

# NEW VOLUNTEER COACH

## Please bring the following to your fingerprint appointment:

- State-issued driver's license or identification card** (Must be unexpired)
- A **money order** for \$79.00 payable to HLPUSD (for DOJ & FBI LiveScan) (No cash, checks, or cards accepted)
- The **completed coaching packet** (please do not include handouts – for your reference only)
  - *Volunteer Application must be signed by Principal/Asst. Principal & Athletic Director*
- If available, most recent **TB test results** (If new to HLPUSD, must be within 60 days of start date)

## Verify that the following items are up-to-date and valid for entire school year:

- Original** CPR Card or Certificate (Must include hands-on training, valid for 2 years)
- Original** First Aid Card or Certificate (Must include hands-on training, valid for 2 years)
- Concussion in Sports certificate (Renewal is tied to CPR/First Aid renewal date)
- Sudden Cardiac Arrest certificate (Renewal is tied to CPR/First Aid renewal date)
- Heat Illness Prevention certificate (Renewal is tied to CPR/First Aid renewal date)
- Fundamentals of Coaching certificate (Does not apply to elementary coaches and Dance, Drill Team, Band, or Badminton)
- \*\*Cheer/Pep Coaches: USA Cheer Spirit Safety Certification (previously known as AACCA National Safety Certification)
- \*\*Water Polo/Swimming Coaches: Basic Water Rescue, Safety Training for Swim Coaches, or Lifeguarding certification from American Red Cross (must include in-water training)

**High School Coaches** – Please contact your Athletic Director for any questions regarding your application or certifications.

**Elementary and Middle Coaches** - Please contact the principal for any questions regarding your application or certifications.

**Human Resources will contact you if any additional information is required.**

**REMINDER: If you change your name, move, or change any of your contact information from this point on, please visit Human Resources as soon as possible to request a change of information form. This request must be submitted in person with a valid photo ID in order to update your information in our database.**



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT  
 Human Resources Department  
**EXTRA DUTY ASSIGNMENTS/COACHES - NEW VOLUNTEER COACH**

**School Site:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

Note: Please print and complete the **bold** items along with this form and submit them to authorized school personnel or Human Resources.

<b>Initials</b>	<b>Form Name</b>
	<b>Application</b>
	<b>Important Form</b>
	<b>Employee/Student Interaction Notice</b>
	<b>No Drive Notification Letter</b>
	<b>Emergency Contact Information</b>
	<b>Mandated Reporting Requirement for Coaches</b>
	<b>Annual Employee Reminders (Form #1870)</b>
	Required Certifications/Coaching ID Badges Handout
	<b>Global Positioning System (GPS) Device - Fact Sheet</b> <i>(one-time requirement only)</i>
	Child Abuse and Neglect Staff Handbook

<b>Initials</b>	<b>Form Name</b>
	Form W-4 - Withholding Allowance
	Oath of Allegiance (Form #1001)
	HLPUSD Warrant Recipient Designation (Form #1048)
	CALPERS Form (EAMD-801)
	Form I-9 - Employment Eligibility Verification
	Health Information Privacy Practices
	Worker's Compensation Information
	Employee Assistance Program - REEP
	Payroll Schedule
	Retirement Questionnaire
	<b>HLPNet Membership Application (if applicable)</b>

I acknowledge that I have received, read, completed and understand all of the above information.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

HUMAN RESOURCES DEPARTMENT ONLY	
Assignment(s): _____	
<input type="checkbox"/> Certificated _____	<input type="checkbox"/> Stipend
<input type="checkbox"/> Classified _____	<input type="checkbox"/> Site-Funded
<input type="checkbox"/> Walk-on	<input type="checkbox"/> Volunteer



# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

## Volunteer Coach Annual Application

 NEW

 Renewal

### Applicant Information

Name:		
Maiden Name:	Other Legal Names:	Date of Birth:
Current Address:		
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	Work Phone:
Activity or Sport:	School/Site:	Date Filed:

Have you ever tested positive for Tuberculosis?  Yes  No If the answer is yes, when?

**PLEASE NOTE** that Education Code 35021 prohibits registered sex offenders from serving as volunteer non-teaching aides. In addition, pursuant to Education Code 45349 any volunteer instructional aide is also subject to the provisions of Education Code 35021. Before authorizing any person to serve as a volunteer non-teaching aide or a volunteer instructional aide, Education Code 35021.1 authorizes the Superintendent or designee to ask a local law enforcement agency to conduct an automated records check or call the Department of Justice to determine that the individual is not a registered sex offender. Volunteers shall be informed that the District is conducting this records search. (initial) \_\_\_\_\_

**MUST READ!** Have you, as a juvenile or adult, ever been convicted, fined, imprisoned, placed on probation or sentenced in any civil, criminal, or military court, or have you ever forfeited bail?  Yes  No

If you answered YES, please list ANY misdemeanor and/or felony offenses, including driving under the influence (DUI), set asides and expungements for which you have been convicted or received a withheld judgment within your lifetime. You must include minor traffic violations if they resulted in the issuance of a warrant, drunk driving convictions and convictions dismissed following probation. Some juvenile offenses for which an individual is charged as an adult (tobacco, alcohol, and drug charges) and traffic citations or moving violations such as inattentive driving may fall into this category. **It is the applicant's responsibility to verify the accuracy of the information contained within the record.**

Offense & Date	City, State	Sentence or Fine

I declare under penalty of perjury that the foregoing information is true and correct to the best of my knowledge and ability. I authorize Hacienda La Puente Unified School District to receive any and all information related to my criminal records.

**I understand any misstatement of material fact or omission herein may be grounds for rejection of my application or discharge from school district employment on the basis of falsification of the application.**

\_\_\_\_\_ Signature \_\_\_\_\_ Date

### Emergency Contact

Name of a person to contact in case of an emergency:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			
Personal Physician:	City:	Phone:	

Are you currently volunteering on a campus in our district?	<input type="checkbox"/> Yes <input type="checkbox"/> No	At which school?
Have you EVER been a volunteer on a campus in our district?	<input type="checkbox"/> Yes <input type="checkbox"/> No	At which school?
Are you a current employee in our district?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Job Title: Work Location:
Have you ever held a position where you had supervisory authority over students?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please elaborate:

## **NOTICE REGARDING WORKERS' COMPENSATION**

Please be advised that participation in District-sponsored activities by their very nature, pose the potential risk of serious injury/illness to authorized participants. Hacienda La Puente Unified School District does not provide Workers' Compensation benefits to volunteers who sustain an injury/illness while engaging in District-sponsored activities. Furthermore, you understand, acknowledge, and agree that the District, its employees, officers, agents or volunteers shall not be liable for any injury/illness associated with preparing for or participating in District-sponsored activities

(initial) \_\_\_\_\_

## **VOLUNTEER GUIDELINES STATEMENT**

As a volunteer in the Hacienda La Puente Unified School District, I agree to the following:

