Suspension/Disciplinary Action*)

Legal Reference:

EDUCATION CODE
200-262.4 *Prohibition of discrimination on the basis of sex, especially: GOVERNMENT CODE*
12900-12996 *Fair Employment and Housing Act*
LABOR CODE
1101 *Political activities of employees*
1102.1 *Discrimination: sexual orientation*
UNITED STATES CODE, TITLE 42
2000d-2000d-7 *Title VI, Civil Rights Act of 1964*
2000e-2000e-17 *Title VII, Civil Rights Act of 1964 as amended*
2000h-2-2000h-6 *Title IX, 1972 Education Act Amendments*
CODE OF FEDERAL REGULATIONS, TITLE 34
106.9 *Dissemination of policy*
COURT DECISIONS
Faragher v. City of Boca Raton, (1998) 118 S. Ct. 2275
Burlington Industries v. Ellreth, (1998) 118 S. Ct. 2257
Gebser v. Lago Vista Independent School District, (1998) 118 S. Ct. 1989
Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S. Ct. 998
Juarez v. Ameritech Mobile Systems, (N.D. Ill.) 746 F.Supp. 798
Dornhecker v. Malibu Grand Prix Corp., (5th Cir. 1987) 828 F.2d. 307
Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime, January, 1999
WEB SITES
EEOC: <http://www.eeoc.gov>
OCR: <http://www.ed.gov/offices/OCR>

Policy adopted: 10/13/87

Policy revised: 5/25/93; 5/14/02; 3/15/06; 12/8/09

PERSONNELCertificated Personnel

Unauthorized Release of Confidential Privileged Information

The Governing Board, administration and staff shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this district permit disclosure. Information and records pertaining to closed sessions, negotiations and student records are not subject to public disclosure under Government Code 6252-6260.

Any employee who willfully releases confidential/privileged information about students, staff or any topic properly confined to a closed session shall be subject to disciplinary action up to and including dismissal from district service. Confidential information includes any information relating to the Board's employer-employee strategies on matters in negotiation or matters to be placed in negotiation.

Any employee who willingly and for monetary gain uses or discloses confidential/privileged information as defined in Government Code 1098 is guilty of a misdemeanor. (Government Code 1098)

Any action by an employee which inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 9321 - Closed Session Purposes and Agendas)

*Legal Reference:**EDUCATION CODE*

35010 Control of district; prescription and enforcement of rules

35146 Closed sessions (re student suspension)

44031 Personnel file contents and inspection

44932 Grounds for dismissal of permanent employees

44933 Other grounds for dismissal

45113 Rules and regulations for classified service

49060-49078 Pupil records

GOVERNMENT CODE

1098 Public officials and employees: confidential information

3540 et seq. Meeting and negotiating in public employment

6252 et seq. Inspection of public records

54957 Closed session; purposes for holding; definition of "employee" exclusion of witnesses

54957.2 Taking of minutes at closed sessions; clerk; minute book

54957.6 Closed session, representatives to employee organization(s); state conciliator

LABOR CODE

1102.5 Employees: disclosure of information

UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act

Policy adopted: 5/14/02

CENTRAL UNIFIED SCHOOL DISTRICT
Fresno, California

PERSONNEL

Sexual Harassment

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 made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; 5 CCR 4916)

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

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

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

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

Training

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

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

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

Notifications

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

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

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, 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 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

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

(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Regulation approved: 5/25/93

Regulation revised: 3/7/06; 6/5/08; 11/09

COMMUNITY RELATIONS

Access to District Records

Definitions

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

Writing means any handwriting, typewriting, printing, Photostatting, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

A member of the public includes any person, except a member, agent, officer, or employee of the district acting within the scope of his/her office or employment. Governing Board members shall have the ability to access public records permitted by law in the administration of their duties. Notwithstanding, members of the Board are entitled to access to district public records on the same basis as any other person. (Government Code 6252, 6252.5)

Public Records

Records to which the public shall have access include, but are not limited to:

1. Proposed and approved budgets and annual audit of the district (Government Code 6252; Education Code 41020, 42103)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

2. Statistical compilations (Government Code 6252)
3. Reports and memoranda (Government Code 6252)
4. Notices and bulletins (Government Code 6252)
5. Minutes of public meetings (Government Code 6252)

