

2026-2027
EMPLOYEE HANDBOOK

Hawthorne School District
14120 Hawthorne Boulevard
Hawthorne, California 90250
(310) 676-2276 Phone | (310) 644-9216 Fax

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OUR MISSION

To maximize each student's potential to achieve educational excellence.

OUR VISION

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

OUR CORE VALUES

We believe:

Students are the focus of all decisions.

All students, parents, staff and community members are empowered, supported
and held accountable for their role in the educational process.

A personal commitment to excellence is expected of all students, parents, staff and community members.

A safe, innovative and supportive learning environment is maintained where resources are allocated to support social-emotional well-being, student learning, technology and collaboration.

Local businesses, private and public agencies and the entire community are integral partners in the educational process.

All individuals are valued and treated with dignity, courtesy, and respect.

SCHOOLS AND MAJOR FACILITIES

Eucalyptus School
12044 S. Eucalyptus Avenue
(310) 675-3369

Jefferson School
4091 West 139th Street
(310) 676-9423

Kornblum School
3620 West El Segundo Blvd.
(310) 970-4294

Ramona School
4617 West 136th Street
(310) 675-7189

Washington School
4339 West 129th Street
(310) 676-3422

York School
11838 South York Avenue
(310) 675-1189

Zela Davis School
13435 South Yukon Avenue
(310) 679-1771

Bud Carson Middle School
13838 South Yukon Avenue
(310) 676-1908

Hawthorne Middle School
4366 West 129th Street
(310) 676-0167

Prairie Vista Middle School
13600 Prairie Avenue
(310) 679-1003

Hawthorne Math & Science Academy
4467 West Broadway
(310) 973-8184

HSD Learning Center
13928 Kornblum Avenue
(310) 676-1934

Hawthorne School District
14120 Hawthorne Blvd.
(310) 676-2276

Warehouse
13021 South Yukon Avenue
(310) 675-3100

Maintenance and Operations
12925 South Yukon Avenue
(310) 675-5100

DISTRICT CONTACTS

DISTRICT OFFICE (310) 676-2276
14120 Hawthorne Blvd.
Hawthorne, California 90250

OFFICE OF THE SUPERINTENDENT	Ext. 3902
BUSINESS SERVICES DEPARTMENT	Ext. 3977
EDUCATIONAL SERVICES DEPARTMENT	Ext. 3979
HUMAN RESOURCES DEPARTMENT	Ext. 3904
MAINTENANCE DEPARTMENT	Ext. 3940
PUPIL PERSONNEL SERVICES DEPARTMENT	Ext. 3993
SPECIAL EDUCATION DEPARTMENT	Ext. 3928
TECHNOLOGY DEPARTMENT	Ext. 3999
WELCOME CENTER	Ext. 3935

SECTION ONE - INTRODUCTION

PURPOSE OF THIS HANDBOOK

This handbook is designed to familiarize employees with the practices of the Hawthorne School District (HSD or District) and provide a reference to the rules and regulations regarding the employee-employer relationship in HSD. As many employees are covered by Collective Bargaining Agreements (CBA) in certain circumstances, the District will always follow any state, municipal, or other local law or regulation, to the extent it requires the provision or application of benefits that are more generous than those stated in this Employee Handbook. Further, various state laws relating to benefits may vary, so please check with the Human Resources Department if you have any questions. Also, for employees who are members of a collective bargaining unit, they are governed by the terms and conditions of the applicable CBA, as well as the District's Employee Handbook. If there is a conflict between the CBA and any policy in the Employee Handbook, the CBA will prevail, as it applies to union employees. If there is no conflict and the CBA is silent about the policy, the Employee Handbook/District Policy/etc. will prevail.

Classified employees are covered under the Agreement between the Hawthorne School District and the Hawthorne Federation of Classified Employees (HFCE), unless specifically exempted in the recognition clause. Certificated employees are covered under the Agreement between the Hawthorne School District and the Hawthorne Educators and Teachers Association (HETA), unless specifically excluded under the recognition clause. Additional information for employees can be found online on the HSD webpage: https://www.hawthorne.k12.ca.us.

Employees of HSD who are not classified or certificated employees are "at-will" employees. See At-Will Employees section.

This handbook is the property of the Hawthorne School District and is intended for personal use and reference by HSD employees. It explains some of our philosophies and beliefs and describes, in general terms, some of our employment guidelines. We hope that it will serve as a useful reference document for employees throughout their employment at HSD. Employees should understand, however, that this handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally-enforceable obligations on the part of HSD or its employees not otherwise found in California law. The policies found in this handbook supersede and replace all previous personnel policies, practices, and guidelines, except as otherwise set out in the Board Policies.

HSD reserves full discretion to add to, modify, or delete provisions of this handbook or the policies and procedures on which they may be based, at any time without advance notice, except for the specific and express terms of any agreement with the unions/associations and the Educational Employment Relations Act. HSD also reserves the right to interpret any of the provisions set forth in this handbook in any manner it deems appropriate, except as limited above. For this reason, employees should check with the Human Resources Department to obtain current information regarding the status of any particular policy, procedure, guideline, or practice. Similarly, to obtain information regarding specific employment policies or procedures, whether or not they are contained in this handbook, employees should contact the Human Resources Department.

AT-WILL EMPLOYEES

Unless your employment is covered by a CBA, during the course of your employment, you are free to leave HSD at any time for any reason and HSD reserves a similar right. Thus, both you and HSD will have the right to terminate your employment at any time, with or without advance notice and with or without cause. This is called "employment at-will". In fact, every aspect of your employment relationship with HSD is on an at-will basis. As part of your at-will employment, HSD expressly reserves its inherent authority to manage and control its business enterprise and to exercise its sole discretion to determine all issues pertaining to your employment, including all matters concerning promotion, job assignment, the size of the workforce, demotion, transfer, and discipline. No one has the authority to alter this arrangement, to enter into an agreement for employment for a specified period, or to make any agreement contrary to this policy.

EQUAL EMPLOYMENT POLICY

The Board of Trustees of the Hawthorne School District (Board) is determined to provide District employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. The District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. HSD policy prohibits unlawful discrimination based on race, color, creed, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partner status, age, national origin or ancestry, citizenship, immigration status, sexual orientation, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding, or related medical condition), genetic characteristics or information, gender (including gender identity or gender expression), military status, veteran status, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

The District also prohibits discrimination against any employee (including supervisors, co-workers and volunteers) or job applicant in compensation, terms, conditions, and other privileges of employment and the taking of any adverse employment action, including, but not limited to, termination or the denial of employment, promotion, job assignment, or training, against an employee or job applicant based on any of the categories listed above.

Prohibited discrimination on the basis of religious creed includes discrimination based on an employee's or job applicant's religious belief or observance, including religious dress or grooming practices. In accordance with Government Code 12940, prohibited discrimination on the basis of religious creed also includes the District's failure or refusal to use reasonable means to accommodate an employee's or job applicant's religious belief, observance, or practice which conflicts with an employment requirement. However, the District shall not accommodate an employee's religious dress practice or religious grooming practice if it requires segregation of the individual from other employees or the public or if it would result in a violation of this policy or any law prohibiting discrimination.

Prohibited sex discrimination includes discrimination based on an employee's or job applicant's pregnancy, childbirth, breastfeeding, or any related medical condition. Harassment consists of unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The District also prohibits retaliation against any District employee or job applicant who opposes any discriminatory employment practice by the District or its employee, agent, or representative or who complains, testifies, assists, or in any way participates in the District's complaint procedures pursuant to this policy. No employee or job applicant who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted.

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in Administrative Regulation 4030. The Superintendent has designated the Assistant Superintendent of Human Resources as its coordinator for nondiscrimination in employment. Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to Human Resources as soon as practical after the incident. All other employees are to report such incidents to their supervisor immediately. The District shall protect any employee who does report such incidents from retaliation.

Human Resources shall use all appropriate means to reinforce the District's nondiscrimination policy. Human Resources shall provide training and information to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the District's policies and regulations regarding discrimination. The Assistant Superintendent of Human Resources shall regularly review the District's employment practices and, as necessary, shall take action to ensure compliance with the nondiscrimination laws.

Any HSD employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior is in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

HARASSMENT, DISCRIMINATION & RETALIATION POLICY

It is our policy to maintain a work environment free from all forms of unlawful harassment, discrimination or retaliation. This policy governs all aspects of employment, including recruiting, hiring, compensation, benefits, job assignments, promotions, scheduling, training, transfers, layoff/recall, discipline, termination, and all other terms, conditions, or privileges of employment.

Harassment of any kind, including sexual harassment of one employee by another employee, supervisor, or third party is prohibited by both California Government Code sections 12940 and 12950 and Title VII of the United States Civil Rights Act of 1964.

Prohibited Discrimination & Harassment

HSD prohibits discrimination and harassment against applicants, clients, contractors, customers, employees, guests, interns, vendors, and others based on any protected characteristic or status, as defined by law, including:

- Age (40 and over)
- Ancestry
- Color
- Religious Creed (including religious dress and grooming practices)
- Denial of Family and Medical Care Leave
- Disability (mental and physical) including HIV and AIDS
- Marital Status
- Height and Weight
- Medical Condition (cancer and genetic characteristics)
- Genetic Information
- Military and Veteran Status
- Race
- English Proficiency (except when justified by business necessity)
- Citizenship or Immigration Status
- Sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding)
- Gender, Gender Identity, and Gender Expression
- Sexual Orientation
- National Origin (which includes language restrictions, physical, cultural and linguistic characteristics, accent, name, marriage to or association with persons of a national origin group, tribal affiliation, school or religious participation, and association/membership affiliations)

The prohibition against discrimination and harassment applies not only to HSD, but also to coworkers, supervisors, managers, and third parties with whom an employee may come into contact.

Harassment of any employee by another co-worker, supervisor or manager, third party, or anyone with whom the employee comes into contact while engaging in job duties for HSD is strictly prohibited by law and a violation of HSD's policy. Likewise, harassment by any employee toward any customer, vendor, guest or client of HSD is also strictly prohibited.

Prohibited Harassment

Harassment in violation of this policy generally consists of unwelcome conduct based on a characteristic or status protected by law, including:

- Verbal harassment, such as epithets, derogatory comments, or slurs;
- Physical harassment, such as assault, impeding or blocking movement, or any physical interference with normal work or movement; OR
- Visual forms of harassment, such as derogatory posters, cartoons, or drawings.

A complete list of such prohibited conduct is not possible. However, some examples of prohibited behavior include:

- Mimicking another's culture, accent, appearance, or customs;
- Posting cartoons that denigrate another's religion; or
- Mocking a person's physical or mental disabilities.

Please be aware that California law provides that any employee who engages in unlawful harassment will be personally liable to anyone who is harmed.

Prohibited Sexual Harassment

Unlawful harassment consists of many forms of offensive behavior, including sexual harassment, which also means harassment based on gender, pregnancy, childbirth, or related medical conditions. It includes harassment of a person of the same or different gender. The conduct does not need to be motivated by sexual desire in order to be prohibited. Sexual harassment is not only a violation of District policy, it is a violation of both California and federal law.

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

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

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

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

Retaliation Prohibited

HSD prohibits any form of retaliation against an employee for:

- Reporting discrimination or harassment;
- Submitting a report or helping another to submit a report pursuant to this policy;
- Requesting a reasonable accommodation for a mental or physical disability, pregnancy, or religious belief;
- Opposing any conduct or practice that the employee reasonably and in good faith believes to be unlawful or contrary to this policy;
- Assisting or participating in an investigation;
- Filing a complaint with a government agency or participating in an investigation, proceeding, or hearing concerning discrimination or harassment;
- Exercising any other legally protected rights.
  Retaliation is a serious violation of this policy, and incidents of retaliation must be reported immediately.

Grievance Procedures

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process in accordance with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures, as defined in 34 CFR 106.30, against a respondent Remedies following a determination of responsibility for sexual harassment shall be designed to restore or preserve equal access to the district's education program or activity, and shall be provided in accordance with "Remedies," below.
2. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determination may not be based on a person's status as complainant, respondent, or witness
3. Ensure that the Title IX Coordinator, investigator, or decisionmaker, or any person that facilitates an informal resolution process, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such individuals receive training in accordance with 34 CFR 106.45
4. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process
5. Include reasonably prompt timeframes for the conclusion of the grievance process, including reasonably prompt timeframes for filing and resolving appeals, and informal resolution processes if appropriate and offered by the district The district's procedures shall also include a process that allows for the temporary delay of the grievance procedures or the limited extension of timeframes for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
6. Describe the range of, or list, the possible disciplinary sanctions and remedies that the district may implement following any determination of responsibility
7. State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, and apply

the same standard of evidence to formal complaints against students and employees and to all formal complaints of sexual harassment
8. Include the procedures and permissible bases for the complainant and respondent to appeal
9. Describe the range of supportive measures available to complainants and respondents
10. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege

Additionally, the district shall not disclose the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act statute or regulations, as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX. (34 CFR 106.30, 106.71)

Reporting Harassment, Discrimination & Retaliation

Effective August 1, 2024, the Hawthorne School District will follow the 2024 Title IX model.