1. I will sign in at the school office when I arrive on campus.
2. I will follow the school and classroom rules.
3. I will support the teacher's instructional programs and classroom discipline plan.
4. I recognize that all children learn at different rates. When working with a student, I will be encouraging and support their learning process in a positive manner.
5. I will maintain confidentiality of student behavior and academic performance that I observe while volunteering.
6. I understand that my volunteer assignment is at the discretion of the classroom teacher and/or site administrator. My services will be used where they are believed to be most appropriately matched with school/classroom needs.
7. I understand that my volunteer activities must be under the supervision of a staff member at all times.
8. I have read and agree to follow safety rules and regulations listed in the District Illness Injury Prevention Program.
9. I will report any student/staff injury or unsafe conditions immediately to the Risk Management Department at (626) 933-3860. (initial) \_\_\_\_\_

## **ACTIVITY SUPERVISOR CLEARANCE CERTIFICATE**

Pursuant to AB 1025 (Chap. 379, Stats. 2009), all non-certificated employees and volunteers that will supervise, direct, or coach a student activity program are required to obtain an Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing by July 1, 2011. It is the responsibility of the Volunteer to obtain and maintain the ASCC with the Commission on Teacher Credentialing, failure to do so will result in immediate dismissal. Volunteers are required to pay for all fees necessary to obtaining the ASCC. (initial) \_\_\_\_\_

## **INSTALLATION OF PLAYGROUND EQUIPMENT**

The Superintendent or designee shall ensure that playgrounds comply with 22CCR 65700-65750 pertaining to the design, installation, inspection, and maintenance of playgrounds and playground equipment.

New playground equipment shall be either: (22 CCR 65730)

Assembled and installed by or under the direct supervision of an individual authorized by the manufacturer.

Inspected by a certified playground safety inspector prior to its first use. (initial) \_\_\_\_\_

## **Professional References (For Volunteer Coaches Only)**

References must be from an employer (supervisor) or school/program administrator from your current or most recent place of employment or service. A minimum of one reference is required.

Your Current/Most Recent Job Title:

Organization/Company:

Reference Name:

Phone Number:

Reference Title:

E-Mail:

## **For School Use only**

Requested by:

Interviewed by:

Recommended for approval by:

Principal's Signature: \_\_\_\_\_

## **Volunteer Applicant's Signature**

Signature of Volunteer Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

# IMPORTANT For Volunteer Coaches

Name: \_\_\_\_\_

## COACHES MUST COMPLETE THE FOLLOWING MANDATORY REQUIREMENTS:

(Initials required on #5b #10a, #11, #12 & #13. Signature required on page 2)

1. Structured interview with school site administrator and completion of reference check (New candidates only)
2. Volunteer paperwork should be uploaded to Home Campus (Coaches Clearance) for High School Coaches. Elementary and Middle School Coaches should submit volunteer paperwork to site administrator.
  - a. For returning coaches, has your employment changed recently? Yes No  
If yes, please provide reference information below. (Note: References must be from an employer (supervisor) or school/program administrator from your current or most recent place of employment or service.)

Your Current/Most Recent Job Title:	Organization/Company:
Reference Name:	Phone Number:
Reference Title:	E-Mail:

3. Fingerprint processing and clearance by the Department of Justice (DOJ) – AB 1610 Ed Code 45125c and FBI – AB 346. A **money order** in the amount of \$79 payable to **HLPUSD**, which is required for LiveScan. (New candidates only)
4. Verification of a mantoux (TB) test for tuberculosis or TB Risk Assessment (valid for four (4) years). **Initial results must be within the past 60 days.**
5. Completion of First Aid and CPR certification (must be valid for entire assignment). If certification expires within coaching season, it must be renewed BEFORE the start of the coaching assignment.
  - a. Elementary/Middle Schools: **Child and Adult CPR** are required. High Schools: **Adult CPR** is required.
  - b. **All First Aid and CPR certification must include hands-on training. Acceptable agencies include: American Red Cross, American Heart Association, American Safety & Health Institute, American CPR Training, EMS Safety, and CPR & More.** \_\_\_\_\_ (initials)
6. Have you ever coached in a CIF member school in the past?  
(Does not apply to elementary coaches and Dance, Drill Team, or Band)
  - Yes** – You must complete the **CIF Fundamentals of Coaching** program (www.NFHSLearn.com).
  - No** – A one-time waiver of this requirement may be granted for the first sports season and will expire upon the completion of that sports season.
7. Completion of the following certifications on **www.NFHSLearn.com**:  
(Renewals are directly tied to the renewal date of the First Aid and CPR certification – every two (2) years)
  - **Concussion in Sports – What You Need to Know**  
Also acceptable from www.cdc.gov (**Heads Up: Concussion in High School Sports**)
  - **Sudden Cardiac Arrest**
  - **Heat Illness Prevention**
8. Completion of **Keenan SafeSchools** trainings (required annually):
9. Cheer/Pep Coaches: Completion of **Cheer and Dance Safety Certification**, previously known as AACCA National Safety Certification Program (Stunt Certificate). Also required for Dance coaching with stunts. Valid for four (4) years, must renew before expiration date.
10. Water Sports Coaches: Completion of water safety certification.
  - a. **We will only accept one of the following through American Red Cross: Basic Water Rescue, Safety Training for Swim Coaches or Lifeguarding. Courses must include in-water training.** \_\_\_\_\_ (initials)
11. Coaches will be tasked with supervising students while on campus, bus and/or various other venues. It is essential to follow all guidelines and to use effective supervisory strategies, such as maintaining visual contact with all students, setting clear boundaries, and proactively addressing any behavioral issues that may arise. \_\_\_\_\_ (initials)
12. Coaches will not be considered cleared and approved to coach until they have been issued a current photo badge for the school year. Coaching badges must be worn at all times while on school premises. \_\_\_\_\_ (initials)
13. I understand that I will not be receiving payment or any other form of compensation from HLPUSD or any third parties **during the dates indicated below.**

**Start Date** \_\_\_\_\_ **End Date** \_\_\_\_\_ **Initials** \_\_\_\_\_

\*\*\***(Signature required on page 2)**\*\*\*

# **I M P O R T A N T** For Volunteer Coaches

## **SIGNATURE REQUIRED FOR ALL VOLUNTEER COACHES**

**COACHING VOLUNTEERS WHO FAIL TO HAVE THE ABOVE-LISTED REQUIREMENTS COMPLETED PRIOR TO HAVING A COACHING ASSIGNMENT ARE NOT AUTHORIZED TO WORK WITH STUDENTS!!**

By signing below, I acknowledge that I must complete all mandatory requirements and receive authorization from Human Resources and site administration before I can begin any coaching assignments.

