



2023-2024 VOLUNTEER HANDBOOK

Hawthorne School District

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Dear Volunteer,

The Hawthorne School District's Board of Trustees and Superintendent welcome and encourage parents/guardians and community members to share their time, knowledge and skills with our students. Volunteers in our schools support the District's educational program and work to support the success of each child.

We hope you enjoy supporting our students by:

- Accepting each student and encouraging the best from him or her
- Using patience and kindness
- Providing help and assistance to a child without doing the work for the student
- Finding ways to establish a good rapport with students
- Keeping a friendly but formal demeanor

As you work closely with a teacher or other member of the school staff, please:

- Respect the privacy of teachers and students by not discussing school matters away from the school campus
- Be familiar with the safety procedures of the school site
- Arrive on time and on schedule, and notify the school site in advance of any absences
- Dress in a manner that is appropriate for educational setting
- Remember HSD teachers and staff have ultimate responsibility for rules and programs and the welfare of students

This handbook provides guidelines and additional information to support volunteer involvement in our schools. Volunteers are responsible for the contents of the handbook and are expected to follow District policies and regulations. Whether you provide one hour a week, one day a month, or are a more frequent volunteer, your effort and time make a difference for our students. We want to thank you for volunteering and working to make a positive outcome for our students.

If you have questions or concerns regarding volunteering, please contact school administration.

Thank you,

Human Resources Department

Mission Statement

To maximize each student's potential to achieve educational excellence and social and emotional well-being.

Vision Statement

A diverse community of lifelong learners who excel and positively contribute to an advancing global society.

Core Values

We believe:

- Students are the focus of all decisions.
- All students, parents, staff and community members are empowered, supported and held accountable for their role in the educational process.
- A personal commitment to excellence is expected of all students, parents, staff and community members.
- A safe, innovative and supportive learning environment is maintained where resources are allocated to support social-emotional well-being, student learning, technology and collaboration.
- Local businesses, private and public agencies and the entire community are integral partners in the educational process.
- All individuals are valued and treated with dignity, courtesy and respect.



Volunteer Guidelines

Schools will follow these guidelines with respect to volunteers on school campuses:

Definitions

1. **Volunteer:** A volunteer is defined as an individual who, with school and District authorization, assists schools and/or students on an infrequent or a frequent and ongoing basis. A volunteer is at least 18 years of age. Please see the below references.

- i. Frequent and Ongoing Volunteer: necessary clearance(s) to volunteer.

1. TB test- *completed by volunteer.*

2. Megan's Law Check- *completed by school site.*

3. DOJ/FBI background check (Live Scan)- completed by volunteer.

- ii. Infrequent Volunteer: necessary clearance(s) to volunteer.

1. Megan's Law Check- *completed by school site.*

Any frequent volunteer must submit fingerprints via Live Scan and receive clearance from the Department of Justice before volunteer service. In all cases, a volunteer must check in/sign-in at the school office before entering the school campus.

2. Definition of a “Frequent Volunteer”:

- a. Volunteers who serve more than three days per month during the entire school year before, during, or after the school day. Examples include: weekly classroom and office support volunteers, parent/community coaches, tutors, enrichment providers, performing arts assistants, and volunteers.

COVID-19 Procedures

All volunteers will follow the current Los Angeles Department of Public Health (LADPH) COVID-19 guidelines.

Sign-In Procedures

1. Volunteers are required to check in/sign in and out at the School Check-In/Sign In, located in the front office each time on campus. Volunteers will be asked to scan their driver’s license using an electronic sign-in system and obtain a printed badge.
2. All volunteers are required to wear the identification badge at all times while on campus.
3. Prior to proceeding to the designated location (i.e. classroom, blacktop, garden), volunteers must be approved by the principal or assistant principal.
4. Please return the printed badge to the office as you leave the school site. For reasons of school safety, badges must not be reused or leave the school site.