(cf. 9324 - Minutes and Recordings)

6. Meeting agendas (Government Code 6252, 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

7. Official communications between governmental branches (Government Code 6252)

8. School-based program plans (Education Code 52850)

(cf. 0420.1 - School-Based Program Coordination)

9. Information and data relevant to the evaluation and modification of district plans

(cf. 0420 - School Plans/Site Councils)

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

10. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

11. Tort claims filed against the district and records pertaining to pending litigation which predate the filing of the litigation, unless protected by some other provision of law (Government Code 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))

(cf. 3320 - Claims and Actions Against the District)

12. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

(cf. 9270 - Conflict of Interest)

13. Contracts of employment and settlement agreements (Government Code 53262)

(cf. 2121 - Superintendent's Contract)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee shall ensure that any record containing personal information is redacted to ensure that such information, including, but not limited to, an employee's home address or social security number, is not disclosed to the public.

Confidential Records

Records to which the general public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, interdistrict or intradistrict memoranda which are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

2. Records specifically prepared for litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act **are confidential**, until the pending litigation or claim has been finally adjudicated or otherwise settled, unless the records are protected by some other provision of law (Government Code 6254, 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))
3. Personnel records, medical records, student records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

The home addresses and home telephone numbers of employees may be disclosed only as follows: (Government Code 6254.3)

- a. To an agent or a family member of the individual to whom the information pertains
 - b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
 - c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement-related functions or requests in writing that the information not be disclosed
 - d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents
4. Test questions, scoring keys, and other examination data except as provided by law (Government Code 6254)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

5. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)
6. Information required from any taxpayer in connection with the collection of local taxes

that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information (Government Code 6254)

7. Library circulation records kept for the purpose of identifying the borrower of items available in the library (Government Code 6254)

(cf. 6163.1 - Library Media Centers)

8. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

(cf. 9124 - Attorney)

9. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

10. Recall petitions or petitions for the reorganization of school districts (Government Code 6253.5)

11. Minutes of Board meetings held in closed session (Government Code 54957.2)

(cf. 9321 - Closed Session Purposes and Agendas)

12. Computer software developed by the district (Government Code 6254.9)

13. Written instructional textbooks or other materials which, when providing a copy, would infringe a copyright or would constitute an unreasonable burden on the operation of the district (65 Ops.Cal.Atty.Gen. 185 (1981))

(cf. 5020 - Parent Rights and Responsibilities)

14. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

(cf. 5141.6 - School Health Services)

15. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes

16. Records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not making the record public clearly outweighs the

public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

Every person may request a copy or inspection of any district record that is open to the public and not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request.
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records are open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by every person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or

designee.

If any person requests a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals
2. The request would require data compilation, extraction, or programming to produce the record

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, he/she shall assist the requester in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

Regulation approved: 2/02

Regulation revised: 03/07/06; 2/09

COMMUNITY RELATIONS

Access to District Records

The Governing Board recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

(cf. 3553 - *Free and Reduced Price Meals*)
 (cf. 3580 - *District Records*)
 (cf. 4112.6/4212.6/4312.6 - *Personnel Files*)
 (cf. 4112.62/4212.62/4312.62 - *Maintenance of Criminal Offender Records*)
 (cf. 4119.23/4219.23/4319.23 - *Unauthorized Release of Confidential/Privileged Information*)
 (cf. 5020 - *Parent Rights and Responsibilities*)
 (cf. 5125 - *Student Records*)
 (cf. 5125.1 - *Release of Directory Information*)
 (cf. 6162.5 - *Student Assessment*)
 (cf. 9011 - *Disclosure of Confidential/Privileged Information*)
 (cf. 9321 - *Closed Session Purposes and Agendas*)

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Legal Reference:

EDUCATION CODE

35145 *Public meetings*
 35170 *Authority to secure copyrights*
 35250 *Duty to keep certain records and reports*
 41020 *Requirement for annual audit*
 42103 *Publication of proposed budget; hearing*
 44031 *Personnel file contents and inspections*
 44839 *Medical certificates; periodic medical examination*
 49060-49079 *Pupil records*
 49091.10 *Parental review of curriculum and instruction*
 52850 *Applicability of article (School-Based Program Coordination Plan availability)*