<b>Printed</b> <b>Name</b> _____	<b>Signature</b> _____	<b>Date</b> _____
<b>Site</b> _____	<b>Assignment</b> _____	Additional Assignment _____

# REQUIRED CERTIFICATIONS

**We accept CPR & First Aid certification from the following agencies only (must include hands-on training - no exceptions, typically renewed every two (2) years):**

American Red Cross  
American Heart Association  
American Safety & Health Institute  
American CPR Training  
EMS Safety ([www.emssafetyservices.com](http://www.emssafetyservices.com))  
CPR & More ([www.cprnmore.com](http://www.cprnmore.com))

## **Campus Locations that offer CPR & First Aid Classes:**

Willow Adult (American Heart Association)  
14101 E. Nelson Ave  
La Puente, CA 91744  
(626) 934-2801 or 2808

**CIF: Fundamentals of Coaching** – One time only, no renewal needed.

Course is available on [www.NFHSLearn.com](http://www.NFHSLearn.com)

*(Required for HS Cheer/Pep; not required for elementary coaches and Dance, Drill Team, Band, or Badminton)*

## **The following certifications must be completed together with CPR/First Aid:**

Free courses are available on [www.NFHSLearn.com](http://www.NFHSLearn.com)

- **Concussion in Sports** (Also acceptable from [www.cdc.gov](http://www.cdc.gov) – [Heads Up: Concussion in High School Sports](#))
- **Sudden Cardiac Arrest**
- **Heat Illness Prevention**

*(Note: Renewals for the above certifications are tied directly to CPR & First Aid renewal date)*

**Keenan trainings must be completed annually at [hlpusd.keenan.safeschools.com](http://hlpusd.keenan.safeschools.com).**

*(Note: Keenan trainings must be assigned by school administrator)*

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**Water Safety Certification** — Coaches involved in Aquatics (Swimming, Water Polo) must complete water safety certification from **American Red Cross**; **courses must include in-water training**, renewed every two (2) years.

## **We accept the following certifications only (no exceptions):**

- [Basic Water Rescue](#)
- [Safety Training for Swim Coaches](#)
- [Lifeguarding](#)

**USA Cheer Spirit Safety Certification** (Previously known as AACCA National Safety Certification Program) Stunt certification for Cheer/Pep coaches only (also required for Dance coaching that involves stunts). Course is available on [www.NFHSLearn.com](http://www.NFHSLearn.com) - One time only, no renewal needed



# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

15959 E. GALE AVE.

CITY OF INDUSTRY, CA 91745-0002

## Coaching ID Badges

**Coaches will not be considered cleared and approved to coach until they have been issued a current photo badge for the school year. Coaching badges must be worn at all times while on school premises.**

### 1. New Coaches:

- A photo will be taken during your fingerprinting appointment. After fingerprints have cleared and all necessary documents are completed and have been received you will be placed on the School Board Agenda for approval.
- Once approved, a badge will be issued by HR.

### 2. Returning Coaches:

- Returning coaches cannot coach until they have been cleared by HR. Paid coaches must also be Board approved prior to starting assignment.
- A new badge indicating the current school year will be issued.
- Badges from previous years must be returned before a new one will be issued.

### 3. Replacement Badge:

- \$10.00 First Replacement Fee – paid to HR
- \$25.00 Second Replacement Fee – paid to HR
- If a third replacement is necessary, Principal, Assistant Principal, & Athletic Director will be notified. HR will wait for instructions from the site.

### 4. Temporary Badge:

- Coaches who have forgotten or misplaced their coaching badges may be issued a temporary badge by the Principal/Assistant Principal at site.
- These badges are issued on a temporary basis only and shall not be used on a regular basis.



# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

## OFFICE OF HUMAN RESOURCES

15959 E. GALE AVE. • CITY OF INDUSTRY, CA 91745 • (626) 933-3837 • FAX(626) 855-3594

### **Employee/Student Interaction Notice**

All District employees should read and understand this notice and behave in a manner to avoid even the appearance of misconduct. A District employee who violates this notice will be subject to appropriate disciplinary action.

Under California law, it is a crime for an adult to have any sexual relationship with a minor. In addition, California law and Board Policy require "mandated reporters" to report to child protective services or to law enforcement any suspected sexual assault or sexual exploitation of a minor. This includes any suspected sexual relationship between an adult and a minor. Any District employee who reasonably suspects that an adult is having a sexual relationship with a student must report the suspicion to child protective services or law enforcement immediately. Immediate reporting is crucial for the protection of the student(s) and the community as a whole.

#### Purpose

The Hacienda La Puente Unified School District expects all its employees to conduct themselves at all times in a manner that reflects standards consistent with the law and with the Board Policies, Board Goals, and Guiding Principles of the District. It is the purpose of this notice to make sure all District employees understand and demonstrate proper judgment in observing the prohibitions which must govern their conduct and recognize their responsibility to respond appropriately to unacceptable behavior by co-workers and/or students. This notice specifies boundaries related to potentially sexual situations and conduct which is contrary to accepted behavior and in conflict with the duties and responsibilities of District employees. In addition, this notice alerts all District employees about problematic matters involved in employee/student relationships, provides guidance for employees in conducting themselves in a manner that reflects high standards of professionalism, and provides notice that potential improper action may have significant consequences. This notice establishes guidelines to be followed by all District employees when interacting with a student.

1. School instruction, counseling and other administrative tasks which require the presence of students should be accomplished on school premises within the normal school day.
2. Whenever it becomes necessary for a District employee to meet with a student/students outside of the normal school day or to conduct instruction or participate in school-related extracurricular activities outside of the school premises, such activities should be accompanied with the written approval of the school principal and of the parent/guardian of the student(s).
3. District employees should only be alone with a single student when it is educationally necessary or is a requirement of that employee's position and has been authorized by the employee's administrator.



*The Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.*

#### *Vision Statement:*

*all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.*

4. In the event a school activity requires traveling and the District employee is called upon to drive or otherwise provide transportation, the activity and transportation must be approved in writing by the site principal and by the parent/guardian prior to the required travel (see District AR 3541.1).
5. District employees never should travel alone with a single student without having acquired written permission from the principal and from the parent/guardian District (See District AR 3541.1).

This notice prohibits any type of sexual relationship, sexual contact, or sexually-nuanced behavior between a District employee and a student without regard to the student's age. This prohibition applies to students of the same or opposite gender of the District employee. It also applies regardless of whether the student or the school employee initiated the sexual behavior, and whether or not the student welcomes the sexual behavior and/or reciprocates the attention. This prohibition includes sexually-nuanced communication via internet chat rooms, social networking web sites, cell phones, or any other form of electronic communication or other types of communication.

#### Examples of Inappropriate/Unacceptable Behavior

These examples establish general knowledge among all District employees that trespassing beyond the acceptable boundaries for an employee/student relationship is deemed an abuse of power and a betrayal of public trust. While some situations may seem innocent, from a student or parent/guardian point of view, they can be perceived as flirtation or as being sexual in nature.

The following illustrative examples of inappropriate behavior are intended as guidance for preventing relationships that could lead to, or may be perceived as, sexual misconduct. While, by their very nature, examples are not the sum total of all possible inappropriate behaviors, they will assist in future decision-making.