Volunteer Matrix and Required Clearances

Volunteer Category	Examples	Required Clearance
Infrequent	<ul style="list-style-type: none"> - Parent or community member assisting with a special project under direct supervision - Parent conducting a classroom observation 	<ul style="list-style-type: none"> ● Complete Volunteer Application (Attachment A) ● Complete Volunteer Acknowledgement (Attachment B) ● Megan’s Law Background Check ● Receive approval from site administrator
Frequent	<ul style="list-style-type: none"> - Parent who frequently volunteers on campus or in classrooms under direct supervision of a teacher - Art Docents, under the direct supervision of a certificated teacher 	<ul style="list-style-type: none"> ● Complete Volunteer Application (Attachment A) ● Complete Volunteer Acknowledgement (Attachment B) ● Tuberculosis Test (Attachment C) ● Megan’s Law Background Check ● DOJ/FBI background check (Live Scan) - completed by volunteer. ● Receive approval from site administrator

Additional information on required clearances:

- **Megan’s Law Background Check Form:** All volunteers must have a current Megan’s Law Check Form on file with the school site (<http://www.meganslaw.ca.gov/>). The school site is responsible for completing the Megan’s Law check.
- Any volunteer applicant whose name appears on the Megan’s Law list and is required to register as a sex offender is prohibited from serving as a school volunteer in any capacity, including individuals participating in one-time activities (Education Codes 35021, 45349; Penal Code 290.95).
- **TB Test:** A volunteer who is participating on a frequent and ongoing basis as a supervised volunteer or participating as an unsupervised volunteer must have a current TB test on file with the school site office. There must be a negative TB clearance within 60 days of initial service. A completed TB test is at the expense of the volunteer. After the initial negative TB test to begin volunteering, TB clearance needs to be renewed every four years (Education Codes 45106, 45349, 49406).
- A TB test is not required for a volunteer “whose functions do not require frequent or prolonged contact with pupils” (CA Health and Safety Code Section 121545 (a)(b)).
- **Fingerprinting (Background Clearance):** Live Scan fingerprinting by the Department of Justice (DOJ) and the FBI is required for the following persons prior to the school’s submission of the volunteer application:
 - Persons volunteering in any school site or school activity on either a frequent or infrequent basis NOT under the supervision of a certificated or classified staff member. Examples include: tutors, playground assistants, mentors.
 - Volunteer coaches, regardless of the number of hours served.

A Live Scan form is attached to this packet. The District will pay for this service, however, fingerprinting is not conducted by the HSD. For a location search where Live Scan fingerprinting services are available, please access the following State Department of Justice website link: <https://oag.ca.gov/fingerprints/locations>

Please note: State law prohibits contact with students by anyone who has been convicted of a serious or violent felony (Education Code 45125).

- **Volunteer Acknowledgment:** It is important for volunteers to read over and understand their responsibility in adhering to certain rules of behavior and conduct when volunteering. Rules are not designed to restrict rights, but rather to maintain a shared responsibility in maintaining a safe and productive learning environment for students as well as a safe and productive working environment for certificated and classified school personnel.
 - HSD employees wanting to participate in a school volunteer program. HSD employees do not need to provide TB clearance when seeking to volunteer. This is already a completed requirement as an HSD employee. However, HSD employees must complete a volunteer application.

- **Volunteer Handbook Forms:** A volunteer must read over and sign all applicable forms in the Volunteer Handbook. An individual allowed to volunteer has completed all health and safety requirements as well as the school principal/administrator having signed off on the volunteer application.

Volunteer & Responsibilities

The HSD welcomes volunteers to support student learning. Please understand however volunteering is a privilege, not a right. Volunteers serve at the sole discretion of the school principal or teacher. Permission to volunteer in a school may be revoked at any time by the school principal or District administration.

Volunteers are expected to:

- Be an approved volunteer
- Check in/Sign in and out at the office. Always wear an ID badge while on school grounds
- Show respect for all staff and students as well as maintain confidentiality
- Model professional dress and communication
- Share concerns regarding students with the school staff only
- Not bring younger children to the school during your volunteer hours
- Please turn off cell phones or place cell phones on silent while volunteering in the classroom
- Use adult or faculty restrooms, not student restrooms
- Follow directions from school staff in case of emergency or emergency drill

Confidentiality and Privacy

In the course of participating as a school volunteer, individuals may have access to student information such as communication between teachers and students. Disclosure of student information is prohibited by the Family Education Rights and Privacy Act (FERPA) of 1974. There is a responsibility to maintain confidentiality at all times. Failure to do so may subject the volunteer to civil liability in addition to exclusion from a school campus.