GOVERNMENT CODE

3547 *Proposals relating to representation*
 6250-6270 *California Public Records Act*
 6275-6276.48 *Other exemptions from disclosure*
 53262 *Employment contracts*
 54957.2 *Minute book record of closed sessions*
 54957.5 *Agendas and other writings distributed for discussion or consideration*
 81008 *Political Reform Act, public records; inspection and reproduction*

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

430-438 *Individual pupil records*

COURT DECISIONS

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319

Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381

Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324

Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414

North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144

ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)

64 Ops.Cal.Atty.Gen. 186 (1981)

Management Resources:

ATTORNEY GENERAL PUBLICATIONS

Summary of the California Public Records Act, 2004

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: A Guide to the California Public Records Act, 2008

WEB SITES

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

California Attorney General's Office: <http://www.caag.state.ca.us>

Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>

State Bar of California: <http://www.calbar.ca.gov>

Policy adopted: 4/10/84

Policy revised: 2/26/02; 3/10/09

REPORTING CHILD ABUSE

Table of Contents

- I. Background Material For Reporting Child Abuse
- II. Procedures For Reporting
- III. Report Forms

I. BACKGROUND FOR REPORTING CHILD ABUSE

Following are excerpts from Child Abuse Prevention Handbook which is published by the Crime Prevention Center, Office of the Attorney General, John K. Van de Kamp, Attorney General (October 1983, Revised Edition):

What is Child Abuse?

To many, child abuse is narrowly defined as having only physical implications. In reality, child abuse is any act of omission or commission that endangers or impairs a child's physical or emotional health and development. This includes:

- Physical abuse and corporal punishment resulting in a traumatic condition.
- Emotional abuse.
- Emotional deprivation.
- Physical neglect and/or inadequate supervision.
- Sexual abuse and exploitation.

The act of inflicting injury or allowing injury to result, RATHER THAN THE DEGREE of injury, is the determinant for intervention. A parent or caretaker may begin by inflicting minor injuries. Then may increasingly cause more serious harm over a period of time. Therefore, detecting the initial small injuries and intervening with preventive action may save a child from future permanent injury or death.

The Legal Aspects

Child abusers may be arrested, prosecuted, fined, imprisoned or instructed to take part in treatment programs. The following are summaries of California Penal Code sections pertaining to crimes against children:

Penal Code Section 11165 (partially summarized) – is part of Article 2.5 – the child abuse reporting law. Section 11165 provides that a child is any person under 18 years of age, and “child abuse” is evidenced by:

- 1) Physical injury which is inflicted by other than accidental means on a child by another person.

Background For Reporting Child Abuse

The Legal Aspects

- 2) Sexual assault of a child
- 3) Willful cruelty or infliction of unjustifiable punishment or mental suffering (any act or omission proscribed by Penal Code Section 273a).
- 4) Cruel or inhuman corporal punishment or injury resulting in a traumatic condition (Penal Code Section 273d).
- 5) Severe and general neglect of a child.
- 6) Abuse in out-of-home care, including “negligent” abuse.

Reporting Child Abuse

While EVERYONE should report suspected child abuse and neglect, Article 2.5 of the Penal Code provides that it is a crime for certain professionals and laypersons who have a special working relationship or contact with children NOT to report suspected abuse to the proper authorities. Following are excerpts and summaries of sections from this article regarding child abuse reporting:

“... any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows of reasonably suspects has been the victim or child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. For the purposes of this article, ‘reasonable suspicion’ means that it is objectively reasonable for a person to entertain such a suspicion based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.”(Penal Code Section 11166.)

Failure to report by telephone and in writing within 36 hours is a misdemeanor punishable by six months in jail or a \$500 fine, or both. (For those required to report who do not do so, there may also be civil liabilities.)

Those required to report should be aware that mere reporting does not always mean that a civil or criminal proceeding will be initiated. However, all reports are investigated.

It is important to note that reporting under the law is an INDIVIDUAL statutory responsibility, and that no one should in any way interfere with an individual’s legal obligation to report. Additionally, no individual required to report is relieved of his or her obligation by depending on another person or supervisor to report the suspected incident.