An employee who witnesses or experiences conduct that is harassing, discriminatory, retaliatory, or otherwise inconsistent with this policy must immediately report the matter. While an oral report may be submitted, a written report is preferred to ensure a proper investigation and outcome. The report must be submitted to the employee's manager, another manager, or the Assistant Superintendent of Human Resources. All supervisors or managers who receive any complaint of discrimination, harassment, or retaliation, or who directly observe conduct that violates this policy, must immediately report the matter to the Assistant Superintendent of Human Resources for investigation. Under Title IX, reports of sexual harassment will be handled by the District's Title IX Coordinators:

Title IX Coordinators:
Matthew Rohrer, Assistant Superintendent – Human Resources mrohrer@hawthorne.k12.ca.us
(310) 676-2276, 14120 Hawthorne Blvd. Hawthorne, CA 90250

Rudy Salas, Director of Pupil Personnel Services rsalas@hawthorne.k12.ca.us
(310) 676-2276, 14120 Hawthorne Blvd. Hawthorne, CA 90250

Equity Compliance Officers:
Matthew Rohrer, Assistant Superintendent – Human Resources mrohrer@hawthorne.k12.ca.us
(310) 676-2276, 14120 Hawthorne Blvd. Hawthorne, CA 90250

Rudy Salas, Director of Pupil Personnel Services rsalas@hawthorne.k12.ca.us
(310) 676-2276, 14120 Hawthorne Blvd. Hawthorne, CA 90250

Section 504 Coordinator:
Rudy Salas, Director of Pupil Personnel Services rsalas@hawthorne.k12.ca.us
(310) 676-2276, 14120 Hawthorne Blvd. Hawthorne, CA 90250

Investigation of Reports

When a potential violation of this policy is reported, HSD will:

- Conduct a timely, fair, and thorough investigation that provides all persons appropriate due process;
- Use only a qualified and impartial manager(s) or consultant(s) to conduct an investigation;
- Document and track the complaint, investigation, and outcome;
- Maintain confidentiality throughout the investigation to the extent possible under the circumstances;
- Consider appropriate options for remedial actions and resolutions; and
- Reach a reasonable conclusion based on the evidence collected.

The results of the investigation will normally be communicated to the complainant, the person(s) about whom the complaint was made, and to others directly concerned, as appropriate.

If a violation of this policy is found to have occurred, appropriate and timely remedial measures will be implemented.

Remedial measures that may be taken by HSD against employees who violate this policy include reimbursement for the cost of any remedial measures provided to the person(s) harmed, transfer, reassignment, demotion, training, testing, posting of notices, disciplinary action up to and including termination of employment, and any other actions necessary to ensure that no further violations of this policy occur.

Student Sexual Harassment Policy

HSD is committed to maintaining an educational environment that is free from sexual harassment and sex-based discrimination. Sexual harassment of students is prohibited in all District educational programs, activities, and school-sponsored events, regardless of whether they occur on school property or off campus in connection with a District program or activity.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, unwelcome sexual conduct, gender-based harassment, and other verbal, visual, or physical conduct of a sexual nature that denies or limits a student's ability to participate in or benefit from the District's educational programs or activities.

The District prohibits retaliation against any individual who reports sexual harassment, participates in an investigation, or assists in resolving a complaint.

Employees who witness or receive reports of possible sexual harassment involving a student are expected to promptly report the matter in accordance with District policy so that appropriate supportive measures and an investigation, when warranted, may be initiated.

Reports and complaints alleging sexual harassment or sex discrimination may be addressed through the District's Title IX grievance procedures and, when applicable, the Uniform Complaint Procedures (Board Policy/Administrative Regulation 1312.3).

For questions, to report concerns, or to file a complaint, contact:

Title IX Coordinators:
Matthew Rohrer, Assistant Superintendent – Human Resources mrohrer@hawthorne.k12.ca.us
(310) 676-2276, 14120 Hawthorne Blvd. Hawthorne, CA 90250

Rudy Salas, Director of Pupil Personnel Services rsalas@hawthorne.k12.ca.us
(310) 676-2276, 14120 Hawthorne Blvd. Hawthorne, CA 90250

Equity Compliance Officers:
Matthew Rohrer, Assistant Superintendent – Human Resources mrohrer@hawthorne.k12.ca.us
(310) 676-2276, 14120 Hawthorne Blvd. Hawthorne, CA 90250

Rudy Salas, Director of Pupil Personnel Services rsalas@hawthorne.k12.ca.us
(310) 676-2276, 14120 Hawthorne Blvd. Hawthorne, CA 90250

Student Nondiscrimination Policy

HSD is committed to providing a safe, welcoming, and inclusive educational environment in which all students have equal access to the District's educational programs, activities, and services.

The District prohibits discrimination, harassment, intimidation, and bullying based on a student's actual or perceived:

- Race or ethnicity
- Color
- Ancestry
- Nationality or national origin
- Immigration status
- Ethnic group identification
- Religion
- Age
- Marital or parental status
- Pregnancy
- Physical or mental disability
- Medical condition
- Sex
- Sexual orientation
- Gender
- Gender identity
- Gender expression
- Genetic information
- Association with a person or group possessing one or more of these actual or perceived characteristics

This policy applies to all District programs, activities, school attendance, and school-sponsored events.

Employees are expected to maintain a learning and working environment free from discrimination, harassment, intimidation, and bullying and to promptly report concerns in accordance with District policy.

Staff, students or parents/guardians who believe they have experienced discrimination, harassment, intimidation, or bullying may file a complaint under the District's Uniform Complaint Procedures (Board Policy/Administrative Regulation 1312.3).

For questions or to report concerns, contact:

Equity Compliance Officers
Matthew Rohrer, Assistant Superintendent – Human Resources mrohrer@hawthorne.k12.ca.us
(310) 676-2276, 14120 Hawthorne Blvd. Hawthorne, CA 90250

Rudy Salas, Director of Pupil Personnel Services rsalas@hawthorne.k12.ca.us
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(310) 676-2276, 14120 Hawthorne Blvd. Hawthorne, CA 90250

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

It is the policy of HSD to comply with the Americans with Disabilities Act (ADA), as well as applicable state and local laws relating to disability issues. The District will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. We will also reasonably accommodate all employees or applicants with disabilities who are otherwise qualified to safely perform the essential duties of the job, unless any such accommodations would impose an undue hardship on HSD.

Applicants and employees are assured that all information regarding a disability shall be kept completely confidential except that:

- Supervisors and managers may be informed regarding restrictions on work or duties of disabled employees and any accommodations that have been made;
- If the condition requires emergency treatment, first aid and safety personnel may be informed; and
- Government officials investigating compliance with federal laws may need to be informed in certain circumstances.
- All employees with responsibilities which may require knowledge of disabilities will be advised that they are to treat that knowledge with confidentiality.

Any applicant or employee who requires a reasonable accommodation in order to perform the essential functions of the job should contact Human Resources or their supervisor and request such an accommodation. The individual with the disability should specify what accommodation they need to perform the job. HSD will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform their job. HSD will engage in an interactive process with the employee to identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, HSD will make the accommodation.

DIVERSITY IN OUR WORKPLACE

We strive to maintain a work environment which supports diversity for all employees. We ask our employees to respect meaningful differences and be aware that people from diverse backgrounds add vitality, creativity, ideas and growth to an organization. Acceptance and appreciation of other cultures and ideas are valuable contributions to a productive working environment. We are proud of our diverse workforce and place great value on diversity of our employees.

GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA)

HSD will not use genetic information to make decisions about health insurance or employment; we will not request, require, or purchase any applicant's or an employee's genetic information. If you feel that you are or have been subjected to any kind of harassment, coercion or intimidation by anyone, whether by one of your co-workers, a student, parent or vendor, or a member of our management, we encourage you to file a complaint with your supervisor. However, if your complaint involves your supervisor, or you are not satisfied with your supervisor's response, or if for any reason you do not wish to bring the problem to your supervisor's attention, you may present your concern to Human Resources or any other manager immediately. Human Resources will assist you in preparing any written documentation necessary. Appropriate action will be taken to deter any future discrimination, and whatever action is taken will be made known to you. HSD will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees or your co-workers.

Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. HSD will promptly undertake an effective, thorough and objective investigation and attempt to resolve the situation. If HSD determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will be taken to deter any future discrimination, and whatever action is taken will be made known to you. HSD will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees or your co-workers.

GENDER TRANSITION POLICY

An employee beginning the transition process should contact Human Resources and be prepared to speak about their intentions, needs and concerns. The District is committed to providing an appropriate environment for employees undergoing gender transition. Harassment based upon sex, gender identity, and/or gender expression is prohibited and covered by the District's Unlawful Harassment Policy. Human Resources can provide assistance regarding gender transition issues pursuant to the District's Workplace Gender Transition Guidelines, including name and ID changes, dress code and insurance and leave

benefits. If you have questions concerning your rights or responsibilities as an employee or manager, please contact Human Resources.

Gender Transition Resources and Guidelines

Throughout this process, the employee's internal resource is Human Resources. The employee and Human Resources shall meet to set the name and gender which shall be listed on employment records, and when the change will occur. Human Resources also shall coordinate other changes relating to name, including any changes in the HR database and any issuance of a new email address.

Guidelines:

Appearance and Dress Code Standards:

- The employee in transition is permitted to dress consistently with their gender identity and it is expected that appropriate work attire will be worn.

Facilities Usage:

- The employee and Human Resources shall meet to discuss appropriate facilities usage arrangements, including, as appropriate, bathrooms and changing rooms.

Complaint Procedures:

- Because some people have not been exposed to gender transition, co-workers may make mistakes, such as referring to the employee in gender transition by the wrong name or pronouns. Employees in transition should feel comfortable kindly correcting a co-worker who makes a mistake or in the alternative may contact Human Resources for assistance. Transitioning employees should be prepared to help educate their manager, Human Resources and others in order to understand clearly what their needs may be.
- Any employee concerns or complaints, including those by the employee in transition, co-workers, managers, vendors, customers or others, are to be referred to Human Resources or other appropriate person as set forth by the Unlawful Harassment policy.

External Resources:

- Human Rights Campaign Foundation — www.hrc.org/workplace/transgender
- Transgender at Work — www.tgender.net/taw
- National Center for Transgender Equality — www.nctequality.org
- Out & Equal Workplace Advocates — www.outandequal.org
- World Professional Association for Transgender Health — www.wpath.org

OPEN-DOOR POLICY

HSD recognizes employees will have suggestions for improving the workplace or may encounter problems

or misunderstandings. To help solve any problems you may encounter, we encourage you to talk with your supervisor and be solution-oriented. Problems relating to our personnel policies and procedures can and should be settled as soon as they arise. You may also discuss your concerns with your department head or the Human Resources Department.

While HSD provides you with this opportunity to communicate your views, please understand not every issue can be resolved to your satisfaction. Even so, HSD believes open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal. The same means of resolving problems applies for those persons who feel they are experiencing any form of discrimination, including sexual harassment. Again, the first step for calling this concern to the attention of HSD is through your supervisor. However, because of the sensitive nature of such a complaint, you may feel more comfortable taking it immediately to Human Resources.

UNIFORM COMPLAINT (AR 1312.3)

Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

Compliance Officers:

The District designates the individual(s), positions(s), or unit(s) identified below as responsible for coordinating the District's response to complaints and for complying with state and federal civil rights laws. The individual(s), positions(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Assistant Superintendent of Human Resources or Director of Pupil Personnel Services
c/o Hawthorne School District
14120 S. Hawthorne Blvd.
Hawthorne, CA 90250
(310) 676-2276

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be designated to investigate a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve

complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the District issues its final written decision, whichever occurs first.

Notifications:

The District's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms.

In addition, the Superintendent or designee shall annually provide written notification of the District's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties.

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy.

2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred.

5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints.

7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant.

8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision.

9. A statement that copies of the district's UCP are available free of charge.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the District's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the District's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the District shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints:

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as disability or illiteracy, district staff shall assist in the filing of the complaint.

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing

the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization.

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred.

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the District's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the District will nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation:

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. Meditation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall

also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the District shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the District shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint:

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

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

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation or engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant.

In accordance with law, the District shall provide the investigator with access to records and other

information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the District to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant.

Timeline for Final Decision:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the District's receipt of the complaint.

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time as it is provided to the complainant.

Final Written Decision:

For all complaints, the District's final written decision shall include:

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
   a. Statements made by any witnesses;
   b. The relative credibility of the individuals involved;
   c. How the complaining individual reacted to the incident;
   d. Any documentary or other evidence relating to the alleged conduct;
   e. Past instances of similar conduct by any alleged offenders;
   f. Past false allegations made by the complainant.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

a. The manner in which the misconduct affected one or more students' education;
b. The type, frequency, and duration of the misconduct;
c. The relationship between the alleged victim(s) and offender(s);
d. The number of persons engaged in the conduct and at whom the conduct was directed;
e. The size of the school, location of the incidents, and context in which they occurred;
f. Other incidents at the school involving different individuals.