1. Making, or participating in, sexually inappropriate comments or actions.
  - A. Sexual jokes, or jokes/comments with sexual double-entendre;
  - B. Kissing of any kind;
  - C. Listening to or telling stories that are sexually oriented;
  - D. Inappropriate physical contact;
  - E. Remarks about the physical attributes or physiological development of anyone;
  - F. Sending a student/students inappropriate email, text messages, or communication via a social networking website (e.g., MySpace, Facebook).
2. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
  - A. Intentionally being alone with a student at or away from the site;
  - B. Except for extremely rare emergency situations, giving a student a ride to/from school or school activities without written approval from the principal and from the parent/guardian (see District AR 3541.1);
  - C. Giving gifts of a personal and/or intimate nature to an individual student;
  - D. Seeking emotional involvement (which can include intimate attachment) with a student beyond



- the normative care and concern expected of an educator;
- E. Being alone in a room with a student on District property with the door closed unless it is educationally necessary or is a requirement of the employee’s position or is authorized by the employee’s administrator;
- F. Excessive, non-educational attention toward a particular student;
- G. Allowing students in your home without written approval from the principal and from the parent/guardian and without a parent/guardian or other responsible adult present;

**Consequences of Inappropriate Behavior**

A District employee’s sexual misconduct with a student harms the student victim. It also disrupts the education of other students, hinders the instructional focus of the District, and harms the reputation of the District. Therefore, a District employee who is accused of sexual misconduct with a student becomes at risk for disciplinary action, for loss of job as well as for criminal and/or civil legal actions.

**Acknowledgement of Receipt**

This notice will be presented to and signed by all District employees as part of their initial employment and as part of on-going training.

**Legal Reference**

United States Code

Title IX, Education Act Amendments, 1972; 20 U.S.C §1681

My signature acknowledges I have received, read and understand the *Employee/Student Interaction Notice*.

Employee

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Witness

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



*Vision Statement:*  
 he Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.





**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT**

15959 E. GALE AVENUE • CITY OF INDUSTRY, CA 91745 • (626) 933-3830 • (626) 855-3594

Congratulations on your selection as a Coach for our district. We appreciate your willingness to work with our students. Please be reminded that under no circumstances are you to drive or operate a district vehicle including utility and golf carts unless expressly authorized and trained by the Transportation Department.

In addition, at no time are you permitted to drive district students in your own vehicle, nor are you authorized to coach any of our students privately in your home or any other off -site facility without the expressed written permission of the district. Failure to adhere to these directives will result in automatic termination.

If you have any questions or concerns, please do not hesitate to call.

Sincerely,

Kevin Maldonado  
Acting Assistant Superintendent  
Human Resources

-----  
My signature acknowledges I have received, read and agree to the terms in the information stated above.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*Vision Statement:*

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**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT**

15959 EAST GALE AVENUE • CITY OF INDUSTRY, CA 91745 • (626) 933-3840 • FAX (626) 934-4849

**EMPLOYEE INFORMATION SHEET**

**EMPLOYEE INFORMATION**

Full Legal Name \_\_\_\_\_  
*(please print)* Last First Middle

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Social Security Number \_\_\_\_\_  
*(mm/dd/yyyy)* (last 4 digits only)

Address \_\_\_\_\_  
Street Address Apartment, Unit, Suite, etc.  
City State Zip Code

Phone Number(s) Home \_\_\_\_\_ Cell \_\_\_\_\_

Personal E-mail Address \_\_\_\_\_

**WORK INFORMATION (COMPLETED BY HUMAN RESOURCES)**

Job Title \_\_\_\_\_ Employee Type \_\_\_\_\_  
Work Location \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

In case of an emergency, please contact the following *(Please try to provide three contacts):*

Name (First, Last) \_\_\_\_\_ Cell \_\_\_\_\_  
Relationship \_\_\_\_\_ Home \_\_\_\_\_  
Work \_\_\_\_\_

Name (First, Last) \_\_\_\_\_ Cell \_\_\_\_\_  
Relationship \_\_\_\_\_ Home \_\_\_\_\_  
Work \_\_\_\_\_

Name (First, Last) \_\_\_\_\_ Cell \_\_\_\_\_  
Relationship \_\_\_\_\_ Home \_\_\_\_\_  
Work \_\_\_\_\_

**EMPLOYEE ATTESTATION**

I certify that all information provided on this form are true and complete to the best of my knowledge and understand that it is my responsibility to notify the District through the Human Resources Department should any of this information change in the future.

Employee Name (Print) \_\_\_\_\_ Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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## RACE/ETHNICITY SELF-IDENTIFICATION

**(VOLUNTARY – Response is OPTIONAL)** Hacienda La Puente Unified School District is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the District invites employees to voluntarily self-identify their race and ethnicity. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement.** When reported, data will not identify any specific individual.

*(Sources: Equal Employment Opportunity Commission, California Department of Education)*

### ETHNICITY

Are you Hispanic or Latino? *A person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment.*

\_\_\_\_\_

### RACE

Choose one or more (regardless of ethnicity):

American Indian or Alaska Native *A person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment.*

Asian: *A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam).*

- Cambodian     Japanese
- Chinese         Korean
- Hmong           Laotian
- Indian           Vietnamese
- Indonesian     Other \_\_\_\_\_

Black or African American *A person having origins in any of the black racial groups of Africa.*

Filipino *A person having origins in any of the original peoples of the Philippine Islands.*

Pacific Islander: *A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands (excludes the Philippine Islands).*

- Guamanian     Samoan
- Hawaiian      Other \_\_\_\_\_

White *A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (e.g., England, Portugal, Egypt, and Iran).*

Language Ability (Other than English)	
Please specify any language(s) with which you have some proficiency in any of the following categories that apply.	
Fluent in:	Translator:
Can use in conversation:	Interpreter:
Can read with understanding:	
Can write in:	

I certify that all statements made on this form are true and complete to the best of my knowledge.

Print Name

Signature

Date



**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT**

15959 EAST GALE AVENUE • CITY OF INDUSTRY, CA 91745 • (626) 933-3840 • FAX (626) 934-4849

**Mandatory Employee Training Requirements**

The following trainings are **REQUIRED** for district employees to complete:

<b>Training</b>	<b>Required Classification</b>	<b>Training Schedule</b>
Mandated Reporter: Child Abuse and Neglect	All Employees	Annually*
Sexual Harassment: Policy and Prevention (SB 1343)	All Employees	Annually*
Active and Effective Supervision	All Employees	Annually*
Active Assailant Preparedness	All Employees	Annually*
Youth Suicide: Awareness, Prevention, and Postvention	All Employees	Annually*
Child Care Mandated Reporter: AB 1207	Child Development Staff only	Every two (2) years

\* Note: "Annually" refers to school year, not calendar year.