The HSD, in all cases regarding student privacy, abides by the California Department of Education mandates on applicable federal and state laws. Personally identifiable information including a student's name and further direct personal identifiers are confidential as well as personal characteristics or other information such as "a new kid in class" that would make a student's identity traceable. In short, respect the privacy of students, teachers, and school staff members by not discussing school matters away from the school campus.

Child Abuse

If you suspect that a student may be the victim of abuse or neglect, you are expected to report it immediately to a to the school principal, counselor, or teacher.

Harassment

The HSD is expected and is required by state and federal law to provide an educational environment for students, teachers, and staff that is free from all types of discrimination and harassment, including sexual harassment, bullying, and intimidation. Volunteers who engage in harassment, intimidation or bullying on school property or at school activities will be excluded from school property and activities, as appropriate.

Safety

Safety is the responsibility of each volunteer. Observance of safety rules is important. Safety rules include:

- Reporting to the teacher or Principal:
 - Unsafe conditions
 - All suspicious persons or potentially violent situations
- Using only tools or equipment which the volunteer is qualified and authorized by the school to use.

Student safety is of primary concern. Please abide by the following rules in volunteering on a school campus. Volunteers may NOT:

- Be left alone with students
- Discipline students
- Physical contact
- Give any food or candy to a student
- Hold any student's property
- Photograph, video or otherwise record students or staff

ATTACHMENT A: School Volunteer Application

School Volunteer Application

Check One:

- Parent/Relative at Child's School: (Specify relationship):
- Associated Student Name if applicable:
- HSD Employee
- Intern
- Other: _____

First Name:		Last Name:
Address:		City:
State:		Zip Code:
Home Tel.:		Cell:
Work Tel.:		Email:

In case of emergency, please call:

Contact Name 1:	Contact 1 Phone:
Contact Name 2:	Contact 2 Phone:
School Site:	School Year:

Have you ever been convicted of a felony or a crime involving children? Y N

Volunteer's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Date Submitted: _____

Date of California Megan's Law Database Check: _____

ATTACHMENT B: Volunteer Acknowledgment

Hawthorne School District

As a volunteer in the HSD, you have a responsibility to students and to the District to adhere to certain rules of conduct and behavior. The Volunteer Guidelines and Volunteer Responsibilities are meant to articulate expected volunteer conduct and behavior. Volunteers should also be familiar with specific rules at the school(s) at which they volunteer.

PLEASE INITIAL EACH STATEMENT:

	1. I understand the California Education Code (EC 35021) permits, and District counsel advises, school districts to conduct a reference check through the Department of Justice of anyone who serves as a volunteer assisting school personnel.
	2. I will maintain confidentiality about the school learning environment, including all records and/or observations regarding students.
	3. I will always report any suspected Child Abuse to the principal immediately.
	4. I understand my volunteer services are at the discretion of the Board or through its designee, the site principal, and that my services may be terminated at any time.
	5. I will not bring younger children to the school during my volunteer hours.
	6. I agree to turn off my cell phone or place my cell phone on silent so as to not disrupt the school learning environment.
	7. I understand it is unlawful for me to photograph, video or otherwise record students and staff.
	8. I have read and agree to comply with the Technology Use Agreement.
	9. I have read and agree to comply with the Volunteer Guidelines and Volunteer Responsibilities as well as associated Board policies.

Date Submitted: _____

Volunteer's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

HAWTHORNE SCHOOL DISTRICT

Technology Use Agreement

The Hawthorne School District ("District") offers access to its technology resources, including the Internet, intranet and other network systems (collectively referred to as "Access") under the following terms and conditions to the volunteer listed below ("Volunteer").

The District requires that all volunteers utilizing district Access shall read and sign this agreement to attest to his/her familiarity with the district policies and guidelines. The volunteer agrees that with his/her use of the Hawthorne School District Access, he/she shall abide by all district policies and regulations related to the use of technology and network systems, as well as the following:

Educational Purposes: I will restrict my use of the District's access only to purposes related to my assigned duties within the District and in ways that are reasonably related to the District's adopted curriculum and educational policies. I will not use District Access for any illegal or immoral purpose. In this regard, I will not use District Access in any manner that would constitute computer hacking, violation of copyright laws (particularly installing or copying unlicensed software), violation of trade secrets or licenses, or invasion of another's privacy. Any personal use of district technology resources must abide by district policy for volunteer technology use (BP 4040), which outlines allowable uses.