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600.

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the notice may, as required by law, include:

a. The corrective actions imposed on the respondent
b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent
c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's right to appeal the District's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the District's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the District shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the District's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE.
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law.
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions:

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or District environment may include, but are not limited to, actions to reinforce District policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The District may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the District does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the District shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education.

For complaints alleging noncompliance with the laws regarding student fees, the District shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint.

Appeals to the California Department of Education

Any complainant who is dissatisfied with the District's final written decision on a complaint regarding any specified federal or state education program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the District's decision.

The complainant shall specify the basis for the appeal of the decision and how the facts of the District's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the District's decision in that complaint.

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the District's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.

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

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the District, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the District's UCP
7. Other relevant information requested by CDE

WHISTLEBLOWER INFORMATION

An employee shall have the right to disclose to a member of the Board, a school administrator, or the

Superintendent any improper governmental activity by the District or a District employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, the employee has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity.

No employee shall use or attempt to use their official authority or influence to intimidate, threaten, coerce, or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. An employee who has disclosed improper governmental activity and believes that they have subsequently been subjected to acts or attempted acts of reprisal may file a written complaint in accordance with the District's complaint procedures. After filing a complaint with the District, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against the employee, in accordance with Education Code 44114.

SECTION TWO – GENERAL POLICIES

ACCESS TO STUDENT RECORDS

A school employee may access a student record without written parental consent only when that employee has a legitimate educational interest to inspect the record. No school employee who is permitted to access a student record shall divulge or otherwise permit access to the information contained in that record to any other person without the written consent of the student's parent or guardian, unless further sharing of information is with other persons within the educational institution and those persons have a legitimate educational interest in the information.

CONFIDENTIAL INFORMATION

HSD recognizes the importance of keeping confidential information confidential. Staff shall maintain the confidentiality of information acquired in the course of their employment. Confidential/privileged information shall be released only to the extent authorized by law.

An employee who willfully releases confidential/privileged information about the District, students or staff shall be subject to disciplinary action.

No employee shall disclose confidential information acquired in the course of their official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the employee.

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

CHILD ABUSE PREVENTION AND REPORTING

The Governing Board is committed to supporting the safety and well-being of District students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Board agrees with the Legislature that:

- Child abuse and neglect is a severe and increasing problem in California.
- School districts and preschools are able to provide an environment for training of children, parents, and all school district staff.
- Primary prevention programs in the school districts are an effective and cost-efficient method of reducing the incidence of child abuse and neglect and for promoting health family environments.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

District employees are obligated to report all known or suspected incidents of child abuse and neglect in accordance with law, Board policy, and administrative regulation. Employees shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

Parents/guardians may file a complaint against a District employee or other person whom they suspect has engaged in abuse of a child at a school site. The Superintendent or designee shall provide parents/guardians information about reporting procedures in accordance with the law.

The Superintendent or designee shall provide training regarding reporting duties of District employees mandated by law to report suspected child abuse and neglect.

In the event that training is not provided to the employees mandated to report child abuse and neglect, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided.

Child Abuse Reporting Notification

State law requires that every school district employee who falls within certain criteria be familiar with the laws relating to child abuse reporting requirements. Such employees should receive annual notification reminding them of the reporting requirements.

Sections 11165.9 and 11166 of the Penal Code requires a mandated reporter to make a report to any police department or sheriff's department, not including a school district police or security department, county probation department, if designated by the county to receive mandated reports, or the county welfare department whenever the mandated reporter, in their professional capacity or within the scope of their employment, has knowledge of or observes a child whom the mandated reporter knows or

reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as soon as practicably possible by telephone, and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Child abuse or neglect includes a physical injury inflicted by other than accidental means on a child by another person, sexual abuse of a child as defined in penal code 11165.1, neglect as defined in penal code 11165.2, willful cruelty or unjustifiable punishment of a child as defined in penal code 11165.3, unlawful corporal punishment or injury resulting in a traumatic condition as defined in penal code 11165.4 and abuse or neglect or a child in out-of-home care, including at school as defined in penal code 11165.5.

Child abuse or neglect does not include a mutual affray between minors, an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of their employment, 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, an amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect themselves, or to obtain weapons or other dangerous objects within the control of the student and physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student.

Mandated reporters include but are not limited to teachers, instructional aides, teacher's aides, or assistants, classified employees, certificated pupil personnel employees, 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.

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 training and experience, to suspect child abuse or neglect.

Penal Code Section 11166 states:

(a) Except as provided in subdivision (c), a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in their professional capacity or within the scope of their employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as soon as is practicably possible by telephone, and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

(b) Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars ($1,000.00) or by both

fine and punishment.

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

(1) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.
(2) Penetration of the vagina or rectum by any object.
(3) Masturbation for the purpose of sexual stimulation of the viewer.
(4) Sadomasochistic abuse for the purpose of sexual stimulation of the viewer.
(5) Exhibition of the genitals, pubic, or rectal areas of any person for the purpose of sexual stimulation of the viewer.

(d) Any other person who has knowledge of or observes a child whom they know or reasonably suspect has been a victim of child abuse or neglect shall report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9.

(e) When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

(1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators may be established provided that they are not inconsistent with this article.
(2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose their identity to the employer.
(3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

(f) A county probation or welfare department shall immediately, or as soon a practically possible, report by telephone, fax or electronic transmission to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known

or suspected instance of child abuse or neglect, as defined in Section 11165.6, except acts or omissions coming within subdivision (b) of Section 11165.2, or reports made pursuant to Section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare or probation department. A county probation or welfare department also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

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

For Hawthorne School District, the "proper authorities" are:

Department of Children and Family Services (800) 540-4000
Hawthorne Police Department (310) 349-2700

CODE OF ETHICS - PROFESSIONAL STANDARDS

The Governing Board expects District employees to maintain the highest ethical standards, exhibit professional behavior, follow District policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the District, advance the goals of the District's educational programs, and contribute to a positive school climate.

The Board encourages District employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill their

responsibilities and should focus on their contribution to the learning and achievement of District students.

Inappropriate employee conduct includes, but is not limited to:

- Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
- Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
- Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
- Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
- Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
- Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
- Willfully disrupting District or school operations by loud or unreasonable noise or other action
- Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity
- Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
- Divulging confidential information about students, District employees, or District operations to persons not authorized to receive the information
- Using District equipment or other District resources for the employee's own commercial purposes or for political activities
- Using District equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity
- Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of District technological resources at any time without the employee's consent
- Causing damage to or engaging in theft of property belonging to students, staff, or the District
- Wearing inappropriate attire

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal, Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the District's child abuse reporting procedures as detailed above.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The District prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the District's complaint process shall be subject to discipline.

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations,

requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

- Initiating inappropriate physical contact
- Being alone with a student outside of the view of others

- Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent
- Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal
    - When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.
- Creating or participating in social networking sites for communication with students, other than those created by the District, without the prior written approval of the principal or designee
- Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
- Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
- Addressing a student in an overly familiar manner, such as by using a term of endearment
- Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
- Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
- Transporting a student in a personal vehicle without prior authorization
- Encouraging students to confide their personal or family problems and/or relationships
- Disclosing personal, family, or other private matters to students or sharing personal secrets with students

DRUG AND ALCOHOL-FREE WORKPLACE

The Board believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment. An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace.

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform their job.

The Superintendent or designee shall notify employees of the District's prohibition against drug use and the actions that will be taken for violation of such prohibition. An employee shall abide by the terms of

this policy and shall notify the District, within five days, of their conviction for violation in the workplace of any criminal drug statute.

Employees are required to notify the Assistant Superintendent of Human Resources of any criminal drug and alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.

In accordance with law and the District's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

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

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

DRIVING ON DISTRICT BUSINESS

Employees who are required to drive on District business are required to maintain safe driving records and follow all applicable motor vehicles laws. Employees are forbidden to text-message while driving on HSD business and/or in a HSD vehicle. Employees are also required to use a hands-free device if using a cell phone while driving. Before being permitted to drive on District business, they may be required to show proof of a current valid driving license and current insurance coverage. If an employee is required to drive as part of their job duties, HSD retains the right to transfer to an alternative position, suspend or terminate a staff member whose license is revoked or suspended, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the District's policy. If the driver’s license of a staff member who is required to drive as part of their job duties is suspended or revoked, the staff member must immediately report that fact to Human Resources.

EMPLOYEE USE OF TECHNOLOGY

The Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting District and school operations, and

improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their employment. It is important that you understand your rights and privileges when using the District's resources. The District's Acceptable Use Policy (AUP) sets forth the rules and regulations that all District employees and students must follow. Each user of the District's computer resources agrees to the conditions established in the Policy.

Online/Internet Services

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or District operations without authority.

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

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

The Hawthorne School District administrative regulations and Acceptable Use Agreement outlines employee obligations and responsibilities related to the use of District technology. Inappropriate use may result in a cancelation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

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

Online/Internet Services: User Obligations and Responsibilities

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

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account number to which they have been assigned.

2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.

3. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

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

5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.

6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.

8. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the District or using District equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the District is not responsible for the content of the messages. The District retains the right to delete material on any such online communications.

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

Use of District Telephones and Email for Personal Business

Telephones in schools and offices are to be used only for official business with the exception of a personal emergency in which conversations must be kept as brief as possible. Outgoing personal calls should be made on your personal cell phone or a public telephone during lunch and break periods except in emergency situations, so that they will not interfere with work. Personal business including the handling of personal mail, e-mail, and telephone calls should be completed outside of your working hours.

Remember that your District e-mail account is reserved for District business purposes and use of e-mail or the District's computer system has no guarantee of privacy. Any employee that uses a District email account in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

Use of Cellular Phone or Mobile Communications Device

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

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

MEDIA CONTACTS

All media requests for the official position of HSD on any topic must be referred to the Site Principal, Assistant Superintendent of Human Resources, or Superintendent. Employees are not permitted to speak to the media on behalf of HSD. Nothing herein prohibits an employee from speaking to the media on the employee's own behalf. However, employees may not disclose any of HSD's confidential or proprietary information to the media or other third parties.

NO SOLICITATION RULE

In the interest of comfort, convenience and continued goodwill of our employees, there shall be no solicitation of any kind (including but not limited to solicitation of goods, services, autographs or memorabilia, etc.) by an employee of another employee while either person is on their working time. Working time includes all time for which the employee is supposed to be performing services for HSD. It does not include break periods, meal periods, or time before or after work. Solicitation by non-employees on HSD premises is prohibited at all times.

Additionally, distribution by employees of advertising material, handbills, printed or written literature of any kind in working areas of HSD is prohibited at all times. Distribution of literature by non-employees on HSD property is prohibited at all times unless explicitly approved by management.

RESIGNATION, TERMINATION & EXIT INTERVIEWS

Unless your employment is covered by a CBA, during the course of your employment, you are free to leave HSD at any time for any reason and HSD reserves a similar right. While recognizing this, HSD requests two (2) weeks' notice of voluntary resignation. Before receiving your final paycheck, you will be expected to turn in your uniform(s), key(s) or other materials belonging to the District and you may be invited to participate in an exit interview.

AGENCY SPONSORED SOCIAL MEDIA GUIDELINES

The Governing Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official District social media platform shall be to further the District's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

The Superintendent or designee shall develop content guidelines and protocols for official District social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

Guidelines for Content

Official District social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

The Superintendent or designee shall ensure that the limited purpose of the official District social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official District social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with District policies and administrative regulations.
Users of official District social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

Privacy

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official District social media platforms.

Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in BP 1113 - District and School Web Sites, shall also apply to official District social media platforms.

Social media and networking sites and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or District operations.

TOBACCO-FREE WORKPLACE

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with District goals to provide a healthy environment for students and staff.

The Board prohibits smoking and/or the use of tobacco products at any time in District-owned or leased buildings, on District property and in District vehicles.

These prohibitions apply to all employees, students and visitors at any school-sponsored instructional program, activity, or athletic event held on or off District property. Any written joint use agreement governing community use of District facilities or grounds shall include notice of the District's tobacco-free

schools policy and consequences for violations of the policy.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purposes of circumventing the prohibition of smoking.

Tobacco products include:

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related products or disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.

WORKING WITH VOLUNTEERS

Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. The presence of volunteers in the classroom and on school grounds also enhances supervision of students and contributes to school safety.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with District policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

SECTION THREE – EMPLOYMENT POLICIES

ATTENDANCE POLICY

The contribution of each HSD employee is critical and the efforts of each and every one are needed to help HSD to reach its goals. Consistent staff attendance increases program continuity, as well as chances for success for staff and students alike. For these and many more reasons, HSD places great value on positive and consistent attendance, and thanks each of you in advance for your many efforts towards supporting this practice.