Those professionals required to report by Penal Code Section 11165 and 11166 are:

Background For Reporting Child Abuse

Reporting Child Abuse

- “CHILD CARE CUSTODIAN” means a teacher, administrative officer, supervisor of child welfare and attendance, or certificated pupil personnel employee of any public or private school; an administrator of a public or private day camp; a licensed day care worker; an administrator of a community care facility licensed to care for children; headstart teacher; a licensing worker or licensing evaluator; public assistance worker; employee of a child care institution including, but not limited to, foster parents, group home personnel and personnel of residential care facilities; a social worker or a probation officer, as well as others.

Employees of community service programs or organizations for abused or neglected children under contract or agreement with a county to provide shelter, care or counseling are also considered “child care custodians”. (Welfare and Institutions Code Section 307.5)

- “MEDICAL PRACTITIONER” means a physician and surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the business and Professions Code. Physician and psychotherapist PRIVILEGES ARE APPLICABLE. The doctor or psychotherapist must file a report as mandated even if the patient does not want him to.
- “CHILD PROTECTIVE AGENCIES” are police or sheriff’s departments, county probation departments and county welfare departments.

PERSONS REQUIRED TO REPORT ARE NOT LIABLE EITHER IN CIVIL DAMAGES OR FOR CRIMINAL PROSECUTION AS A RESULT OF MAKING A REPORT. OTHER PERSONS ARE NOT LIABLE EITHER CIVILLY OR CRIMINALLY, UNLESS IT CAN BE PROVEN THAT A FALSE REPORT WAS MADE AND THAT THE PERSON KNEW THAT THE REPORT WAS FALSE. (Penal Code Section 11172.)

When making the telephone report, the following information is to be provided:

- name of the child;
- whereabouts of the child;
- character and extent of injuries and/or molestation, and any other information which led person to suspect child abuse;
- age of child; and
- address of the child and parents.

What Happens To The Reports?

Reports are investigated by either the local law enforcement agency or by the county children’s protective services agency assigned to handle dependency cases (the welfare department or juvenile probation department). If the investigation reveals evidence of criminal child abuse, the local law enforcement agency has the authority to: take the child into protective custody, file criminal charges against the parent (s) or responsible parties and/or to refer the case to probation,

welfare or another service agency (counseling, church, etc.). Ideally, this decision is made after consultation with representatives from other disciplines.

Background For Reporting Child Abuse

What Happens To The Reports?

If an investigation does not reveal evidence of criminal child abuse, but suggests other family problems or a potential abuse situation, the children's protective service agencies can attempt to intervene and provide appropriate services to, it is hoped, prevent the crisis before it happens.

Copies of all written reports received by welfare and probation agencies are to be filed immediately, or as soon as possible, with the local law enforcement agency having jurisdiction.

The reporting law is designed to ensure the local law enforcement and county social service agencies receive all reports (except general neglect), whether initially reported to them or to an alternative agency.

Professional Responsibilities

Medical professionals and other mandated reporters may be subject to civil damage suits if they fail to report. In the case of *Landeros v. Flood* (1976) 17 Cal. 3d 399, an infant, Gina, was brought into a hospital with injuries, treated and released back to her mother. Subsequently, she was treated for new and more serious injuries by a second doctor who reported the injuries as suspected child abuse. The child was made a ward of the court and a guardian ad litem was appointed. The guardian ad litem then instituted a suit on behalf of the child against the first doctor for failure to report as required by law. The California Supreme Court, reversing a lower court decision which dismissed the complaint, held that the complaint stated a cause of action based on a failure to report as required by statute. The case held that failure to perform the statutorily imposed duty to report raises a presumption that a defendant doctor failed to exercise due care. The Supreme Court sent the case back to the lower court for trial. The plaintiffs in this case sued the doctor for \$2 million, plus costs. A decision for the plaintiffs would obviously have been serious for the doctor involved. In spite of the ultimate outcome of this case (the charges could not be substantiated), it is clear that medical practitioners and other persons who have a statutory duty to report suspected cases as required by law.

Welfare and Institutions Code Section 318 (Appendix III) gives the child's counsel the right to investigate all records of reported child abuse to see if mandated reports complied with the child abuse reporting laws. The child's counsel also has the duty to recommend to the court that a civil action on behalf of the child be initiated against any mandated reporter who did not comply with the child abuse reporting laws if the child sustains ANY further injury.