Security: I will not allow an individual to access the computer system through my account. Attempts by any participant to log in to another participant's account, with the exception of District designated personnel, will result in termination of the account. I will immediately notify the system administrator if my password is lost or stolen, or if I have reason to believe that someone has obtained unauthorized access to my account.

Commercial Uses: I will not use District Access for private commercial purposes or for personal financial gain unless I have obtained permission to do so from the Superintendent or his/her Designee.

Pornography and Hate Materials: I will not use District Access to view, copy, send, or print material that is obscene, pornographic, or with a dominant appeal of sexual arousal. Nor will I use District Access to access, send, or print material that advocates hate or violence against others based on their race, national origin, gender, religion, age, disability, or sexual preference. Nor will I use District Access to access, send, or print material that provides information that could be used in the production of destructive devices such as bombs, explosives, or fireworks.

Other Prohibited Activities: I shall also refrain from using abusive or profane language in either public or private messages sent via District Access; from using the system to harass, insult, or attack others; from posting anonymous messages on the system; from using encryption or other password software to lock my system without district permission; from vandalizing the data of another user; from gaining unauthorized access to resources or files; from identifying myself with another person's name or password or using an account or password of another user without proper authorization; from theft or vandalism of data, equipment, or intellectual property; from intentionally introducing a virus or otherwise improperly tampering with the system; from degrading or disrupting equipment or system performance; or from using District Access to invade the privacy of another user.

Supervision of Students: I will provide reasonable supervision and instruction to students under my authority when they are using the District's Access per board policies (including BP 6163.4 – Student Use of Technology). In doing so, I will reasonably attempt to see to it that students adhere to their responsibilities under the Student Technology Use Agreement.

Limiting Students Who Use the Internet: I will allow only those students to use District Access who, along with their parent or guardian, have signed the Parent and Student Technology Use Agreements.

Exclusive Access At Work: I agree that the only access to the Internet that I will utilize while I am on school property will be the District's Access. I will not obtain or use any other access to the Internet from school property other than District Access, nor attempt to bypass the District network or filtering systems, unless I obtain permission from the superintendent or his/her designee in advance.

Updates to District Technology Use Policies: Due to the rapidly changing nature of today's technologies, the district may need to occasionally modify its policies, regulations or other guidelines related to technology use by volunteers and/or students. The district will make every effort to keep these items available via the district's web site (www.hawthorne.k12.ca.us) or by request from the superintendent's office. The district will make every effort to communicate with its volunteers when changes are made, but it is my responsibility to be sure to regularly read those policies, and I understand that I will held accountable for following them at all times.

I have read the above and agree to its terms and conditions.

(Print) Name

Date

Signature

Department/Site

HAWTHORNE SCHOOL DISTRICT

SOCIAL MEDIA POLICY

The Hawthorne School District understands that social media is changing the way we work, communicate with colleagues and interact with our students and community. When used properly, social media will serve to reflect the core values and vision of the District.

Some typical social media sites include: Facebook, Twitter, LinkedIn, YouTube, TeacherTube, Flickr, WordPress and Wikipedia. This policy is not limited to these specific sites, but applies to all social media.

The District shall maintain approved social media sites on behalf of the District or any of its schools, programs, classes, organizations, clubs, employees, volunteers, or students. The District and each of its schools maintains an official professional internet site overseen by District management which serves as a source of information for students, families, employees, volunteers, and the community. All content on the official District and school websites is approved by management to ensure accuracy and protection of confidential information.

Staff member use of social media in the educational environment including, but not limited to, use associated with curriculum, sports teams, extracurricular organizations and activities, clubs, or any other District-related programs or business, is subject to the following rules and guidelines:

Curricular Use: Before agreeing to any terms or conditions associated with the creation of a social media account for use with curriculum, the staff member must notify Administration or designee. Prior to communicating with students through such social media, the staff member must provide any applicable usernames or passwords maintained by the staff member which could restrict access to the social media. Administration or designee may monitor the social media account or use at any time without advance notice or consent. Staff members are responsible for monitoring student use of social media that has been incorporated into curriculum in order to promote and evaluate the instructional or educational purpose and ensure compliance with the District's Student Technology Acceptable Use Agreement.