REST PERIODS FOR EMPLOYEES WHO ARE NURSING OR BREASTFEEDING

HSD recognizes that employees who are nursing an infant may require time during the workday to express breast milk. HSD will therefore, provide a reasonable amount of break time to accommodate an employee desiring to express breast milk. We will provide a place, other than a bathroom, that is shielded from view and free from intrusion. The break time shall, if possible, run concurrently with any rest period the employee is already provided. If it is necessary for an employee to take additional break time that does not run concurrently with the authorized rest period, the additional time will be unpaid.

EMPLOYMENT RECORDS & PERSONNEL FILES

Current and former employees have a right to inspect certain documents in their personnel file, as provided by law, in the presence of a representative of HSD at a mutually convenient time and outside of regular work hours. To request to view your personnel file, please complete the Request to View Personnel File form found in the Human Resources folder with HSD Intranet on Google Drive. HSD will allow viewing and/or copying of a personnel file by the employee upon receipt of written request within 30 days or in accordance with timelines contained in an applicable CBA.

SECTION FOUR – PAYROLL PROCEDURES

ATTENDANCE AND ABSENCE REPORTING

All employees must accurately document attendance using designated timekeeping methods. The method for documenting hours is dependent on classification and assignment. Check with your immediate supervisor for instructions on how to document daily attendance. HSD uses the Frontline Education (formerly Aesop) Absence Management System. Employees are expected to be familiar with this online system and to use it to report and manage all absences. Links to the Frontline Education Absence Management System are found on the HSD Website.

CHANGE OF EMPLOYEE RECORD (ADDRESS/PHONE/STATUS ETC.)

It is important that the District maintain accurate records on every employee. For this reason, employees are responsible for ensuring that any changes in address, phone, contact and other related employee information are updated using the BEST Employee Self Service (ESS) Portal or submitted immediately to the Human Resources Department.

DIRECT DEPOSIT PROCEDURES

HSD offers the advantage of direct deposit of paychecks and encourages the use of this benefit. With direct deposit, your paycheck is automatically deposited in the bank account of your choice and you receive a pay stub detailing your pay and itemized deductions. To start or stop direct deposits, please complete and return the form that is available from the Payroll Office.

PAYDAY AND WORK WEEK

Classified staff members are paid on the 10th and 25th of the month. If the pay date is on a weekend or holiday, the pay will be issued on the last work day prior to the weekend/holiday.

Certificated staff (with the exception of administrators and psychologists) are paid on the 5th and 20th of each month. If the pay date is on a weekend or holiday, the pay will be issued on the last work day prior to the weekend/holiday.

Certificated administrators and psychologists are paid on the last working day of each month. If the pay date is on a weekend or holiday, the pay will be issued on the last work day prior to the weekend/holiday.

PAYROLL DEDUCTIONS

Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participating in various HSD benefit programs. The law also requires that HSD make certain deductions from an employee's compensation. These deductions include, but are not limited to, federal, state, local income taxes, unemployment taxes, social security taxes (SSI), and court-mandated garnishments.

SECTION FIVE - BENEFITS

If you are a benefits-eligible employee of HSD, you have a benefits program available to you and your family. Some benefits are described below, while other benefits are described in our annual summary of benefits and official plan documents where available. For additional information about any of our benefits, please contact Rita Encalada, Employee Benefits Technician, in the Human Resources Department.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Services for Education (EASE) is provided at no cost to Eligible Employees.

Employees and their family members can receive free, confidential assistance to help with personal and professional goals, manage daily stresses and develop fulfilling relationships.

How the EAP works
Access is easy and there's no cost to you. Go online to https://www.lacoe.edu/services/staff-support/ease or call the toll-free phone number 1-800-882-1341 any time - 24 hours a day, 365 days a year. Each member must call EASE for authorization and referral before receiving services. Claims will not be paid without an authorization.

Staffed by professionals
EAP professionals are highly trained and qualified. The information you receive is accurate, up to date and relevant to your particular circumstances.

Your call is private
Your personal information is kept confidential in accordance with federal and state laws.

Benefits of the EAP include:

Counseling Services
Talk one-on-one with an experienced, licensed counselor for support with stress management, strengthening relationships, work/life balance, grief and loss, and more. Clinical assistance is available 24/7 and your conversation is strictly confidential.

Legal Services
Free 30 minute consultation and discounted rates. Legal support for:

- Divorce
- Landlord and tenant issues
- Real estate transactions
- Wills and power of attorney
- Civil lawsuits and contracts
- Identity theft recovery

Financial Services
Free 30-minute consultation and discounted rates. Talk to a financial coach for guidance on:

- Saving for college
- Debt consolidation
- Mortgage issues
- Estate planning
- General tax questions
- Retirement planning
- Family budgeting

Work/Life Services

- Work/life resource and referral services
- Child care services
- Elder care services

Online Resources

Visit the website at https://www.lacoe.edu/services/staff-support/ease to access articles, videos, calculators and quizzes to help you improve your health and manage life events. You can also search for service providers in your area. The site is available in English and Spanish. Topics include:

- Depression
- Strengthening marriage and relationships
- Stress management
- Anxiety
- Conflict management
- Weight management
- Communication

INSURANCE BENEFITS

HSD takes pride in offering benefits programs that provide flexibility for the diverse and changing needs of our employees. The District offers eligible employees and their family members a full range of benefits. You may choose the options that best meet your needs. Visit the Human Resources webpage or call the office for information about available health benefits.

Please note that some part-time and substitute positions are not eligible for benefits. To determine if you are eligible for a health benefits package, contact the Human Resources Department.

The District shall provide health and welfare benefits for employees in bargaining units in accordance with state and federal law and subject to negotiated employee agreements. Employees who are not in bargaining units shall receive health and welfare benefits as specified in Board policy and administrative regulations.

RETIREMENT / PENSION

Depending on status, service time and classification, HSD employees may be eligible to participate in CalPERS (Classified) or CalSTRS (Certificated) programs. For more information please contact the Human Resources Department or CalPERS/CalSTRS.

SICK LEAVE

Temporary employees will be eligible for paid sick leave pursuant to the Healthy Workplaces, Healthy Families Act of 2014 (HWHFA). All temporary employees who work for 30 or more days within a year of their employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Such

employee may begin to use accrued paid sick days on the 90th day of their employment, after which they may use the sick days as they are accrued. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours (Labor Code 246). Permanent employees should refer to the collective bargaining agreement (CBA) regarding sick leave accruals.

Employees may use the paid sick leave for:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or an employee's "family member," which means any of the following:
    - a biological, adopted, or foster child, or stepchild, legal ward, or child to whom the employee stands in loco parentis, regardless of age or dependency status;
    - a biological, adoptive, or foster parent, or stepparent, or legal guardian of the employee or the employee's spouse/registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
    - the employee's spouse/registered domestic partner;
    - the employee's grandparent;
    - the employee's grandchild;
    - the employee's sibling.

- If the employee is a victim of domestic violence, sexual assault, or stalking:
    - obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the employee or employee's child;
    - seek medical attention for the employee's injuries;
    - obtain services from a domestic violence shelter, program, or rape crisis center;
    - obtain psychological counseling;
    - participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Employees must provide reasonable advance notification if the need for paid sick leave is foreseeable. Where the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for leave as soon as possible.

Employees will be paid sick leave benefits in accordance with the HWHFA. Absences protected by HWHFA or other state or federal laws do not count as a violation of the attendance policy

SECTION SIX - LEAVES OF ABSENCE

BEREAVEMENT LEAVE

Permanent employees are entitled to a leave of up to five days upon the death of any member of the employee's immediate family. Please contact Human Resources for specific details.

Members of the immediate family include: mother/stepmother, father/stepfather, mother-in-law, father-in-law, spouse, son/stepson, daughter/stepdaughter, son-in-law, daughter-in-law, grandmother, grandfather, grandchild, brother/stepbrother, sister/stepsister, or any relative living in the immediate household of the employee.
At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. For more information, please contact the Human Resources Department.

CIVIL AIR PATROL LEAVE

Employees who are members of the Civil Air Patrol are eligible for 10 days of leave per year. To be eligible, the associate must:

- have worked for HSD for at least 90 days immediately prior to taking leave;
- be a volunteer member of the Civil Air Patrol and
- has been duly directed and authorized to respond to an emergency operational mission, (within or outside of the state) of the Civil Air Patrol.

Employees are required to provide HSD with as much notice as possible of the proposed leave dates. HSD may require the associate to submit certification from the Civil Air Patrol authority of the need for time off. Civil Air Patrol leave for a single emergency operational mission shall not exceed three days, unless an extension of time is granted by the governmental agency that authorized the emergency operational mission and the extension of the leave is approved by HSD.

While such leave is unpaid, employees are permitted to use available vacation or sick time when taking Civil Air Patrol leave.

HSD will not retaliate or in any manner discriminate against an associate for taking time off to perform Civil Air Patrol duties.

CRIME VICTIM’S LEAVE

HSD will provide time off to an employee to attend judicial proceedings related to a crime, if that employee is a victim of a crime, an immediate family member (defined here as spouse, domestic partner, child, stepchild, sibling, stepsibling, mother, stepmother, father or stepfather) of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. HSD requires when feasible, in advance of taking leave, the employee provide their supervisor with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. If advance notice is not possible, the employee is required to provide HSD with a notice within a reasonable time of the proceeding.

Crime Victim’s Leave is unpaid. Rather than taking unpaid leave, an employee may use accrued Paid Time Off or Sick Leave.

DOMESTIC VIOLENCE AND SEXUAL ASSAULT VICTIM LEAVE

If an employee or an employee's family member (defined here as spouse, domestic partner, child, stepchild, sibling, stepsibling, mother, stepmother, father or stepfather) is the victim of domestic violence, sexual assault or stalking, time off may be necessary to ensure the health, safety, or welfare of the employee or the employee's child. This may include time off to:

- obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the associate or associate's child;
- seek medical attention for the associate's injuries;
- obtain services from a domestic violence shelter, program, or rape crisis center;
- obtain psychological counseling;
- participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Domestic Violence and Sexual Assault Victim Leave is unpaid. Rather than taking unpaid leave, an employee may use accrued vacation or Sick Leave. Exempt employees who work during a workweek when they take this leave will receive their full salary for that week.

When possible, reasonable advance notice of the intention to take time off is required. When an unscheduled absence occurs, the associate, within a reasonable time after the absence, must provide one of the following to Human Resources:

- a police report indicating that the associate was a victim of domestic violence, sexual assault, or criminal stalking;
- a court order protecting or separating the associate from the perpetrator of an act of domestic violence, sexual assault, or criminal stalking, or other evidence from the court or prosecuting attorney that the associate appeared in court; or
- documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, licensed health care provider, or counselor that the associate was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault, or criminal stalking.

EMERGENCY DUTY AND TRAINING LEAVE

If you are a Civil Service volunteer such as a firefighter, a reserve peace officer, emergency rescue personnel or a member of a disaster medical response team sponsored or requested by the state, you are eligible for unlimited unpaid leave for the duration of your deployment. You are also allowed up to fourteen (14) days per calendar year for required training.

FAMILY AND MEDICAL LEAVE/CALIFORNIA FAMILY RIGHTS ACT LEAVE

(a) The provisions of the federal Family and Medical Leave Act of 1993 (FMLA; 29 U.S.C. § 2601, et seq.) and the California Family Rights Act (CFRA; Government Code § 12945.2) are applicable to individuals employed by the District for at least twelve (12) months (which need not be

consecutive) and who have worked at least 1,250 hours in the twelve (12) months immediately prior to commencement of the leave.

(b) Eligible unit members may take up to twelve (12) workweeks of leave (twenty-six (26) workweeks for military caregiver leave) in a fiscal year, July 1 through June 30, inclusive, for the following reasons:

(1) Serious health condition of the employee;

(2) Serious health condition of the employee's child, parent, spouse, or registered domestic partner (CFRA only);

(3) Birth of a child, or placement of a child in the family for adoption or foster care within twelve (12) months of the birth or placement;

(4) Serious illness or injury sustained in the line of duty on active duty by a military servicemember or veteran who is the spouse, child, parent or next of kin of the employee (FMLA and possibly CFRA); or

(5) Qualifying exigency arising out of the fact that a spouse, child or parent of the employee is a covered servicemember on covered active duty or has been notified of an impending call or order to covered active military duty (FMLA only).

(c) Where the leave is for planned medical treatment or birth of a child, employees must provide thirty (30) calendar days' notice of the need for leave. For all other reasons and where practicable, the employee shall provide reasonable notice. Employees shall provide appropriate certification.

(d) Eligible employees must use available paid leaves concurrently with unpaid family leave. Nothing herein shall modify the rules for use of such paid leaves. Entitlement to FMLA leave shall run concurrently with CFRA leave except for pregnancy disability and the military related reasons. Paid parental leave shall run concurrently with any entitlement to child-bonding leave under FMLA and CFRA.