School teachers, nurses, counselors, principals and supervisors of child welfare and attendance and other designated school personnel who are mandated to report suspect child abuse cases play a critical role in the early detection of child abuse and neglect. (Every school is required by law to have a supervisor of child welfare and attendance.)

Professional Responsibilities

Child abuse and/or neglect, which may include injuries, listlessness, poor nutrition, disruptive behavior, absenteeism or depression, are often seen by school personnel. Because immediate investigation of suspected abuse by proper child protective agencies may save a child from repeated injuries, school personnel should not hesitate to report suspicious injuries or behavior. Their duty is to **REPORT**, not investigate.

No one may interfere with the individual reporting responsibility; nor may a mandated reporter be absolved of responsibility by delegating to or depending on someone else to meet his/her statutory responsibility.

When two or more persons who are required to report jointly have “knowledge” of a suspected instance of child abuse, and 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 have the responsibility to make the report.

Disclosure

When the parents of an abused child ask for the name of the individual who reported when, the child protective agency will not release the name of the reporting person. Only a court can order such disclosure and will do so only under certain circumstances. Mandated reporters **MUST** give their names to a child protective agency when reporting. All reporters, however, are protected by the cloak of confidentiality described above.

II. PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE CASES

Any teacher aide or any certificated district employee is a “mandated reporter” and should follow these steps where there is a reasonable suspicion of child abuse:

1. Immediately notify the principal of the school of the child and call CHILD PROTECTIVE SERVICES 255-8320. (You and the principal may wish to make the phone call jointly.) Information you should be ready to provide Protective Services over the phone:
 - a. Your name and position
 - b. Child’s name and address
 - c. Present location of the child
 - d. Character and extend and/or molestation and other information which led to suspect child abuse
 - e. Birthdate of child, names of siblings (if possible) and,
 - f. Name (s) and address of parents.

BEFORE you conclude your conversation with Child Protective Services write down the name of the person to whom you reported and the exact time and date of the report.

2. Within 36 hours of receiving the information concerning the incident you must prepare and send a written report using Suspected Child Abuse Report (11166PC) form number SS8572.

The report is to be sent to:

CHILD PROTECTIVE SERVICES
Box 1912
Fresno, CA 93750

Two or more people may file a report jointly.

3. Send to the district Child Welfare and Attendance Supervisor a photo copy of the written report with a notation of the date, time and to whom the phone report was given.
4. Have the principal of the school phone the Child Welfare Attendance Supervisor soon after the initial telephone request.

CALIFORNIA PENAL CODE 11165

11165. As used in this article "child" means a person under the age of 18 years.

CALIFORNIA PENAL CODE 11165.7

11165.7. (a) As used in this article, "mandated reporter" is defined as any of the following:

- (1) A teacher.
- (2) An instructional aide.
- (3) A teacher's aide or teacher's assistant employed by any public or private school.
- (4) A classified employee of any public school.
- (5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
- (6) An administrator of a public or private day camp.
- (7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- (8) An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
- (9) Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
- (10) A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- (11) A Head Start program teacher.
- (12) A licensing worker or licensing evaluator employed by a licensing agency as defined in Section 11165.11.
- (13) A public assistance worker.
- (14) An employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- (15) A social worker, probation officer, or parole officer.
- (16) An employee of a school district police or security department.
- (17) Any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.
- (18) A district attorney investigator, inspector, or local child support agency caseworker unless the investigator, inspector, or caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.
- (19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, who is not otherwise described in this section.
- (20) A firefighter, except for volunteer firefighters.
- (21) A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.

(22) Any emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.

(23) A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.

(24) A marriage, family, and child therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code.

(25) An unlicensed marriage, family, and child therapist intern registered under Section 4980.44 of the Business and Professions Code.

(26) A state or county public health employee who treats a minor for venereal disease or any other condition.

(27) A coroner.

(28) A medical examiner, or any other person who performs autopsies.

(29) A commercial film and photographic print processor, as specified in subdivision (d) of Section 11166. As used in this article, "commercial film and photographic print processor" means any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, for compensation. The term includes any employee of such a person; it does not include a person who develops film or makes prints for a public agency.