**Required Trainings for Mandated Reporters:**

**AB 1432** requires mandated reporter training on all school districts, county offices of education (COEs), state special schools and diagnostic centers operated by the California Department of Education (CDE), and charter schools and their school personnel in California. Agencies are required to do all of the following:

- Annually train employees and persons working on their behalf who are mandated reporters under the Child Abuse and Neglect Reporting Act (CANRA) on their abuse and neglect reporting requirements.
- Train new employees and persons working on their behalf who are mandated reporters within six (6) weeks of each person's employment.
- Develop a process for all persons required to receive training under the law to provide proof of completing this training within the first six (6) weeks of each school year or within six (6) weeks of that person's employment.

**AB 1207 (Child Development only)** requires a person who becomes an administrator or employee of a licensed child day care facility to complete the mandated reporter training specific to child day care personnel. Agencies are required to do all of the following:

- Provide training within the first 90 days that he or she is employed at the facility.
- Shall provide mandated reporter training every two (2) years following the date on which he or she completed the initial mandated reporter training.

**An e-mail with your username and link to sign into your Keenan SafeSchools training dashboard will be sent to your district email address; a password is not required to log in to your account.** You will receive email notifications until all required modules are completed. Human Resources will print the certificates of completion and place them in your personnel file. You will have access to the Keenan SafeSchools training website (including certificates of completion for your records) for as long as you remain a district employee.

**Please initial the following and sign below:**

- I understand that I must complete all required training modules listed above within six (6) weeks of my employment. (Coaches Only: I understand I must complete the training modules prior to the start of my assignments.)**
- I understand I will be provided time and resources to complete my trainings during my regular scheduled work hours to commence on my first day of employment, and I will coordinate with my supervisor for accommodation. (Coaches: Does not apply.)**
- I understand that I will not receive additional compensation for time I choose to spend completing any trainings outside of my regular scheduled work hours.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name (Print)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date





**Global Positioning System (GPS) Device – Fact Sheet**

All vehicles operated by Hacienda La Puente Unified School District (HLPUSD) are equipped with Global Positioning System (GPS) Devices.

The GPS device tracks the following data:

- Geographical Location of the Vehicle
- Speed of the Vehicle
- Mileage driven
- Distance traveled
- Start, Stops and Idle times
- Engine Emergency Codes

HLPUSD vehicles are affixed with a sticker to indicate that the vehicle is equipped with a GPS tracking device.

The GPS data is usually stored for a period of 12 months. Superintendent or designee can extend the storage period for specific cases/incidents.

Only designated staff or authorized vendors are allowed to install, service, repair, remove, reposition, or alter GPS hardware or software. Intentional damage, tampering and/or disabling of vehicle GPS equipment, defacing, or removing the sticker without approval is prohibited and may result in disciplinary action.

The GPS data is considered “Public Records” as defined under California Public Records Act. (Government Code 6250 et al.)

Employees are required to adhere with all policies, procedures, applicable laws, and regulations when driving and operating a District vehicle.

\*\*\*\*\*

I certify that I understand the GPS Device - Fact Sheet and agree to adhere to the policies when driving a HLPUSD vehicle.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT**

Office of the Assistant Superintendent, Human Resources

To: HLPUSD Employees  
From: Kevin J. Maldonado, Acting Assistant Superintendent  
Regarding: 2025-2026 Annual Employee Reminders

These are annual reminders that your administrator/supervisor will review with you.

Department of Fair Employment and Housing-

- DFEH E20 (**New**) – Survivors of Violence and Family Members of Victims Right to Leave
- DFEH EO7 (**Revised**) - California Law Prohibits Workplace Discrimination and Harassment
- DFEH EO4 - Transgender Rights in the Workplace
- DFEH E09 (**Revised**) - Your Rights and Obligations as a Pregnant Employee
- DFEH 100-21 (**Revised**) - Family Care and Medical Leave and Pregnancy Disability
- DFEH 185 - Sexual Harassment
- DFEH E18 - Reproductive Loss Leave

Board Policies and Administrative Directives-

- Board Policy/Directive - 1113 District and School Web Sites
- Board Policy/Directive - 1311 Civility Policy
- Board Policy/Directive - 1312.3 Uniform Complaint Procedure
- Board Policy/Directive - 3513.3(a) Tobacco Free School
- Board Policy/Directive - 3520 Use of District Computers/Network
- Board Policy - 4020 Drug and Alcohol-Free Workplace
- Board Policy/Directive - 4030 Nondiscrimination in Employment
- Directive - AR 4031 Complaints Concerning Discrimination in Employment
- Board Policy (**Revised**) - 4040 Employee Use of Technology
- Board Policy - 4119.21, E 4119.21(a)(b)(c), E 4219.21, E 4319.21 Professional Standards & Code of Ethics
- Board Policy - 4119.22, 4219.22, 4319.22 Dress and Grooming
- Board Policy - 4131.7, 4231.7, 4331.7 Weapons and Dangerous Instruments
- Board Policy/Directive - 4119.11, 4219.11, 4319.11 Sexual Harassment – Employees
- Board Policy - 5131.2 Bullying
- Board Policy/Directive - 5141.4 Child Abuse Reporting
- Board Policy/Directive - 5141.52 Suicide Prevention
- Board Policy/Directive - 5145.7(a) Sexual Harassment – Students
- Board Policy/Directive - 5145.13 Response to Immigration Enforcement
- Board Policy/Directive - 6163.4(a) Internet Use and Safety

Forms and Policies-

- District Form (**New**) - Workplace Violence Prevention Plan/Incident Report Form (*Link*)
- District Form - Employee/Student Interaction Notice (*Employee should have a signed copy in personnel file with H.R.*)
- District Policy - Board of Education (Guiding Principles/Vision Statement/Board Goals)
- District Policy - Employee Responsibilities/Political Activities
- District Policy - Employee Safety & Security/Work Related Injuries
- District Policy - Absences (Frontline Absence Management & Lesson Plan)
- District Policy - Attendance/Employee Use of Technology/Personal Communication Device Usage
- District Form - Unsafe and/or Unhealthful Conditions Notification (Form#1115)

*Administrator/Supervisor: Review each document to be knowledgeable of the District's position in each, discuss with your employees, reproduce and/or post these publications, policies and directives in a highly visible space at your site.*

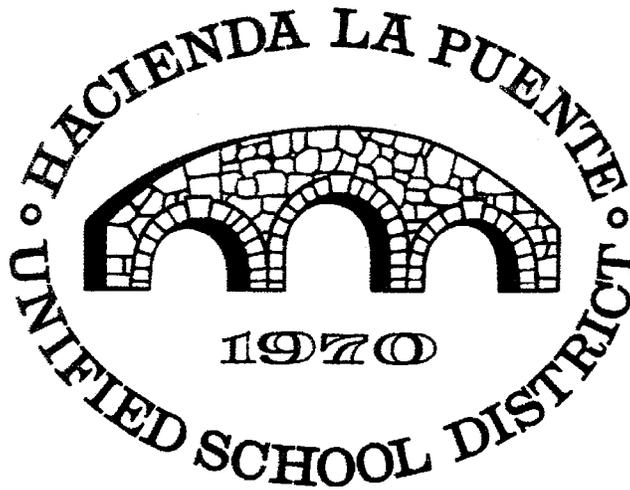
*Employee: I have been given, read, understand, and agree to comply with the above policies, including my responsibility as a mandated reporter of child abuse.*

---

<b>EID No.</b>	<b>Employee Name</b>	<b>Job Title</b>	<b>Site/Location</b>
<b>Employee Signature</b>			<b>Date</b>



**CHILD ABUSE AND NEGLECT:  
YOUR RESPONSIBILITIES**



Staff Handbook  
Identification and Reporting Procedures

-Revised-  
October  
2017

Hacienda La Puente Unified School District



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## Introduction

Tragically, it is estimated that three children die each day in this nation as a result of child abuse and neglect. Every day, thousands of children are abused, often by a member of their own family, an unmarried parent's partner, or a caregiver.