(e) While on Family and Medical Leave, an employee shall be entitled to continue his/her health and welfare benefits under the same terms and conditions as if working, including paying any employee portion of the insurance premium. If the employee fails to return to work after taking Family and Medical Leave, for a reason other than (1) the continuation, recurrence, or onset of a serious health condition that would entitle the unit member to FMLA/CFRA leave or (2) other circumstances beyond the unit member's control, the unit member shall be required to pay back the health insurance premiums paid by the District during any unpaid portion of the Family and Medical Leave.

MILITARY LEAVE

A staff member entering military service of the United States will be provided all rights guaranteed by law. As a general principle, this means that you will generally be entitled to return to your position at HSD

after service in the armed forces under most conditions. Members of the National Guard or any branch of the Armed Forces Reserves who are required to attend the customary annual two-week training program will be granted a leave of absence, without pay, for the period required. For all military leaves, a written request by the Commanding Officer of the unit or a copy of the official orders must be submitted to the Assistant Superintendent - Human Resources, unless providing notice is precluded by military necessity or is otherwise impossible or unreasonable.

PERSONAL NECESSITY

Permanent employees may use a maximum of seven days of their accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity.

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions
2. Accident involving the employee's person or property or the person or property of a member of the employee's immediate family
3. An appearance in any court as a litigant or witness under an official order
4. Weddings or graduations of the employee's immediate family members
5. As approved by the Superintendent or designee

PREGNANCY DISABILITY LEAVE

Pregnancy Disability Leave (PDL) is a protected leave in California. It protects time off for disabilities, as determined by your health care provider, related to pregnancy, childbirth, or related medical conditions. The length of your PDL will be determined by your health care provider based upon the individual circumstances of your pregnancy. A typical PDL period is 6 weeks, with a maximum allowable period of 4 months (17-1/3 weeks).

PDL will typically run concurrently with Family Medical Leave Act (FMLA) leave. Any available sick days will be applied to the beginning of your leave prior to entering into sub difference pay. Available vacation days can also be applied in advance of entering into sub difference pay.

Following PDL, eligible employees may choose to take up to 12 workweeks of child-bonding time within 12 months of the birth of their child. This leave would be covered by the California Family Rights Acts (CFRA) or treated as paid parental leave under the California Education Code, depending upon eligibility. Any remaining leave under the FMLA will be applied concurrently with child-bonding leave or paid parental leave. Employees taking paid parental leave will receive the greater of the sub difference rate or 50% pay. The decision to take time for child-bonding or paid parental leave must be communicated to the District at least 30 days prior to the requested commencement of the leave.
Please note the following:

1) You must submit a medical note with an estimated due date to Rita Encalada, Employee Benefits Technician, in the Human Resources Department via hard copy, email at rencalada@hawthorne.k12.ca.us, or fax to (310) 676-5174.

2) Depending on how much time you take off following the end of your PDL, you may end up owing the District money, either in December or June. If you take a leave under FMLA, CFRA, or paid parental and you do not return to work following the leave, you will be required to repay the District for the cost of your health benefits, if applicable.

3) If you are a certificated staff member who is on leave at the end of the school year and you are in an unpaid status (not earning either full pay, the sub difference, or 50% pay), you must return to work on the final day of the school year in order to be paid during the summer months. If you are a certificated employee and you are receiving either the sub difference or 50% pay on the final day of the school year, you must submit an Intent to Return Form for the following school year to Evelyn Jimenez, Certificated Personnel Manager, in the Human Resources Department in order to be issued pay during the summer months.

4) Once you have utilized all available sick and vacation days, you will begin to be paid at the sub difference rate, at which time you will only receive one paycheck each month.

5) If you maintain a disability coverage policy, you might be eligible for compensation for any period of your PDL when you are not receiving your full pay.

To add your newborn to your health insurance plan, if eligible, you must email Rita Encalada at rencalada@hawthorne.k12.ca.us a few days after you have been discharged from the hospital. Your newborn will be automatically covered for the first 30 days following his/her birth, but it is your responsibility to provide notification well before the 30 days ends, so that you can be sent the required paperwork to add your newborn to your plan.

SCHOOL ACTIVITIES LEAVE

Employees who are parents, stepparents, foster parents, grandparents, or guardians of one or more children who are under the care of a licensed child care provider or who are attending pre-school, nursery school, elementary, or secondary school may take off up to forty (40) hours per school year to attend school activities such as parent conferences, special programs, and the like, including to discuss the child's possible suspension or expulsion and to find, enroll, or reenroll the child in a school or with a licensed child care provider. Such time off may not exceed eight hours in any calendar month. Employees will be required to provide documentation supporting the need for taking time off under this policy.

The employee must advise their supervisor as soon as possible so that alternative arrangements can be made to cover the employee's work. If both parents/grandparents of a child are employed by HSD, only one (1) may take time off to attend a particular school activity, unless sufficient notice is given and additional staff is available. The parent who first gives notice of a planned absence will have preference for time off.

While such leave is unpaid, employees may use any accrued but unused vacation or sick time while attending a child's school activities. The employee must obtain written verification from the school that

the employee attended or participated in the school activity.

HSD will not retaliate or in any manner discriminate against an employee for taking time off pursuant to this policy, provided the employee gives reasonable notice to HSD that the employee is requested to appear in the school or has taken time off to participate in school activities.

SPOUSAL MILITARY DEPLOYMENT LEAVE

An employee who works more than twenty (20) hours per week whose spouse is a member of the Armed Forces, National Guard or Reserves who has been deployed during a period of military conflict is qualified for as many as 10 days of unpaid leave when their spouse/domestic partner is on leave from military deployment.

Requests for leave must be presented to your department manager at least two (2) days of receiving official notice that your spouse will be on leave from deployment when you wish to take leave. You must also provide your department manager with written documentation certifying your spouse will be on leave from deployment.

VOTING LEAVE

On the day of a statewide election, an employee may take off enough working time to enable him or her to vote if the employee would not otherwise have sufficient time outside of working hours to vote. Such time off shall be taken at the beginning or end of the regular working shift. An employee will be allowed a maximum of two hours leave without loss of pay. The employee shall give their manager at least two days' notice that time off to vote is needed.

SECTION SEVEN - SAFETY AND WELFARE

ASBESTOS MANAGEMENT

The Superintendent shall designate an employee who shall ensure that the District's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, basic knowledge of the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; and relevant federal and state regulations.

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:
   a. Any school building that is leased or acquired by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations.

b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials.

c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building.

2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs.
3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

The asbestos management plan shall be available for inspection in district and school offices during normal business hours and parent/guardian, teacher, and employee organizations are annually informed of the availability of these plans.

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress.
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals.

Asbestos inspection and abatement work and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors.

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations.

All district maintenance and custodial staff who may work in a building that contains asbestos-containing building materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92.

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials.
8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95.

The District shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode.

EMERGENCY PREPAREDNESS

Emergencies and disasters happen. They come in many forms, can occur anywhere at any time and run the gambit from natural causes such as illness, earthquakes, fires, floods, and severe storms to man-made causes such as an active shooter and chemical spills. Knowing how to react and respond in a time of crisis can go a long way to keeping you and your students out of harm's way. School emergency preparedness efforts and emergency plans help to keep students and staff safe.

As a first step, we recommend that you ensure that you and your family are prepared. Experts recommend that you ensure that your family has everything they need to be self-sufficient for five to seven days without regular utilities or services.

As School District employees, it is our collective responsibility to be sure that we are adequately prepared in the event of an emergency to minimize potential risk to ourselves, to our students and others. For this reason, employees are asked to be familiar with different emergency and disaster plans as well as to participate fully in District drills.

In addition, California Government Code Section 3100-3109 states in part: *"It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance…in protection of its citizens and resources,* ***all public employees are hereby declared to be disaster service workers…"***

Because we serve a population which is dependent on our services, we cannot abandon this critical responsibility. We need to be prepared to protect all of our students during an emergency.

EMERGENCY/DISASTER DRILLS

HSD will conduct intermittent Fire Drills, Lockdown Drills, Disaster Drills and other Emergency Action exercises. Employees should refer to their school-specific Emergency Action Plans for information on roles, responsibilities and compliance with these important measures.

EPINEPHRINE AUTO-INJECTORS

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The

school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity.

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive.

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference.

PESTICIDE PRODUCTS

To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact the Business Services Department. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application, an Internet address on pesticide use and reduction, and the Internet address where the integrated pest management plan, if posted, may be found.

PROHIBITED CONDUCT

HSD takes its commitment to school safety extremely seriously. Employees of HSD are expected to read and understand and uphold all safety guidelines, plans and policies. Employee conduct, which deliberately violates safety policies and procedures, or places members of the school community at a safety risk, is strictly prohibited.

SECURITY AND IDENTIFICATION BADGES

All staff must wear identification badges while working. In the event that your identification becomes lost or damaged, contact the Human Resources Department for a replacement.

SUMMARY OF INURY AND ILLNESS PREVENTION PROGRAM

You should at all times keep in mind the safety and welfare of our students, your fellow employees and yourself. In keeping with HSD's commitment to safety in the workplace, we have established an Injury and Illness Prevention Program (IIPP). This program includes features that address workplace security and violence. It provides for meetings, training programs, and the posting of safety notices and safety tips. The program also includes periodic inspections to identify and evaluate potential safety hazards. In addition, it provides for the correction of any hazards that are identified and the investigation of any incidents of workplace violence. For more information, please refer to the Safety binder in your department.

- Overall, please remember that no job is so important and no service is so urgent that we cannot take time to perform our work safely.
- Should there be any job–related accident, injury and/or illness, employees are to immediately report this occurrence to their supervisor. In no situation, except in an emergency, should an employee leave shift without reporting an injury that occurred.
- Report immediately to your supervisor any personal injury you may suffer regardless of how minor it may seem at the time.
- Report immediately to your supervisor any personal injury a guest may suffer no matter how minor it may seem at the time.
- Make sure you develop a "safety attitude" in all your work habits.

SUMMARY OF BLOODBORNE PATHOGEN PROGRAM

In addition to a general knowledge of safe practices, school employees should be knowledgeable about the District's Exposure Control Plan. This Plan, written in compliance with 8 CCR 5193 is designed to prevent or minimize employee exposure to blood and other potentially infectious materials (OPIM) such as contaminated human fluids or materials that may be infected with human immunodeficiency virus (HIV), hepatitis B virus (HBV) or hepatitis C virus (HCV). The plan specifies who is covered by the Plan, the type of controls that you should adopt to reduce your risk of exposure, how to safely clean and decontaminate the workplace, what to do with regulated waste, how exposure incidents should be reported, and what steps to take if there is a potential exposure.

UNIVERSAL PRECAUTIONS (AR 4119.43,4219.43,4319.43)

Universal precautions are an approach to infection control. All human blood and certain human body fluids, including, but not limited to semen, vaginal secretions, and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other bloodborne pathogens.

Occupational exposure means reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident.

<u>Infection Control Practices</u>

For the prevention of infectious disease, the district shall:

1. Effectively maintain the worksite in a clean and sanitary condition, and implement an appropriate written schedule for cleaning and decontamination of the worksite
2. When necessary for employees with occupational exposure to bloodborne pathogens, provide appropriate personal protective equipment, such as gloves, masks, and outer garments, at no cost to the employee
3. Provide handwashing facilities which are readily accessible to employees or, if not feasible, provide

an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes

Any employee who has contact with blood or other body fluid, regardless of whether bloodborne pathogens are known to be present, shall:

1. Use personal protective equipment as appropriate.
2. Wash hands and other skin surfaces thoroughly with soap and running water:
    a. Immediately or as soon as feasible following contact with blood or other potentially infectious materials
    b. Immediately after removing gloves or other personal protective equipment
3. When handwashing facilities are not available, use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.
4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure to bloodborne pathogens.
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs or forceps to clean up broken glassware which may be contaminated.
7. Use effective techniques to minimize the risk of a sharps injury in all procedures involving the use of sharps.
8. Handle, store, treat, and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.
    a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193.
    b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

WORKERS COMPENSATION AND INJURY REPORTING

Work-related injuries and illnesses should be reported immediately to your direct supervisor. Please complete an Injury & Illness Incident Report form. For assistance in reporting Injuries and Illnesses, please see either your supervisor or a health clerk or contact the Risk Management Specialist in the Business Services Department.

WORKPLACE VIOLENCE/WORKPLACE VIOLENCE PREVENTION PLAN

HSD is committed to providing a workplace, including campus and administrative areas, that is free from acts and/or threats of violence. It is therefore essential that every employee understand the importance of workplace safety and security.

Every threat of violence is potentially serious and must be treated as such. Threatening behavior can include such actions as throwing objects, making verbal threats to harm another individual or destroy property, displaying an intense or obsessive romantic interest that exceeds the normal bounds of interpersonal interest, or attempting to intimidate or harass other individuals.