(30) A child visitation monitor. As used in this article, "child visitation monitor" means any person who, for financial compensation, acts as monitor of a visit between a child and any other person when the monitoring of that visit has been ordered by a court of law.

(31) An animal control officer or humane society officer. For the purposes of this article, the following terms have the following meanings:

(A) "Animal control officer" means any person employed by a city, county, or city and county for the purpose of enforcing animal control laws or regulations.

(B) "Humane society officer" means any person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.

(32) A clergy member, as specified in subdivision (c) of Section 11166. As used in this article, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.

(33) Any custodian of records of a clergy member, as specified in this section and subdivision (c) of Section 11166.

(34) Any employee of any police department, county sheriff's department, county probation department, or county welfare department.

(35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the California Rules of Court.

(36) A custodial officer as defined in Section 831.5.

(37) Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code.

(b) Except as provided in paragraph (35) of subdivision (a), volunteers of public or private organizations whose duties require direct contact with and supervision of children are not mandated reporters but are encouraged to obtain training in the identification

and reporting of child abuse and neglect and are further encouraged to report known or suspected instances of child abuse or neglect to an agency specified in Section 11165.9.

(c) Employers are strongly encouraged to provide their employees who are mandated reporters with training in the duties imposed by this article. This training shall include training in child abuse and neglect identification and training in child abuse and neglect reporting. Whether or not employers provide their employees with training in child abuse and neglect identification and reporting, the employers shall provide their employees who are mandated reporters with the statement required pursuant to subdivision (a) of Section 11166.5.

(d) School districts that do not train their employees specified in subdivision (a) in the duties of mandated reporters under the child abuse reporting laws shall report to the State Department of Education the reasons why this training is not provided.

(e) Unless otherwise specifically provided, the absence of training shall not excuse a mandated reporter from the duties imposed by this article.

(f) Public and private organizations are encouraged to provide their volunteers whose duties require direct contact with and supervision of children with training in the identification and reporting of child abuse and neglect.

CALIFORNIA PENAL CODE 11166

11166. (a) Except as provided in subdivision (d), a mandated reporter shall make a report to an agency specified in Section 11165.9 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 followup report thereof within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated reporter possesses relating to the incident.

(1) For the purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. For the purpose of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

(2) The agency shall be notified and a report shall be prepared and sent, faxed, or electronically transmitted even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.

(3) Any report made by a mandated reporter pursuant to this section shall be known as a mandated report.

(b) If after reasonable efforts a mandated reporter is unable to submit an initial report by telephone, he or she shall immediately or as soon as is practicably possible, by fax or electronic

transmission, make a one-time automated written report on the form prescribed by the Department of Justice, and shall also be available to respond to a telephone followup call by the agency with which he or she filed the report. A mandated reporter who files a one-time automated written report because he or she was unable to submit an initial report by telephone is not required to submit a written followup report.

(1) The one-time automated written report form prescribed by the Department of Justice shall be clearly identifiable so that it is not mistaken for a standard written followup report. In addition, the automated one-time report shall contain a section that allows the mandated reporter to state the reason the initial telephone call was not able to be completed. The reason for the submission of the one-time automated written report in lieu of the procedure prescribed in subdivision (a) shall be captured in the Child Welfare Services/Case Management System (CWS/CMS). The department shall work with stakeholders to modify reporting forms and the CWS/CMS as is necessary to accommodate the changes enacted by these provisions.

(2) This subdivision shall not become operative until the CWS/CMS is updated to capture the information prescribed in this subdivision.

(3) This subdivision shall become inoperative three years after this subdivision becomes operative or on January 1, 2009, which ever occurs first.

(4) On the inoperative date of these provisions, a report shall be submitted to the counties and the Legislature by the Department of Social Services that reflects the data collected from automated one-time reports indicating the reasons stated as to why the automated one-time report was filed in lieu of the initial telephone report.

(5) Nothing in this section shall supersede the requirement that a mandated reporter first attempt to make a report via telephone, or that agencies specified in Section 11165.9 accept reports from mandated reporters and other persons as required.