Each incident of child abuse is a national tragedy. No civilized society can overlook the maltreatment of children. Identification of abuse is the first step to strengthening our efforts in prevention and early intervention with children, youth and troubled families. Citizens and professionals who deal with children play a critical role in protecting innocent victims who suffer from abuse.

Under California state law, specific professional groups, including educators, are mandated to report known or suspected child abuse. Knowledge or reasonable suspicion of child abuse is not privileged information and must be reported. This information may be the only way a child receives help.

As an educator, you are in a unique position to help abused and neglected children escape pain, suffering, and even death. This handbook is designed to assist you in identifying the symptoms of child abuse and understanding your reporting responsibilities. Together, we can stop the abuse and give our children a chance at a safe, happy, and productive life.

From *Child Abuse Educator's Responsibilities*  
Crime and Violence Prevention Center  
California Attorney General's Office  
Revised January 2007



## What is Child Abuse?

"Child abuse or neglect" includes physical injury or death inflicted by other than accidental means upon a child by another person, sexual abuse, the willful harming or injuring of a child, or the endangering of the person or health of a child, and unlawful corporal punishment or injury (Penal Code §11165.6).

The law defines child abuse as:

- Physical Abuse
- Physical Neglect
- Sexual Abuse
- Emotional Abuse



### Physical Abuse

- The abuser willfully inflicts upon a child any cruel or inhuman corporal punishment or injury resulting in a traumatic condition (P.C. 11165.4).
- Most often a result of severe corporal punishment.
- Usually happens when a caretaker is frustrated or angry.

### Physical Indicators of Physical Abuse

- Unexplained bruises (in various stages of healing)
- Unexplained burns, especially cigarette burns or immersion burns
- Unexplained fractures, lacerations or abrasions
- Swollen areas
- Evidence of delayed or inappropriate treatment for injuries

### Behavioral Indicators of Physical Abuse

- Self destructive
- Withdrawn and/or aggressive -behavioral extremes
- Arrives at school early or stays late as if afraid to be at home

- Chronic runaway (adolescents)
- Complains of soreness or moves uncomfortably
- Wears clothing inappropriate to weather, to cover body
- Bizarre explanation of injuries
- Wary of adult contact



### **Physical Neglect**

- Neglect is the negligent treatment or maltreatment of a child by a parent or caretaker under circumstances indicating harm or threatened harm to the child's health or welfare.
- It includes both acts of commission and omission on the part of the responsible person.

### **General Neglect**

- General neglect means the negligent failure of a caretaker to provide adequate food, clothing, shelter, medical care or supervision where no physical injury to the child has occurred.

### **Severe Neglect**

- Severe neglect means the negligent failure of a caretaker to protect the child from severe malnutrition or medically diagnosed failure to thrive. (PC1116.5)

### **Physical Indicators of Physical Neglect**

- Abandonment
- Unattended medical needs
- Consistent lack of supervision

- Consistent hunger, in appropriate dress, poor hygiene
- Lice, distended stomach, emaciated
- Inadequate nutrition

### **Behavioral Indicators of Physical Neglect**

- Regularly displays fatigue or listlessness, falls asleep in class
- Steals food, begs from classmates
- Reports that no caretaker is at home
- Frequently absent or tardy
- Self destructive
- School dropout (adolescents)
- Extreme loneliness and need for affection

### **Sexual Abuse**

- Sexual abuse means acts of sexual assault or sexual exploitation of a minor.
- It encompasses a broad spectrum of behavior and may consist of many acts over a long period of time or a single incident.
- Sexual abuse may be non-touching (obscene language, pornography, exposure) or it may involve touching (fondling, molesting, oral sex, intercourse). (PC11165.1)

### **Sexual Exploitation**

- Means conduct or activities related to pornography depicting minors and promoting prostitution by minors.

### **Physical Indicators of Sexual Abuse**

- Torn, stained or bloody underclothing
- Pain, swelling or itching in genital area
- Difficulty walking or sitting
- Bruises or bleeding in genital area
- Venereal disease
- Frequent urinary or yeast infection

### **Behavioral indicators of Sexual Abuse**

- Excessive seductiveness
- Role reversal, overly concerned for siblings
- Massive weight change
- Suicide attempts (especially adolescents)
- Inappropriate sex play or premature understanding of sex

- Threatened by physical contact, closeness



### **Emotional Abuse**

- "Act or omissions by the parents or other caregivers that have caused, or could cause, serious behavioral, cognitive, emotional, or mental disorders." (Penal Code §11165.6).
- Pattern of behavior that impairs a child's emotional development or sense of self-worth
- Is often difficult to prove
- Emotional abuse is almost always present when other forms of abuse have been identified.

### **Physical Indicators of Emotional Abuse**

Emotional abuse may be name-calling, insults, put-downs, etc., or it may be terrorization, isolation, humiliation, rejection, corruption, ignoring

- Speech disorders
- Delayed physical development
- Substance abuse
- Ulcers, asthma, severe allergies

### **Behavioral Indicators of Emotional Abuse**

- Habit disorder (sucking, rocking, and biting)
- Antisocial, destruction
- Neurotic traits (sleep disorders, inhibition of play)
- Passive and aggressive – behavioral extremes
- Delinquent behavior (especially adolescents)
- Developmentally delayed

### **What is NOT Child Abuse?**

- Injuries caused by two children fighting during mutual altercation.
- Injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer.
- Voluntary sexual conduct between minors who are both under the age of 14, and who are of similar age and sophistication.
- Pregnancy of a minor, regardless of her age, does not in and of itself, constitute the basis of reasonable suspicion of sexual abuse.

### **What are the Educator's Responsibilities?**

- Teachers, school personnel, nurses, counselors, principals, supervisors or child welfare and attendance, and all classified school personnel are mandated to report.
- Symptoms or signs of abuse and neglect are often first seen by school personnel.
- Immediate investigation by DCFS may save a child from repeated abuse so school personnel should not hesitate to report suspicious injuries or behavior.
- Your duty is to report, NOT INVESTIGATE.

### **Legal Requirements**

- Any child care custodian, health practitioner, employee of a child protective agency, child visitation monitor, firefighter, animal control officer or humane society officer who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, who he or she knows or reasonably suspects has been the victim of 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 or receiving the information concerning the incident...**
- For the purpose 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.