Individuals who become aware of any threats of workplace violence must report these threats immediately to the Human Resources Department or another officer of the District.

The District maintains a Workplace Violence Prevention Plan to address acts and potential acts of violence. A copy of this plan can be found in the Human Resources section of the website. Employees may also contact the Human Resources Department with questions or concerns.

For an individual who becomes aware of any actual violence, imminent violence, or threat of imminent violence, obtaining emergency assistance must be a matter of first priority. The individual should immediately contact the Human Resources Department or another officer of the District, and, if appropriate, should contact the Police Department by dialing 9-1-1.

SECTION EIGHT – OTHER DISTRICT POLICIES

PROFESSIONAL ATTIRE

The following guidelines apply:

1. Employees shall be clean and neatly groomed.
2. Shoes must be worn at all times. Thongs, flip-flops and beach type sandals are prohibited.
3. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, or that advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.
4. Hats, caps and other head coverings shall not be worn indoors unless medically required or for religious purposes.
5. Clothes shall conceal undergarments at all times. The following are prohibited: see-through or fish-net fabrics, halter tops, off-the-shoulder, low-cut tops, bare midriffs, exercise attire, and ripped, torn or frayed clothing. Clothes must be neat, clean.
6. The following are prohibited: shorts, underwear type t-shirts, tights as outerwear, and dresses or skirts shorter than mid-thigh. Leggings or stirrup pants must be worn with mid-thigh length tops.
7. Business casual jeans are permitted as long as they are clean, in good condition (free from rips, holes, or frays), and styled in a professional manner.

COVID-19 REFERENCES AND RESOURCES

Los Angeles County Department of Public Health (LAC DPH)

COVID-19 and Acute Respiratory Illness (ARI) Community Guidelines

If you feel sick with cold, flu, or COVID-19 symptoms:



1. **Stay home away from others** until you have not had a fever for 24 hours (without using fever-reducing medication) and other symptoms are improving. LAC DPH recommends that you test negative before resuming normal activities. COVID-19 can spread quickly, especially when someone feels sick.
2. **Wear a well-fitting mask around others while you feel sick.** Masks can help prevent the spread of germs, including COVID-19 and other respiratory viruses.
3. **Get tested**. Testing helps make sure you get the right treatment and don't spread germs to others. If you test negative but continue to feel sick, test again 48 hours later. If you continue testing negative, talk to your doctor about testing for other respiratory pathogens, especially if you are high-risk for severe illness.
4. **Avoid contact with high-risk individuals for 10 days after you started feeling sick**. This includes the elderly, people who reside temporarily or live in a congregate facility[i] or people who are immunocompromised.
5. **Get treatment** for COVID-19 or influenza. Talk to your provider about options.

If you test positive or a healthcare provider diagnoses you with COVID-19:



1. If you have symptoms:
   Follow the steps above for people who feel sick with symptoms of a cold, flu, or COVID-19.
2. If you do not have symptoms, you do not need to stay home as long as you:
   Wear a well-fitting mask around others for 10 days after you tested positive.
   Monitor yourself for symptoms. If you start feeling sick, follow instructions above for people who feel sick with symptoms of a cold, flu, or COVID-19.
   Avoid contact with high-risk individuals for 10 days after you tested positive. Higher risk individuals include the elderly, people who reside temporarily or live in a congregate facility[i] or people who are immunocompromised.

In addition, tell anyone you've been around while you were potentially infectious (that is, two days before and while you felt sick) that they have been exposed and need to follow the instructions for people exposed to COVID-19 below.

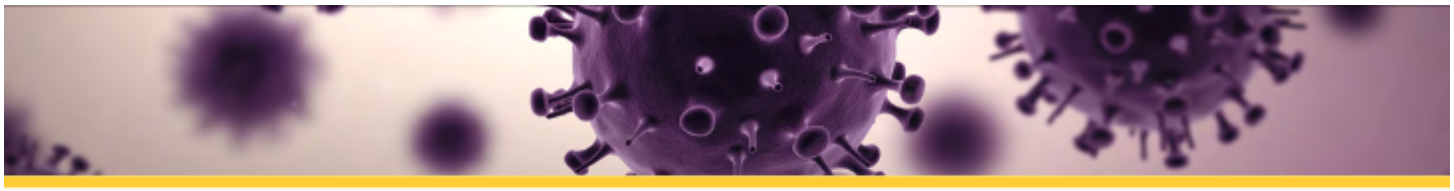
If you are a close contact to someone with COVID-19:



1. **Wear a well-fitting mask** around others for 10 days after your last exposure. Since it is possible to be infected without symptoms, exposed individuals could unknowingly spread COVID-19. It's especially important if you have contact with high-risk individuals like people who reside temporarily or live in a congregate facility[i] or people who are immunocompromised.
2. **Monitor your health** for 10 days after your last exposure. If you start to feel sick, follow instructions above for people who feel sick with symptoms of COVID-19.
3. **Get tested** 3-5 days after you were last exposed. If you recently recovered from COVID-19 in the last 90 days, review testing recommendations.

[i] This can include individuals in a hospital, skilled nursing facilities, correctional facilities, or facilities providing shelter to unhoused individuals.

County of Los Angeles Public Health



STEPS FOR HANDWASHING

Stop the spread of germs and keep yourself and others from getting sick.



1. Wet your hands with warm water.



2. Lather up with soap. Soap gets rid of the oil that helps germs stick to your hands.



3. Rub and scrub your hands together for at least 20 seconds. Strongly rub and scrub your wrists, palms, between fingers, under your nails, and the backs of your hands. The soap and scrubbing action loosens the germs off your hands.



4. Rinse your hands thoroughly with warm, running water.



5. Dry your hands completely with a clean towel or paper towel. Use the towel to turn off the faucet when you're finished drying your hands. Throw the paper towel away.

If soap and water aren't available, use an alcohol-based hand sanitizer. Alcohol-based hand sanitizers can usually be found as a gel or wipes. Make sure the product is at least 60 percent alcohol.

To use an alcohol-based hand sanitizer:

- Rub the gel or wipe all over both hands.
- Rub hands together for 30 seconds until they feel dry.

10/19

Los Angeles County Department of Public Health
www.publichealth.lacounty.gov

County of Los Angeles Public Health



Employee Health and Safety Protocols

School Year 2025-2026

Hawthorne School District

Employee Health and Safety Protocols



Maintaining safe and healthy environments for our staff and students remain the District's number one priority. In support of our commitment, the contents in this document represent the most current health and safety guidance pertaining to COVID-19 advised by our state and local health departments.

Employees are required to always adhere to these protocols and seek out clarification from their immediate supervisor whenever needed. Additional information and resources related to COVID-19 can be accessed by visiting the below websites:

- Centers for Disease Control and Prevention (CDC)
- California Department of Public Health (CDPH)
- Los Angeles County Department of Public Health (LAC DPH)
- Hawthorne School District

Face Masks



Masking is still an important tool for preventing the spread of COVID-19 and protecting vulnerable people in high-risk settings. Los Angeles County requirements and recommendations for wearing masks in public indoor settings depend on the COVID-19 impact level, which is determined by how many people in the county are newly hospitalized due to COVID-19. Indoor masking may be required at times in accordance with state and county directives and will be communicated to applicable personnel. Employees may wear a mask if they want to, unless it would create a safety hazard, and may request masks or respirators from their direct supervisor.

Additional protective equipment and related items may be provided at times on a case-by-case basis, depending upon individual settings and circumstances. Requests are to be made to the employee's immediate supervisor.

Handwashing



Handwashing is strongly recommended as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19. Employees should wash their hands several times during the day with soap and water for at least 20 seconds. If soap and water aren't available, employees should use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Physical Distancing



Employees are to comply with all posted and communicated directions regarding physical distancing. Access to indoor areas, such as offices and staff lounges, may be restricted at times to ensure the safety of staff, students, and community members.

Cleaning and Disinfecting



Cleaning and disinfecting will be conducted in accordance with guidelines and recommendations issued by LAC DPH. Requests for additional/enhanced cleaning/disinfecting or access to cleaning supplies should be directed to the requesting employee's immediate supervisor.

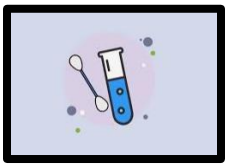
Daily Symptom Screening



Employees should self-screen for COVID-19 symptoms and risk factors daily before accessing their campus/work location using the provided questionnaire, which may be updated as needed. Any employee who fails to pass the self-screening should report the information to the District COVID-19 Compliance Team via the Acute Respiratory Illness Report for HSD Staff form and, in addition:

i. Wear a mask, stay home and away from others, and follow the advice of their healthcare provider and the LAC DPH (https://ph.lacounty.gov/covidcommunity/), and test for COVID-19. Testing for flu in addition to COVID-19 should be considered for those at high risk of severe illness.
ii. Refrain from reporting to work until they have not had a fever for 24 hours without taking fever-reducing medication that reduces fevers, and any other symptoms resolve completely or are mild and improving.
iii. Inform their supervisor and enter any absences using Frontline's Absence Management system.

COVID-19 Testing



Any employee who is exhibiting new cold, flu, or COVID-19 symptoms, should test immediately. If they test negative but continue to feel sick, they should test again 48 hours later. If testing continues to be negative, it is recommended to talk to a doctor about testing for other respiratory pathogens, especially if the risk for severe illness is high. Employees who have been in close contact with someone who has been diagnosed with COVID-19 should consider testing 3 to 5 days following the exposure.

Employees with health insurance may be able to obtain testing services for COVID-19 through their doctor or health plan. COVID-19 tests may also be available at various locations such as County-run facilities, health centers, or pharmacies. For assistance in locating testing sites, visit the California Department of Public Health's COVID-19 Testing page or access the Los Angeles County Information Line by dialing 2-1-1 or texting 52-211.

Contact Tracing



When a COVID-19 case is reported, the COVID-19 Compliance Team or other designated personnel will engage in case investigation and contact tracing to obtain the necessary information to identify any on-site exposures. Identified close contacts will be informed of their exposure and provided with the appropriate information including recommended precautions to take. All procedures will comply with current notification requirements while maintaining confidentiality mandated by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA)

Close Contacts



A close contact is defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period while that person is potentially infectious. In smaller spaces or areas with poor ventilation, infections can occur more readily. Those with COVID-19 are considered to be infectious (meaning they can spread COVID-19 to others) starting 2 days before their symptoms began and for 10 days after symptoms began or the first positive test if no symptoms.

Employees who become aware of an exposure they had to someone who tested positive for COVID-19 do not need to quarantine and may remain at work if they are not experiencing symptoms. However, to lower the risk of spreading COVID-19 to others, they should follow the LAC DPH COVID-19 and Acute Respiratory Illness (ARI) Community Guidelines which include:

1. **Wearing a well-fitting mask** around others for 10 days after your last exposure. Since it is possible to be infected without symptoms, exposed individuals could unknowingly spread COVID-19. It's especially important if they have contact with high-risk individuals like people who reside temporarily or live in high-risk congregate settings or people who are immunocompromised.
2. **Monitoring their health** for 10 days after their last exposure. If they start to feel sick, they should immediately follow instructions above for people who feel sick with symptoms of COVID-19**.**
3. **Testing for COVID-19** 3-5 days after their last exposure.

Employees with COVID-19



All employees with COVID-19 should report the information to the District COVID-19 Compliance Team via the Acute Respiratory Illness Report for HSD Staff form. Those having trouble completing the form should notify their immediate supervisor or Human Resources as soon as possible.

Employees who test positive for or are diagnosed with COVID-19 should follow the COVID-19 and Acute Respiratory Illness (ARI) Community Guidelines from the LAC DPH:

For employees with COVID-19 who <u>are</u> experiencing symptoms, this includes:

1. **Staying home away from others** until they have not had a fever for 24 hours (without using fever-reducing medication) and other symptoms are improving. LAC DPH recommends that they test negative before resuming normal activities. COVID-19 can spread quickly, especially when someone feels sick.
2. **Wearing a well-fitting mask** around others while they feel sick. Masks can help prevent spread of germs, including COVID-19 and other respiratory viruses.
3. **Avoiding contact with high-risk individuals** for 10 days after they started feeling sick. This includes the elderly, people who reside temporarily or live in high-risk congregate settings, or people who are immunocompromised.
4. **Talking to their provider** about treatment options.

For employees with COVID-19 who <u>are not</u> experiencing symptoms, they may remain at work and do not need to stay home as long as they:

1. **Wear a well-fitting mask** around others for 10 days after they tested positive.
2. **Monitor for symptoms**. If they start feeling sick, immediately follow the instructions above for employees with COVID-19 who are experiencing symptoms.
3. **Avoid contact with high-risk individuals** for 10 days after you tested positive. Higher risk individuals include the elderly, people who reside temporarily or live in high-risk congregate settings or people who are immunocompromised.

All employees with COVID-19 should report the information to the District COVID-19 Compliance Team via the Acute Respiratory Illness Report for HSD Staff form. Those having trouble completing the form should notify their immediate supervisor or Human Resources as soon as possible.