(c) Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that imprisonment and fine. If a mandated reporter intentionally conceals his or her failure to report an incident known by the mandated reporter to be abuse or severe neglect under this section, the failure to report is a continuing offense until an agency specified in Section 11165.9 discovers the offense.

(d) (1) A clergy member who acquires knowledge or a reasonable suspicion of child abuse or neglect during a penitential communication is not subject to subdivision (a). For the purposes of this subdivision, "penitential communication" means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of his or her church, denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of his or her church, denomination, or organization, has a duty to keep those communications secret.

(2) Nothing in this subdivision shall be construed to modify or limit a clergy member's duty to report known or suspected child abuse or neglect when the clergy member is acting in some other capacity

that would otherwise make the clergy member a mandated reporter.

(3) (A) On or before January 1, 2004, a clergy member or any custodian of records for the clergy member may report to an agency specified in Section 11165.9 that the clergy member or any custodian of records for the clergy member, prior to January 1, 1997, in his or her professional capacity or within the scope of his or her employment, other than during a penitential communication, acquired knowledge or had a reasonable suspicion that a child had been the victim of sexual abuse that the clergy member or any custodian of records for the clergy member did not previously report the abuse to an agency specified in Section 11165.9. The provisions of Section 11172 shall apply to all reports made pursuant to this paragraph.

(B) This paragraph shall apply even if the victim of the known or suspected abuse has reached the age of majority by the time the required report is made.

(C) The local law enforcement agency shall have jurisdiction to investigate any report of child abuse made pursuant to this paragraph even if the report is made after the victim has reached the age of majority.

(e) Any commercial film and photographic print processor who has knowledge of or observes, within the scope of his or her professional capacity or employment, any film, photograph, videotape, negative, or slide depicting a child under the age of 16 years engaged in an act of sexual conduct, shall report the instance of suspected child abuse to the law enforcement agency having jurisdiction over the case immediately, or as soon as practicably possible, by telephone and shall prepare and send, fax, or electronically transmit a written report of it with a copy of the film, photograph, videotape, negative, or slide attached within 36 hours of receiving the information concerning the incident. As used in this subdivision, "sexual conduct" means any of the following:

(1) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.

(2) Penetration of the vagina or rectum by any object.

(3) Masturbation for the purpose of sexual stimulation of the viewer.

(4) Sadomasochistic abuse for the purpose of sexual stimulation of the viewer.

(5) Exhibition of the genitals, pubic, or rectal areas of any person for the purpose of sexual stimulation of the viewer.

(f) Any mandated reporter who knows or reasonably suspects that the home or institution in which a child resides is unsuitable for the child because of abuse or neglect of the child shall bring the condition to the attention of the agency to which, and at the same time as, he or she makes a report of the abuse or neglect pursuant to subdivision (a).

(g) Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9.

(h) 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.

(i) (1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article.

(2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose his or her identity to the employer.

(3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

(j) A county probation or welfare department shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse or neglect, as defined in Section 11165.6, except acts or omissions coming within subdivision (b) of Section 11165.2, or reports made pursuant to Section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare or probation department. A county probation or welfare department also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

(k) A law enforcement agency shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code and to the district attorney's office every known or suspected instance of child abuse or neglect reported to it, except acts or omissions coming within subdivision (b) of Section 11165.2, which shall be reported only to the county welfare or probation department. A law enforcement agency shall report to the county welfare or probation department every known or suspected instance of child abuse or neglect reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse. A law enforcement agency also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

CALIFORNIA PENAL CODE 11167

11167. (a) Reports of suspected child abuse or neglect pursuant to Section 11166 shall include the name, business address, and telephone number of the mandated reporter; the capacity that makes the person a mandated reporter; and the information that gave rise to the reasonable suspicion of child abuse or neglect and the source or sources of that information. If a report is made, the following information, if known, shall also be included in the report: the child's name, the child's address, present location, and, if applicable, school, grade, and class; the names, addresses, and telephone numbers of the child's parents or guardians; and the name, address, telephone number, and other relevant personal information about the person or persons who might have abused or neglected the child. The mandated reporter shall make a report even if some of this information is not known or is uncertain to him or her.

(b) Information relevant to the incident of child abuse or neglect may be given to an investigator from an agency that is investigating the known or suspected case of child abuse or neglect.