Non-Curricular Use: Social media that is not incorporated into curriculum and that is used for the primary purpose of communicating about school-related activities should be used on a limited basis. All staff members who seek to communicate with students through social media for a purpose that is not primarily educational or instructional should notify and seek further guidance from administration prior to such use.

Use of District Logos or Trademarks: The logos and trademarks of the District and its schools may be used only on official District or school web sites or publications and in emails delivered through the District email system by current staff members. Any other use of a District or school logo or trademark is prohibited unless prior written permission is obtained from Administration or designee.

Professional Identity and Standards: When using social media within the educational environment, staff members must identify themselves by their full legal names and District titles. All content associated with staff use of social media within the educational environment must be consistent with the District's goals and professional standards.

Non-Interference: Social media use must not interfere with the educational environment or with job duties or responsibilities of staff members.

Communications with Parents/Guardians and Students: Staff members should not communicate with current District parents/guardians and students through social media sites which are personal to staff members or students, do not have an instructional or educational purpose, and/or do not communicate relevant information about school-related activities. Staff members should be mindful about maintaining appropriate professional boundaries with parents/guardians students. Should a parent/guardian or student directly or indirectly communicate to a staff member about known or suspected child abuse or neglect, a threat of harm to the student or others, or evidence of a crime, the staff member must immediately notify the appropriate authorities and Administration or designee.

Confidential Information: Communications through social media are not private. Consequently, staff members must ensure they are not sharing confidential information concerning District staff, students, or families. Social media may not be used to publish student information including, but not limited to, names, assignments, grades, attendance data, photographs, videos, or other likenesses, without permission of the student's parent or guardian.

Staff Responsibility and Liability: Staff members are responsible for their social media use and may be subject to liability if such use is found defamatory, harassing, discriminatory, threatening, or in violation of any applicable law, policy, or regulation. Staff members may also be liable if they use confidential or copyrighted information (such as music, videos, or text) belonging to others. All such postings are prohibited under this policy. If a staff member's social media use violates a law, the staff member may be subject to legal remedies and penalties including, but not limited to, any criminal law sanctions or penalties, if a criminal law is violated. The District shall not be liable, under any circumstances, for staff use of social media, and shall not reimburse volunteers for any errors, omissions, loss, or damage claimed or incurred due to any social media use.

Policies and Discipline: Staff use of social media within the educational environment shall be contingent upon compliance with the District's Social Media Policy for teachers and subject to the District's Volunteer Technology Use Agreement and Administrative Regulation, and any applicable state and federal laws, District Policies, and Administrative Regulations. Violation of this Policy may result in discipline in accordance with collective bargaining agreements, Board

Policies, and state law.

I have read and understood, and agree to abide by, the rules and guidelines in the District's Social Media Policy.

(Print) Full Name

Date

Signature

Department/Site

Child Abuse Prevention and Reporting Procedures

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in

Penal Code 11165.4 Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student. (Education Code 49001)

(cf. 5144 - Discipline)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)
Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security

officers; licensed nurse or health care provider; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

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/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the 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. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/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 the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Department of Children and Family Services 1-(800) 540-4000

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall then prepare, and either send, fax, or electronically submit to the appropriate agency, a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the Department of Justice form from either the district or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade and class
- c. The names, addresses and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, volunteers reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Training of mandated reporters shall include child abuse identification and mandated reporting. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

Victim Interviews by Social Services

Whenever a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school volunteer or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.

4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of this administrative regulation which contains procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education under 5 CCR 4650.

Notifications

The Superintendent or designee shall provide all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, informs them of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district shall also provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report.

Additional Finger Printing Information

Fingerprint Location Used by Hawthorne School District

<u>Location</u>	<u>Hours</u>	<u>Rolling Fee</u>	<u>Payment</u>
Macias Tax, Notary, Public, Live SCAN & Insurance Service (Certifix) 14623 Hawthorne Blvd. #405 Lawndale, CA 90260 (310) 973-8918/(424) 297-1239	Call for appointment	Paid by Hawthorne School District	Paid by Hawthorne School District