<u>It is important to note that people with COVID-19, whether or not they have symptoms, may transmit the virus to others for up to 10 days.</u>

As our state and local health jurisdictions may release changes to this guidance, the District COVID-19 Compliance team will communicate the most up-to-date return information to employees with COVID-19.

HAWTHORNE SCHOOL DISTRICT

Daily Symptom Screener for HSD Staff

Thank you for taking the time to keep our school community safe.

1. Are you feeling sick with cold, flu, or COVID-19 symptoms not related to another condition? Symptoms may include:

- New loss of smell/taste
- Chills
- Cough
- Runny or stuffy nose
- Muscle or body aches
- Headache
- Sore throat
- Nausea or Vomiting
- Diarrhea
- Fatigue
- Shortness of breath/difficulty breathing

YES - Please report this information to the District COVID-19 Compliance Team via the Acute Respiratory Illness Report for HSD Staff form (https://forms.gle/SaKMQqKZuzGL5 sxs9). A member of the team will reach out to you as soon as possible to obtain additional information and provide guidance. In the meantime, please:

i. Follow the advice of your healthcare provider and the Los Angeles County Department of Public Health (https://ph.lacounty.gov/covidcommunity/):
   a. **Stay home away from others** until you have not had a fever for 24 hours (without using fever-reducing medication) and other symptoms are improving.
   b. **Wear a well-fitting mask** around others while you feel sick.
   c. **Get tested.** It is recommended that you test negative for COVID-19 before resuming normal activities.
   d. **Avoid contact with high-risk individuals.** This includes the elderly, people who reside temporarily or live in high-risk congregate settings, or people who are immunocompromised.
   e. **Talk to your provider** about treatment options.

ii. Inform your supervisor and enter any absences using Frontline's Absence Management system.

NO – Please continue.

2. Have you received a positive test result for a specific respiratory infection including COVID-19, influenza, RSV, or strep throat?

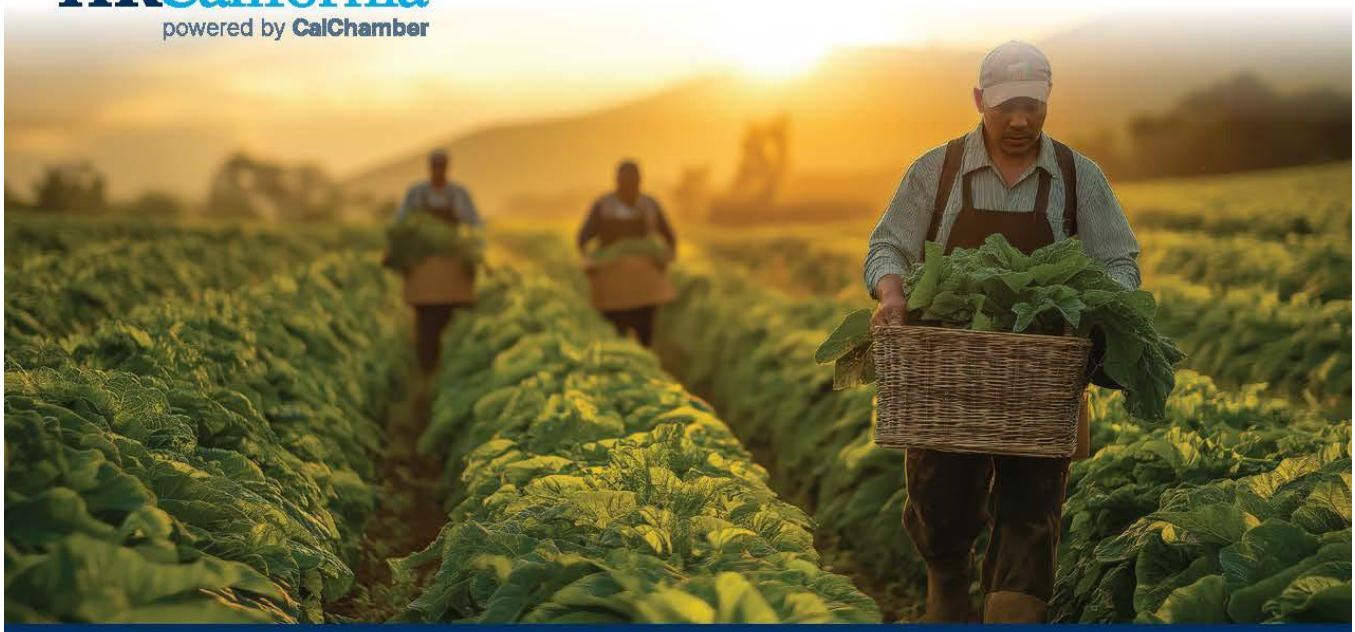
YES - Please report this information to the District COVID-19 Compliance Team via the Acute Respiratory Illness Report for HSD Staff form (https://forms.gle/SaKMQqKZuzGL5 sxs9). A member of the team will reach out to you as soon as possible to obtain additional information and provide guidance. In the meantime:

- If you are experiencing symptoms, please follow the advice of your healthcare provider and the Los Angeles County Department of Public Health (https://ph.lacounty.gov/covidcommunity/) including the guidance provided in the YES response to Question 1.
- If you are **not** experiencing symptoms, you may remain at work and do not need to stay home as long as you wear a well-fitting mask around others and continue to be symptom free.

NO- IF the answer is NO to all the above questions, you may report for work as normal. Please continue taking your everyday precautions to keep yourself, your loved ones, and your school community healthy.

CALIFORNIA WORKPLACE – KNOW YOUR RIGHTS

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California Workplace - **Know Your Rights**

As a worker in California, you are entitled to know and exercise your workplace and constitutional rights. Labor laws, including but not limited to standards for wages, hours, and health and safety, apply to all workers in the state regardless of immigration status.

It is against the law for your employer to retaliate against you for exercising your rights, including:

- Filing a complaint with the Labor Commissioner, Cal/OSHA, the Civil Rights Department, or another government agency.
- Asking about your employer's compliance with federal, state, or local law.
- Talking with others about their rights or helping them exercise their rights under federal, state, or local law.

Examples of illegal retaliation include firing you, reducing your work hours, or threatening to report you or a relative to immigration authorities because you exercised your rights.

Workplace Protections Related to Immigration Status

Your right to Notice of Immigration Inspections (*Labor Code § 90.2*)

If your employer receives notice of an upcoming immigration agency's inspection of I-9 Employment Eligibility Verification forms or other employment records, your employer must post a notice informing workers and their union representative, if applicable, within 72 hours of receiving that notice.

Your protections against unfair immigration-related practices (*Labor Code §§ 1019-1019.2*)

Under California law, it is unlawful for employers to retaliate against you or threaten immigration-related action when you exercise your rights. An employer is prohibited from taking any of the following actions because you exercised your rights:

- Refusing to accept identification documents during the I-9 process (proof of ID and federal permission to work) that appear to be genuine.
- Using E-Verify in a way not required or authorized by law.
  - For example, using E-Verify to reverify employment eligibility for an employee when not legally required to do so or screening only specific workers rather than all workers in a workplace without a legitimate basis for doing so.
- Reporting or threatening to report you or your family to immigration authorities.
- Filing or threatening to file any false report to the police or a state or federal agency.

Your right to designate an emergency contact (*Labor Code § 1555*)

Your employer **must** allow you to provide them with emergency contact information and to indicate if you want the emergency contact to be notified if you are arrested or detained at work. If you are arrested or detained at work and your employer has knowledge of it, they **must** notify your designated emergency contact if you choose that option.

Your right to organize a union or engage in protected activity in the workplace

Most employees in California have the right to organize, join, or participate in union activities. Employees also have the right to jointly act with co-workers to address workrelated issues and concerns to improve working conditions or for the purpose of collective bargaining. **This means you have the right to join with coworkers to request better working conditions or raise work-related concerns, including about wages, hours, health and safety, and other terms of employment.** You also have the right to not participate in union activities or protected activities. It is illegal for your employer to:

- Interfere with or discourage your union activity or protected activities.
- Threaten you, or retaliate or discriminate against you, because of your union support or protected activities.

Your rights when interacting with law enforcement, including immigration agents, in the workplace

California workers have certain rights and protections under the U.S. Constitution, ***regardless of their immigration status***, including when law enforcement (including a federal immigration agent) approaches you. In addition, under California law, state and local law enforcement cannot assist federal agencies such as ICE with immigration enforcement in most circumstances.

Your right to be free from unreasonable searches (*U.S. Constitution, 4th Amendment*)

- If law enforcement, including immigration agents, ask if they can search you or your personal belongings, unless they have a judicial warrant specifically authorizing a search of your person or your personal belongings, you have the right to say no.
- If the officer conducts the search, even if you say no – remain calm, do not physically resist, and do not run.

Law enforcement can enter *public areas* without a warrant. Public areas may include a lobby, waiting room, public dining area, or parking lot of a workplace. In most circumstances, law enforcement needs a *judicial warrant*, signed by a judge, to enter *non-public areas* of your workplace without consent. Non-public areas may include a breakroom, employee restroom, workspace, or any area marked as employees only. Administrative forms, such as an I-200 or I-205, are not a judicial warrant.

In California, your employer is prohibited from providing voluntary consent to an immigration enforcement agent to enter *non-public* areas of the workplace. Without a judicial warrant, your employer must refuse entry to immigration enforcement to *non-public* areas of the workplace.

More detailed information can be found in the DOJ's and LCO's joint Immigrant Worker Protection Act FAQ (*https://oag.ca.gov/system/files/media/ab450-faqs.pdf*).

Your right to be free from unreasonable seizures (*U.S. Constitution, 4th Amendment*)

- You are protected against unreasonable seizures, which includes detaining or arresting you.
- Law enforcement must have a reasonable suspicion of wrongdoing before they can stop and question or search you. You can ask "Am I being detained?" or "Am I free to leave?" If the officer says that you are not being detained or you are free to leave, then you can walk away calmly.
- An arrest requires probable cause and occurs when a person is taken into custody by law enforcement officers.
- Law enforcement agents do not need a judge-signed warrant to arrest someone in public.
- You have the right to speak to a lawyer if you are arrested. You may be pressured to sign documents. You do not have to sign anything without speaking to an attorney.

Your right to remain silent (*U.S. Constitution, 5th Amendment*)

- Anything you say to law enforcement officers can be used against you in court.
- You have the right to remain silent, even if you are asked about your immigration status.
- If you wish to remain silent, clearly state so, request to speak with an attorney **and then remain silent**.
- Do not provide false information, false identification, or false documents to an officer. Providing false documents is a federal offense and may carry severe immigration consequences for noncitizens.

Your right to record interactions with law enforcement in public spaces under the 1st Amendment

The public has the right to observe and record officers and government officials carrying out their duties in public. If you choose to record, you should stand a safe distance away and do not interfere with the officer's actions. Physical obstruction or verbal escalation can put your safety at risk and may lead to criminal charges.

Access to legal representation

If you are arrested, you have the right to an attorney. If you cannot afford an attorney, you can get a government-appointed attorney to represent you in a criminal case.

However, if you are arrested by U.S. Immigration and Customs Enforcement (ICE) or U.S. Customs and Border Protection (CBP), which includes Border Patrol, for civil immigration violations, you have the right to consult with a lawyer, but the government is not required to provide a lawyer for you. If you are arrested by ICE or CBP, you may invoke your right to speak with an attorney before saying or signing anything. You may also ask to speak to your consulate who may provide assistance.

Workers' Compensation

You have the right to workers' compensation benefits if you are injured or become ill because of your job. The benefits provide you with medical care for your injury/illness, partially replace the wages you lose while you are recovering, and help you return to work. For additional information, visit *www.dir.ca.gov/dwc/* or call 1-800-736-7401.

Who can I contact if I believe my rights have been violated?

If you believe your rights have been violated, below is a list of government agencies where you can seek assistance:

California Department of Industrial Relations (DIR):

California Labor Commissioner's Office (LCO)
Information: (833) LCO-INFO (833-526-4636)
Immigration helpline: (855) 526-7775
www.dir.ca.gov/dlse/

California Division of Occupational Safety and Health (Cal/OSHA)
(833) 579-0927
https://www.dir.ca.gov/dosh/

California Division of Workers Compensation (DWC)
(800) 736-7401
dir.ca.gov/dwc/

Other California Agencies:

California Attorney General (AG)
(800) 952-5225
www.oag.ca.gov

California Civil Rights Department (CRD)
(800) 884-1684
calcivilrights.ca.gov/

California Agricultural Employees
Agricultural Labor Relations Board (ALRB)
(800) 449-3699
www.alrb.ca.gov

California Public Sector Employees and Transportation Network Company Drivers
Public Employment Relations Board (PERB)
(916) 322-3198
perb.ca.gov

Federal Agencies:

Private Sector Employees
National Labor Relations Board (NLRB):
(844) 762-6572
www.nlrb.gov

Federal Employees
U.S. Federal Labor Relations Authority (FLRA):
(771) 444-5801
https://www.flra.gov/

Railway and Airline Employees
National Mediation Board (NMB):
(202) 692-5000
https://nmb.gov/NMB_Application/

Non-Governmental Organizations:

You may also contact a nonprofit legal or community-based organization for assistance. For a list of organizations that partner with state agencies to help workers to understand their rights visit *www.dir.ca.gov/dlse/Nonprofit-Legal-and-Community-Based-Organizations-Serving-Workers.html.*

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Lugar de Trabajo en California
Conozca sus Derechos

Como trabajador en California, usted tiene el derecho de conocer y ejercer sus derechos laborales y constitucionales. Las leyes laborales, incluyendo, entre otras, los estándares para salarios, jornadas laborales y salud y seguridad se aplican a todos los trabajadores en el estado, sin importar su estatus migratorio.

