RETURNING VOLUNTEER COACH

Please complete the following:

- ☐ Coaching document check-off list
- ☐ Volunteer Coach Annual Application (must be signed by Principal or Assistant Principal)
- ☐ Volunteer Important Form
- ☐ Employee/Student Interaction Notice
- ☐ Emergency Contact Information Form (if updates needed)
- ☐ No Drive Notification Letter *(one-time requirement only)*

Verify that the following items are up-to-date and valid for the <u>entire active season</u>:

- ☐ TB test results (Valid for 4 years)
- ☐ **<u>Original</u>** CPR card or certificate (<u>Must include hands-on training, valid for 2 years</u>)
- ☐ **<u>Original</u>** First Aid card or certificate (<u>Must include hands-on training, valid for 2 years</u>)
- ☐ 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)
- ☐ Keenan Trainings
- ☐ **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 (<u>must include in-water training</u>)

<u>REMINDER</u>: If you have recently changed your name, moved, or changed any of your contact information, 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.

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.

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HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

Human Resources Department

EXTRA DUTY ASSIGNMENTS/COACHES - RETURNING VOLUNTEER COACH

School Site: _____ School Year: 2025-2026

Print Name: _____

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

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

Initials	Form Name
	~~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 Verificatio~~n
	~~Health Information Privacy Practices~~
	~~Worker's Compensation Information~~
	~~Employee Assistance Program - REEP~~
	~~Payroll Schedule~~
	~~Retirement Questionnaire~~

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

_____ _____

Signature Date

HUMAN RESOURCES DEPARTMENT ONLY

Assignment(s): _____

❑ Certificated _____ ❑ Stipend

❑ Classified _____ ❑ Site-Funded

❑ Walk-on ❑ Volunteer

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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?	☐ Yes ☐ No	At which school?
Have you EVER been a volunteer on a campus in our district?	☐ Yes ☐ No	At which school?
Are you a current employee in our district?	☐ Yes ☐ No	Job Title: Work Location:
Have you ever held a position where you had supervisory authority over students?	☐ Yes ☐ No	If yes, please elaborate:

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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:

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

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I M P O R T A N T 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)*****

ORIGINAL - HUMAN RESOURCES
☐ COPY PROVIDED TO EMPLOYEE

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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.

Printed Name _____ Signature _____ Date _____

Site _____ Assignment _____ 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)
CPR & More (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**
(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**

- **Concussion in Sports** (Also acceptable from 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.
(Note: Keenan trainings must be assigned by school administrator)

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** - 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.

Submit if changes needed

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

Vision Statement:

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.

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

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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.

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 <u>are not</u> 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

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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 _____

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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:

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.

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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:

Training	Required Classification	Training Schedule
Mandated Reporter: Child Abuse and Neglect	All Employees	Annually*
Sexual Harassment Prevention for Non-Managers (SB1343)	All Employees	Annually*
Active Assailant Awareness & Recognition	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
CDE PRISM Course for Compliance	7th-12th Grade Certificated Staff Only	Annually*

** 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.

AB 5 **(7-12 Grade Certificated only)** California *EC* Section 218.3(c) states that beginning with the 2025–26 school year, and continuing through the 2029–30 school year, a local educational agency (LEA) shall provide and require a minimum of one hour of LGBTQ+ cultural competency training annually to all teachers and other certificated employees serving pupils in grades seven to twelve over the five-year period.

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. (Substitutes and 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. (Substitutes and 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

THIS PACKET IS DOUBLE-SIDED, PLEASE PRINT FORMS ACCORDINGLY

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HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

Office of the Assistant Superintendent, Human Resources

To: HLPUSD Employees
From: Kevin J. Maldonado, Assistant Superintendent
Regarding: 2026-2027 Annual Employee Reminders

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

Department of Fair Employment and Housing-
DFEH E20 – **(Revised)** Survivors of Violence and Family Members of Victims Right to Leave
DFEH EO7 – California Law Prohibits Workplace Discrimination and Harassment
DFEH EO4 – Transgender Rights in the Workplace
DFEH E09 – Your Rights and Obligations as a Pregnant Employee
DFEH 100-21 – 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 - 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 **(Revised)** - 5141.52 Suicide Prevention
Board Policy/Directive - 5145.7(a) Sexual Harassment – Students
Board Policy/Directive **(Revised)** - 5145.13 Response to Immigration Enforcement
Board Policy/Directive - 6163.4(a) Internet Use and Safety

Forms and Policies-
District Form **(Revised)** - Workplace Violence Prevention Plan/Incident Report Form
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 will review each document to be knowledgeable of the District's position in each, discuss with you, reproduce and/or post these publications, policies and directives in a highly visible space at your site.

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

_____ _____ _____ _____
EID No. Employee Name Job Title Site/Location

_____ _____
Employee Signature Date

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