### **Are volunteers mandated reporters?**

- *No*, unless otherwise specified in the law. However, volunteers of public or private organizations whose duties require direct contact and supervision of children are encouraged to obtain training in the identification and reporting of child abuse and are further encouraged to report known or suspected instances of child abuse and neglect to an agency specified in 11165.9(Pen Code, § 11165.7(b)). Public and private organizations are encouraged to provide their volunteers with training on identification and reporting of child abuse and neglect. (Pen Code, §11165.7(f).)

### **Immunity from Civil or Criminal Liability for Mandate Reporters**

- Mandated reporters are provided immunity from civil or criminal liability as a result of making a required or authorized report of known or suspected child abuse.

### **Can a Mandated Reporter be sued for reporting Child Abuse?**

- Yes, BUT- If a civil action is brought against a mandated reporter for filing a mandated or authorized report, the reporter can submit a claim to the State Board of Control for reasonable attorney's fees incurred in the action if he or she prevails (Penal Code, § 11172. (c)).

### **Employers' Responsibilities**

- Any person who enters into employment on or after January 1, 1985, "as a child care custodian, health practitioner..." shall sign a statement on a form provided by his employer to the effect that he or she has knowledge of the provisions of Section 11166 and will comply with those provisions. This statement must be signed prior to commencing employment. (Penal Code §11166.5, subd. (a).)

### **If you FAIL to Report**

- Failure to report is a misdemeanor (Penal Code, § 11172, subd. (a).)
- Educators and health practitioners who fail to report may risk loss of their license or credential (Ed. Code, § 44421).
- Failure to report may result in personal civil liability (Landeros v. Flood (1975) 17 Cal. 3d 399).

### **Special Reporting for Schools**

- Reporting is individual responsibility.
- No supervisor or administrator may interfere with the individual reporting responsibility. (PC11166 (F).)
- No mandated reporter may be absolved of responsibility by relying on a supervisor or administrator to meet his or her individual reporting responsibility.
- A mandated reporter may report without fear about any sanction for making the report.

- The supervisor or administrator CAN ask the employee to notify them or reports being made to a child protective agency.
- A reporter cannot be prohibited or impeded from making a report directly to a child protective agency.

## **How to Report**

### Step One:

Call the Child Abuse Hot Line by dialing 1(800) 540-4000. This is a 24-hour toll-free number. The staff will evaluate the situation and if other agencies are to be called.

### Step Two:

All mandated reporters are required to follow-up the telephone report with a written report on Suspected Child Abuse Report-Form.; .SS'8572. (revised 12/02) as required by Penal Code sections 11166 and 11169. Forms are available at school sites or you may complete an online report by going to <https://mandreptla.org/on-lineRep.htm>

If your verbal report was made to the Hotline, you may complete the on-line written report and it will not be necessary for you to mail a report to the Hotline.

The written report must be filed within 36 hours of the telephone report.

If not filed online, mail the report to:

Department of Child and Family Services  
1933 S. Broadway,  
5<sup>th</sup> Floor  
Los Angeles, CA 90007

The Department of Children and Family Services staff will forward a copy of the written report to the Sheriff's Department.

### Step Three:

Employees reporting child abuse or neglect to the appropriate agency shall notify the site administrator or designee as soon as possible after the initial telephone report is made.

### Step Four:

File a photocopy of report at school (not in student's CUM file).

### Step Five:

Send a photocopy of Suspected Child Abuse Report to the District Office Chief of Police.

### What Happens to Your Report?

- Reports are investigated by the local law enforcement agency and/or by DCFS
- Sometimes these agencies cross-report with one another.
- Reporting does not always mean that a civil or criminal proceeding will be initiated against the suspected abuser.
- If an investigation does not reveal evidence of child abuse but suggests other family problems or a potential abuse situation, DCFS may intervene and offer appropriate services to prevent abuse before it happens.

### Is Your Report Confidential?

- Mandated Reporters **ARE REQUIRED** to give their names when a report is made (Penal Code, § 11167, subd. (a).)
- Name is kept confidential and may be disclosed to DCFS, to the district attorney investigating or prosecuting the case, court order, or if confidentiality is waived.
- The parent, guardian or out of home caretaker **SHALL NOT** be informed as to whom made the report.

### Child Abuse Interviews at School

- Children **MAY** be interviewed on school grounds during an officer's investigation of child abuse.
- The child has the right to be interviewed in private, or
- The child can select any member of the school staff to be present during the interview
- The purpose of having a staff member at the interview is to lend support to the child and help the child feel as comfortable as possible.
- The staff member **CANNOT PARTICIPATE** in the interview or discuss the facts or circumstances of the case with the child and is subject to confidentiality requirements of Penal Code § 11167.5
- A staff member selected by the child **MAY DECLINE** the request to be present at the interview.

## Child Abuse Reporting Summary

- School employees are mandated reporters.
- Report all cases of suspected child abuse and neglect immediately.
- Report via telephone to the Department of Children & Family Services (DCFS) Child Abuse Hotline (800) 540-4000 and local law enforcement.
- File a report within 36 hours (Department of Justice (DOJ) Form SS 8572).

## Resources

*Child Abuse: Educator's Responsibilities*, Crime and Violence Prevention Center, California Attorney General's Office, revised January 2007, retrieved from

<http://www.safestate.org/shop/index.cfm?cat=2&navid=107&action=list>

*Los Angeles County Child Abuse and Neglect Protocol*, Los Angeles County Child Abuse and Neglect Task Force, revised 2004, retrieved from <http://www.ican-ncfr.org/tmCANprotocol.asp>

*CATS On-Line Training Modules*, Self-Guided Mandated Reporter In service Program, Northridge Hospital Medical Center, 2005, retrieved from <http://www.abuse-assaultservices.org/training.html>



*You Can Make a Difference in My Life*



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

SS 8572 (12/02)

Page 1 of 2

## DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS-8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at <http://www.leginfo.ca.gov/calaw.html> (specify "Penal Code" and search for Sections 11161-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some of the requested information is not known. (PC Section 11167(a).)

### I. MANDATED CHILD ABUSE REPORTERS

Mandated child abuse reporters include all those individuals and entities listed in PC Section 11165.7:

### II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or Security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC Section 11165.9.)

### III. REPORTING RESPONSIBILITIES

Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated 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. (PC Section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

### IV. INSTRUCTIONS

**SECTION A- REPORTING-PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business/agency name and address; daytime telephone number and today's date. Check yes-no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

### IV. INSTRUCTIONS (Continued)

- **SECTION B- REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.
- **SECTION C -VICTIM (One Report per Victim):** Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box to indicate whether the victim may have a developmental disability or physical disability and Specify any other apparent disability. Check the appropriate yes-no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes-no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.
- **SECTION D- INVOLVED PARTIES:** Enter the requested information for Victim/Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).
- **SECTION E- INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim; Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

### V. DISTRIBUTION

- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the other three copies to the designated agency.
- **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send white copy to police or sheriff's department, blue copy to county welfare or probation department, and green copy to district attorney's office.