(c) Information relevant to the incident of child abuse or neglect, including the investigation report and other pertinent materials, may be given to the licensing agency when it is investigating a known or suspected case of child abuse or neglect.

(d) (1) The identity of all persons who report under this article shall be confidential and disclosed only among agencies receiving or investigating mandated reports, to the prosecutor in a criminal prosecution or in an action initiated under Section 602 of the Welfare and Institutions Code arising from alleged child abuse, or to counsel appointed pursuant to subdivision (c) of Section 317 of the Welfare and Institutions Code, or to the county counsel or prosecutor in a proceeding under Part 4 (commencing with Section 7800) of Division 12 of the Family Code or Section 300 of the Welfare and Institutions Code, or to a licensing agency when abuse or neglect in out-of-home care is reasonably suspected, or when those persons waive confidentiality, or by court order.

(2) No agency or person listed in this subdivision shall disclose the identity of any person who reports under this article to that person's employer, except with the employee's consent or by court order.

(e) Notwithstanding the confidentiality requirements of this section, a representative of a child protective services agency performing an investigation that results from a report of suspected child abuse or neglect made pursuant to Section 11166, at the time of the initial contact with the individual who is subject to the investigation, shall advise the individual of the complaints or allegations against him or her, in a manner that is consistent with laws protecting the identity of the reporter under this article.

(f) Persons who may report pursuant to subdivision (f) of Section 11166 are not required to include their names.

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**

Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY					
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO				
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE					
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY							
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)									
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL				
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY			
	ADDRESS				Street	City	Zip	TELEPHONE ()		
	PRESENT LOCATION OF VICTIM				SCHOOL	CLASS	GRADE			
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME		
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME				TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)			
	RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK			
D. INVOLVED PARTIES	VICTIM'S SIBLINGS									
	NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY
	1. _____				3. _____					
	2. _____				4. _____					
	VICTIM'S PARENTS/GUARDIANS									
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY			
	ADDRESS				Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()	
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY			
	ADDRESS				Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()	
	SUSPECT									
SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY				
ADDRESS				Street	City	Zip	TELEPHONE ()			
OTHER RELEVANT INFORMATION										
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____									
	DATE / TIME OF INCIDENT				PLACE OF INCIDENT					
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)									

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

SEXUAL HARASSMENT / TITLE IX CONSULTATION

COMPLAINANT: _____
(FIRST NAME ONLY IF COMPLAINANT WISHES TO REMAIN ANONYMOUS)

1. WHO harassed you? What is that person's role (Teacher, Student, Administrator, etc.)?
2. HOW did this harassment take place? (Be explicit).
3. WHERE did it take place?
4. WHEN did it take place? (Date and time if possible).
5. HOW OFTEN, if more than once?
6. How did you FEEL about it? What was your response?
7. In what way does the alleged harasser have POWER over the academic/career success (or well being) of the harassed? **At the present time?
8. Were there any WITNESSES? If yes, who?
9. Did you tell anyone about your experience after the incident? If YES,
 - ❖ WHO?
 - ❖ WHEN?
 - ❖ WHERE?
 - ❖ WHAT did you tell him/her?
 - ❖ WHAT was his/her RESPONSE?
10. Do you think OTHER VICTIMS might exist?

SCHOOL STATUS: _____
(i.e. STUDENT, FACULTY, OTHER EMPLOYEE, ETC)

11. Do you have, or think you can discretely obtain, KNOWLEDGE OF OTHER INCIDENTS of sexual harassment by the alleged harasser?
12. Do you know of (or perceive) any CONSEQUENCES or effects of your response?
 - ❖ Were they explicitly stated? HOW?
 - ❖ Implied? HOW?
13. If some time has elapsed since the incident, have any CONSEQUENCES occurred?

WHAT?

HOW?

14. What would you like DONE?
 - ❖ For you?
 - ❖ For others?
 - ❖ With respect to the alleged harasser?

A. Has sexual harassment occurred?

How severe is the harassment?

Does it warrant emergency action?

Is informal resolution suitable?

B. What is the potential for retaliation?

Can I realistically protect the complainant?

Can the complainant protect himself/herself?

C. What options is the complainant willing to pursue?

D. Disciplinary / Corrective measures taken:

Interviewer _____ Date _____