Es contra la ley que su empleador tome represalias en su contra por ejercer sus derechos, entre los que se incluyen:

- Presentar una denuncia ante la Comisionada Laboral, Cal/OSHA, el Departamento de Derechos Civiles u otra agencia gubernamental.
- Preguntar sobre el cumplimiento de las leyes federales, estatales o locales por parte de su empleador.
- Hablar con otras personas sobre sus derechos o ayudarlas a ejercer sus derechos según la ley federal, estatal o local.

Algunos ejemplos de represalias ilegales son el despido, la reducción de las horas de trabajo o la amenaza de denunciar a usted o a un familiar ante las autoridades de inmigración por haber ejercido sus derechos.

Protecciones en el Lugar de Trabajo relacionadas con el Estatus Migratorio

Su derecho a recibir un Aviso de Inspecciones de Inmigración (*Código Laboral § 90.2*)

Si su empleador recibe un aviso sobre una próxima inspección de una agencia de inmigración de los formularios I-9 de Verificación de Elegibilidad de Empleo u otros registros de empleo, su empleador debe publicar un aviso informando a los trabajadores y a su representante sindical, si corresponde, dentro de las 72 horas siguientes a la recepción de dicho aviso.

Sus protecciones contra prácticas injustas relacionadas con inmigración (*Código Laboral §§ 1019-1019.2*)

Según la ley de California, es ilegal que los empleadores tomen represalias en su contra o le amenacen con tomar medidas relacionadas con inmigración cuando usted ejerce sus derechos. Se prohíbe al empleador tomar cualquiera de las siguientes medidas porque usted haya ejercido sus derechos:

- Negarse a aceptar documentos de identificación durante el proceso I-9 (prueba de identidad y permiso federal para trabajar) que parezcan ser auténticos.
- Utilizar E-Verify de una forma no requerida ni autorizada por la ley.
  - Por ejemplo, utilizar E-Verify para volver a verificar la elegibilidad laboral de un empleado cuando no existe la obligación legal de hacerlo, o seleccionar solo a determinados trabajadores en lugar de a todos los trabajadores de un lugar de trabajo sin una base legítima para hacerlo.
- Denunciar o amenazar con denunciar a usted o a su familia ante las autoridades de inmigración.
- Presentar o amenazar con presentar cualquier informe falso ante la policía o una agencia estatal o federal.

Su derecho a designar un contacto de emergencia (*Código Laboral § 1555*)

Su empleador **debe** permitirle proporcionar información de contacto de emergencia e indicar si desea que se notifique al contacto de emergencia en caso de que usted sea arrestado o detenido en el trabajo. Si usted es arrestado o detenido en el trabajo y su empleador tiene conocimiento de ello, su empleador **debe** notificarlo a su contacto de emergencia designado, si usted elige esa opción.

Su derecho a organizar un sindicato o participar en actividades protegidas en el lugar de trabajo

La mayoría de los empleados de California tienen derecho a organizarse, afiliarse o participar en actividades sindicales. Los empleados también tienen derecho a actuar de forma conjunta con sus colegas de trabajo para abordar cuestiones e inquietudes relacionadas con el trabajo a fin de mejorar las condiciones laborales o con el propósito de negociar colectivamente. **Esto significa que tiene derecho a unirse a sus colegas de trabajo para solicitar mejores condiciones laborales o plantear inquietudes relacionadas con el trabajo, incluyendo salarios, horarios, salud y seguridad, y otras condiciones de empleo.** También tiene derecho a no participar en actividades sindicales o actividades protegidas. Es ilegal que su empleador:

- Interfiera o desanime su actividad sindical o actividades protegidas.
- Amenazarle, tomar represalias en su contra o discriminarle por su apoyo al sindicato o por sus actividades protegidas.

Sus derechos al interactuar con las autoridades policiales, incluidos los agentes de inmigración, en el lugar de trabajo

Los trabajadores de California tienen ciertos derechos y protecciones bajo la Constitución de los Estados Unidos, ***sin importar su estatus migratorio***, incluso cuando las autoridades policiales (incluyendo a un agente federal de inmigración) se acerquen a usted. Además, según la ley de California, las autoridades estatales y locales no pueden ayudar a las agencias federales, como ICE, a hacer cumplir las leyes de inmigración en la mayoría de los casos.

Su derecho a no ser objeto de registro de cuerpo y artículos personales injustificados (*Constitución de los Estados Unidos, 4a Enmienda*)

- Si las autoridades policiales, incluidos los agentes de inmigración, le preguntan si pueden catearle o registrar sus pertenencias personales, a menos que tengan una orden judicial que autorice específicamente el registro de su persona o sus pertenencias personales, usted tiene derecho a negarse.
- Si el agente lleva a cabo el cateo, aunque usted se niegue, mantenga la calma, no oponga resistencia física y no huya.

Las autoridades policiales pueden entrar en *áreas públicas* sin una orden judicial. Las áreas públicas pueden incluir el vestíbulo o salón, la sala de espera, el comedor colectivo o el estacionamiento de un lugar de trabajo. En la mayoría de los casos, las autoridades responsables de hacer cumplir la ley necesitan una *orden judicial*, firmada por un juez, para entrar sin consentimiento en las *áreas no públicas* de su lugar de trabajo. Las áreas no públicas pueden incluir una sala de descanso, un servicio sanitario para empleados, un espacio de trabajo o cualquier área marcada como "solo para empleados". Los formularios administrativos, como el I-200 o el I-205, no son una orden judicia.

En California, su empleador tiene prohibido dar su consentimiento voluntario a un agente de inmigración para que entre en áreas *no públicas* del lugar de trabajo. Sin una orden judicial, su empleador debe negar el acceso a las autoridades de inmigración a las áreas *no públicas* del lugar de trabajo.

Se puede encontrar información más detallada en las Preguntas Frecuentes sobre la Ley de Protección al Trabajador Inmigrante (*https://oag.ca.gov/system/files/media/ab450-faqs.pdf*), desarrolladas por el Departamento de Justicia y la Oficina de la Comisionada Laboral.

Su derecho a no ser objeto de aprehensiones injustificadas (*Constitución de los Estados Unidos, 4a Enmienda*)

- Usted está protegido contra aprehensiones injustificadas, lo que incluye su detención o arresto.
- Las autoridades policiales deben tener una sospecha razonable de que se ha cometido un delito antes de poder detenerle, interrogarle o hacerle un cateo. Puede preguntar "¿Estoy detenido?" o "¿tengo libertad para marcharme?". Si el agente le dice que no está detenido o que es libre de marcharse, puede alejarse tranquilamente.
- Un arresto requiere una causa probable y se produce cuando una persona es puesta bajo custodia por agentes de la autoridad encargada de hacer cumplir la ley.
- Las autoridades policiales no necesitan una orden judicial firmada por un juez para arrestar a alguien en público.
- En caso de ser arrestado, tiene derecho a hablar con un abogado. Es posible que le presionen para que firme documentos. No está obligado a firmar ningún documento sin antes consultar con un abogado.

Su derecho a permanecer en silencio (*Constitución de los Estados Unidos, 5a Enmienda*)

- Todo lo que diga a las autoridades policiales, puede ser usado en su contra ante un tribunal.
- Tiene derecho a permanecer en silencio, incluso si le preguntan sobre su estatus migratorio.
- Si desea permanecer en silencio, indíquelo de forma clara, solicite hablar con un abogado y **luego, permanezca en silencio**.
- No proporcione información falsa, identificación falsa o documentos falsos a un agente. Proporcionar documentos falsos es un delito federal y puede conllevar graves consecuencias migratorias para los no ciudadanos.

Su derecho a grabar interacciones con las autoridades que hacen cumplir la ley, en espacios públicos en virtud de la Primera Enmienda

El público tiene derecho a observar y grabar a los agentes y funcionarios públicos en el ejercicio de sus funciones en la vía pública. Si decide grabar, debe mantenerse a una distancia segura y no interferir en las acciones del agente. Las obstrucciones físicas o las provocaciones verbales pueden poner en peligro su seguridad y dar lugar a cargos penales.

Acceso a representación legal

Usted tiene derecho a un abogado en caso de ser arrestado. Si no puede pagar un abogado, puede recurrir a un abogado designado por el gobierno para que lo represente en un caso penal.

Sin embargo, si usted es arrestado por el Servicio de Inmigración y Control de Aduanas de los Estados Unidos (ICE, por sus siglas en inglés) o por la Oficina de Aduanas y Protección Fronteriza de los Estados Unidos (CBP, por sus siglas en inglés), que incluye la Patrulla Fronteriza, por infracciones civiles de inmigración, tiene derecho a consultar con un abogado, pero el gobierno no está obligado a proporcionarle uno. Si usted es arrestado por ICE o CBP, puede hacer uso de su derecho a hablar con un abogado antes de decir o firmar cualquier cosa. También puede solicitar hablar con su consulado, quien puede proporcionarle asistencia.

Compensación de los Trabajadores

Tiene derecho a recibir prestaciones de compensación de los trabajadores si sufre alguna lesión o enfermedad a causa de su trabajo. Las prestaciones le ofrecen asistencia médica para su lesión o enfermedad, le reembolsan parcialmente el salario que pierde mientras se recupera y le ayudan a reincorporarse al trabajo. Para conocer un poco más al respecto, visite *www.dir.ca.gov/dwc/* o llame al 1-800-736-7401.

¿A quién puedo contactar si creo que se han violado mis derechos?

Si cree que se han violado sus derechos, a continuación, encontrará una lista de agencias gubernamentales a los que puede acudir en busca de ayuda:

Departamento de Relaciones Industriales de California (DIR, por sus siglas en inglés):

Oficina de la Comisionada Laboral de California:
Información: (833) LCO-INFO (833-526-4636)
Línea de ayuda a la inmigración: (855) 526-7775
www.dir.ca.gov/dlse/

División de Compensación de Trabajadores de California (DWC, por sus siglas en inglés)
(800) 736-7401
dir.ca.gov/dwc/

División de Seguridad y Salud Ocupacional de California (Cal/OSHA, por sus siglas en inglés)
(833) 579-0927
https://www.dir.ca.gov/dosh/

Otras agencias de California:

Fiscal General de California (AG, por sus siglas en inglés)
(800) 952-5225
www.oag.ca.gov

Departamento de Derechos Civiles de California (CRD, por sus siglas en inglés)
(800) 884-1684
calcivilrights.ca.gov/

Empleados agrícolas de California:
Junta de Relaciones Laborales Agrícolas (ALRB, por sus siglas en inglés)
(800) 449-3699
www.alrb.ca.gov

Empleados del sector público de California y conductores de empresas de redes de transporte:
Junta de Relaciones Laborales Públicas (PERB, por sus siglas en inglés)
(916) 322-3198
perb.ca.gov

Agencias Federales:

Empleados del sector privado:
Junta Nacional de Relaciones Laborales (NLRB, por sus siglas en inglés):
(844) 762-6572
www.nlrb.gov

Empleados federales:
Autoridad Federal de Relaciones Laborales de los Estados Unidos (FLRA, por sus siglas en inglés):
(771) 444-5801
https://www.flra.gov/

Empleados ferroviarios y de líneas aéreas:
Junta Nacional de Mediación (NMB, por sus siglas en inglés):
(202) 692-5000
https://nmb.gov/NMB_Application/

Organizaciones no gubernamentales:

Para obtener ayuda, también puede ponerse en contacto con una organización jurídica sin fines de lucro o una organización comunitaria. Para obtener una lista de las organizaciones que colaboran con las agencias estatales para ayudar a los trabajadores a comprender sus derechos visite: *www.dir.ca.gov/dlse/Nonprofit-Legal-and-Community-Based-Organizations-Serving-Workers.html*.

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ACKNOWLEDGMENT

I acknowledge that I have read and understand the contents contained within the 2025-2026 Hawthorne School District Employee Handbook.

_____	_____	_____
EMPLOYEE NAME (Printed)	EMPLOYEE SIGNATURE	DATE

Updated: July, 2026

This is a fluid working document that may be adjusted as conditions and guidance change.