### ETHNICITY CODES

1 Alaskan Native	6 Canadian	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Armenian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

## HOTLINES

### Child Abuse Hotlines

Child Abuse Hotline..... (800) 540-4000  
California Youth Crisis Line..... (800) 843-5200  
LA County Safely Surrendered Hotline..... (877) 222-9723  
Suicide Prevention Hotline..... (877) 727-4747  
Industry Sheriff's Dept..... (626) 369-1713

TDD -Hearing Impaired Line..... (800) 272-6699

TRS- Number: 711

Information For Community Services

211LA County ..... 2-1-1

### Battering & Rape Hotlines

1736 Family Crisis Center..... (323) 737-3900  
Center for Pacific Asian Family..... (800) 339-3940  
24-Hour (Chinese, Japanese, Korean, Filipino, Vietnamese)  
Los Angeles Rape and Battering Hotline..... (310) 392-8381  
Pomona Rape Hot Line **(Project Sister)**..... (626) 966-4155  
Victims of Crime Resource Center..... (800) 842-8467  
Women's & Children Crisis Shelter, Inc **(Hot Line)**..... (562) 945-3939

National Runaway Hotline..... (800) 621-4000

### Counseling

East Valley Community Health Center..... (626) 919-5724  
La Puente AA Center..... (626) 914-1861  
La Puente Mental Health..... (626) 961-8971  
Pomona Community Crisis Center-Drug Abuse..... (909) 623-1588

## CHILD ABUSE REPORTING

### Child Abuse Reporting

The Governing Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

*(cf 0450- Comprehensive Safety Plan)*

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

#### *Legal Reference:*

##### EDUCATION CODE

32280-32288 *Comprehensive school safety plans*

33308.1 *Guidelines on procedure for filing child abuse complaints*

44690-44691 *Staff development in the detection of child abuse and neglect*

44807 *Duty concerning conduct of students*

48906 *Notification when student released to peace officer*

48987 *Dissemination of reporting guidelines to parents*

49001 *Prohibition of corporal punishment*

51220.5 *Parenting skills education*

##### PENAL CODE

152.3 *Duty to report murder, rape, or lewd or lascivious act*

273a *Willful cruelty or unjustifiable punishment of child; endangering life or health*

288 *Definition of lewd or lascivious act requiring reporting*

11164-11174.4 *Child Abuse and Neglect Reporting Act*

##### WELFARE AND INSTITUTIONS CODE

15630-15637 *Dependent adult abuse reporting*

##### CODE OF REGULATIONS. TITLE 5

4650 *Filing complaints with CDE, special education students*

#### *Management Resources:*

## **CHILD ABUSE REPORTING**

### *CDELEGALADVISORIES*

*0514.93 Guidelines for parents to report suspected child abuse*

### WEB SITES

*California Attorney General's Office, Crime and Violence Prevention Center: <http://safestate.org>*

*California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>*

*California Department of Social Services, Children and Family Services Division:  
<http://www.childsworld.ca.gov>*

*U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and  
Neglect Information: <http://nccanch.acf.hhs.gov>*

Policy

Adopted: May 25, 2006

**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT**

City of Industry, California

## CHILD ABUSE REPORTING

## Definitions

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

1. A physical injury inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child 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)

*(cj 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)

*(cj 5144 - Discipline)*

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)
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; and administrators, presenters, or 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. (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 person shall notify a peace officer if he/she 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, where the victim is a child under age 14. (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, and when there is agreement among them, 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. Telephone reports may be made to the following child abuse reporting agency. (Penal Code 11166)

Department of Children and Family Services  
Child Abuse Hotline  
1933 S. Broadway 5th Floor  
Los Angeles, CA 9007  
800-540-4000

When the 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 prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. (Penal Code 11166, 11168)

Record all required information on the Suspected Child Abuse Report Form, SS 8572.

- a. Report information factually and objectively
- b. Avoid allegations regarding any suspected offender other than allegations which are a part of the minor's explanation
- c. Record minor's explanation as nearly verbatim as possible

Mandated reporters may obtain copies of the above 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 information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person(s) 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/her. (Penal Code 11167)

Disposition of the suspected child abuse report form copies:

- a. Mail all copies of the suspected child abuse form to: Child Abuse Hotline, 1933 S. Broadway, 5th Floor, Los Angeles, CA 90007
- b. File a photocopy of the suspected child abuse report form at school (not in student's CUM file).
- c. Make a notation of the suspected child abuse report in the student's health record under Supplementary Information section 9. Notation should indicate only the Department of Justice, suspected child abuse report form number S.S.8572, the date a suspected child abuse was reported and the agency with which the report was filed. Example: "S.S 8572, 07/07/05, DFCS hotline."
- d. Send a photocopy of the suspected child abuse report to the Coordinator of Student and Family Services at the Student Services Center (SSC).

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

Employees reporting child abuse or neglect to the appropriate agency shall notify the site administrator or designee as soon as possible after the initial telephone report to the appropriate agency. When so notified, the site administrator or designee shall inform the Superintendent or designee.

The site administrator or designee 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 site administrator or designee may assist in completing and filing the necessary forms.

The mandated reporter shall not be required to disclose his/her identity to the site administrator or designee. (Penal Code 11166)

He/she may provide or mail a copy of the written report to the site administrator or designee, Superintendent or designee without his/her signature or name.

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

If the site administrator is absent and the situation is such that the minor's person or health is endangered, then the appropriate district administrator shall be contacted as soon as possible.

**Training**

Training of mandated reporters shall include child abuse identification and 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.

*(cf 4131 - Staff Development)*  
*(cf 4231- Staff Development)*  
*(cf 4331 -Staff Development)*  
*(cf 5145.7- Sexual Harassment)*

### Victim Interviews

Whenever a representative of an 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 employee 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

In cases of child abuse reporting, where it is determined that the minor shall be taken into custody, the site administrator or other district official shall provide the peace officer with the address and telephone number of the minor's parents or guardians.

School officials shall not initiate notification to the parent or guardian that the child has been taken into custody by the peace officer. Such notification shall be the responsibility of the peace officer.

The district form #233, Removal of Student from School during School Hours by a Peace Officer shall be completed and kept on file at the school site office.

### **Parent/Guardian Complaints**

Upon request, the Superintendent or designee shall provide parents/guardians with procedures that describe how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in the primary language of the parent/guardian 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 to any district employee, that employee 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.

*(cf 1312.1- Complaints Concerning District Employees)*

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

*(cf 1312.3- Uniform Complaint Procedures)*

### **Notifications**

The Superintendent or designee shall provide all new employees who are mandated reporters a statement that informs them that they are mandated reporters, 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)

*(cf 4112.914212.9/4312.9- Employee Notifications)*

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 may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166) and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Regulation  
Approved: May 25, 2006

**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT**  
City of Industry, California

