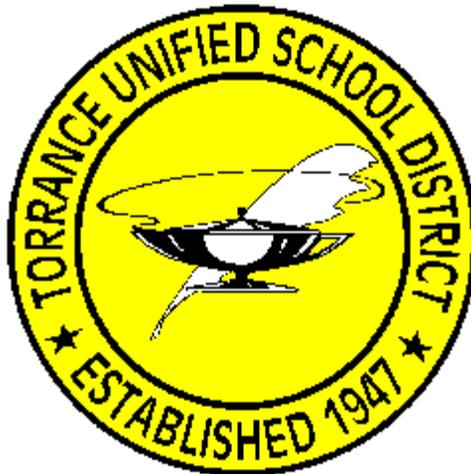


2012-2013

**ANNUAL NOTIFICATION OF PARENT(S)/GUARDIAN(S)
RIGHTS AND RESPONSIBILITIES**



**2335 Plaza del Amo, Torrance, Ca. 90509
310-972-6500
www.tusd.org**

Please Read the Following Information

2012-2013 ANNUAL NOTIFICATION OF RIGHTS AND RESPONSIBILITIES

Torrance Unified School District

This registration handbook has been prepared by the Torrance Unified School District in an effort to provide you with information that is required by law, as well as with information that we think will be of use to you.

Most of the laws, codes, and regulations appearing in this handbook have been paraphrased for your convenience. Further explanation of any section may be requested of any school administrator.

As per Education Code Section 48980, the following information is to be provided to you annually. Your child's school will provide a signature form. It will come with other forms: a green emergency card, health history form, and other documents requested by the school site. Please return the forms to your child's school. Specifically, when you sign on the signature form, you are acknowledging that you have read the following information, and therefore, been informed of your rights. Your signature does not

indicate that consent to participate in any particular program has been given or withheld. [E. C. 48982]

To help your student's school maintain accurate records, one form should be completed for each student in your family. The school may also require your signature on other forms, which pertain to school rules and regulations. Please sign all such forms.

Parents are encouraged to review the contents of this pamphlet with their children and retain this information for future reference. Any questions or concerns regarding school rules should be addressed to the principal.

A goal of Torrance Unified School District is to provide a safe, encouraging atmosphere in which all students have an opportunity to learn and be successful. We look forward to working with you in support of your child's educational goals.

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Mission Statement

The Torrance Unified School District strives to ensure that each and every student is educated and prepared to succeed in life. We are dedicated to maximizing individual potential and developing lifelong learners who will be contributing members in a global society.

Torrance Unified School District

2012-2013 School Year Registration Information

Please read this carefully.

This summer, all returning student information is online at <http://www.tusd.org>, click on “registration for continuing students.”

We are requiring you to read this information thoroughly, and fill out and sign the Annual Notification of Rights and Responsibilities form, and return it to your school during registration.

You will need a computer with Internet access to read these documents. If you do not have a home computer, computers are available at all Torrance libraries or you may check with your school about computer access at the site.

If you need hard copies of any of these documents, they are available at your school office.

Prior to signing the Annual Notification of Rights and Responsibilities, parents must read the following documents.

1. Annual Notification of Rights and Responsibilities Document (available at <http://www.tusd.org> à “Registration for Continuing Students”)

After reading this document, please fill out and sign the Annual Notification of Rights and Responsibilities Parent Guide signature sheet and return it to your school on registration day.

Other documents you must fill out and return include:

1. Green Emergency Card (s)
2. Health History Form
3. Other documents as requested by the school site

These documents are available in (PDF) Portable Data File Format. A PDF file is both viewable and "printer friendly." To open a PDF file you must have Adobe Acrobat Reader installed on your computer. If your computer does not yet have this program you can download it for free at www.adobe.com.

If you have any questions regarding this process, please contact your school office.

Torrance Unified School District

Uniform Complaint Procedures

The Board of Education recognizes the District's responsibility to comply with applicable state and federal laws and regulations governing educational programs. The District shall investigate any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, and shall seek to resolve those complaints in accordance with the District's uniform complaint procedures.

The District shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination in District programs and activities based on actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used to address any complaint alleging the District's failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, and the development and adoption of the school safety plan.

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant. The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

Compliance Officers

The Board of Education designates the following compliance officer to receive and investigate complaints, ensure District compliance with law and forward unresolved complaints to the appropriate District administrators:

Senior Director – Human Resources
2335 Plaza Del Amo
Torrance, CA 90501
(310) 972-6071

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

Notifications

The Superintendent or designee shall annually provide written notification of the District's uniform complaint procedures to students, employees, parents/guardians, the District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall:

1. Identify the person(s), position, or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:

- a. The District is primarily responsible for compliance with state and federal laws and regulations
- b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
- c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination
- d. The complainant has a right to appeal the District's decision to the CDE by filing a written appeal within 15 days of receiving the District's decision
- e. The appeal to the CDE must include a copy of the complaint filed with the District and a copy of the District's decision
- f. Copies of the District's uniform complaint procedures are available free of charge

Procedures

The following procedures shall be used to address all complaints which allege that the District has violated federal or state laws or regulations governing educational programs or has committed unlawful discrimination. All complaints shall be investigated and resolved within 60 days of the receipt of the complaint. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of the District's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630).

Complaints concerning unlawful discrimination may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination.

The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

The complaint shall be presented to the compliance officer who will then give it to the appropriate administrator if initial mediation is not successful and maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall assist him/her to file the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her 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. (5 CCR 4631)

Step 3: Investigation of Complaint

Within 10 days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation, or his/her engagement in any other obstruction

of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations. (5 CCR 4631)

In accordance with law, the District shall provide the investigator with access to records and/or other information related to the allegation in the complaint. (5 CCR 4631)

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step #5 below, within 60 days of the District's receipt of the complaint. (5 CCR 4631)

Step 5: Final Written Decision

The District's decision shall be in writing and sent to the complainant. (5 CCR 4631) The District's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language. For all complainants, the decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 46341)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the District's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal (5 CCR 4631)

In addition, any decision concerning a discrimination complaint based on state law shall include a notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the District's decision. When appealing to the CDE, the complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. A copy of the locally filed complaint, and a copy of the District's decision shall accompany the appeal. (5CCR 4632)

Upon notification by the CDE that the complainant has appealed the District's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the 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 uniform complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists, including cases in which the District has not taken action within 60 days of the date of the complaint was filed with the District.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For discrimination complaints based on state law, a complainant shall wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the District has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law.

Board Policy 1312.3 (a) – 1312.3 (f)

Approved: May 19, 2003

Revised: June 4, 2012

Legal Reference:

EDUCATION CODE

200-262.3 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18172 School libraries

32289 School safety plan, uniform complaint procedure

35186 Williams uniform complaint procedure

37254 Intensive instruction and services for students who have not passed exit exam

41500-41513 Categorical education block grants

48985 Notices in language other than English

49060-49079 Student records

49490-49590 Child nutrition programs

52160-52178 Bilingual education programs

52300-52499.6 Vocational education

52500-52616.24 Adult schools

52800-52870 School-based coordinated programs

54000-54028 Economic impact aid programs

54100-54145 Miller-Unruh Basic Reading Act

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56867 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4671 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

PENAL CODE

422.6 Interference with constitutional right or privilege

UNITED STATES CODE, TITLE 20

6301-6577 Title I Basic Programs

6601-6777 Title II Preparing and Recruiting High Quality Teachers and Principals

6801-6871 Title III, Language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act, including

7201-7283g Title V Promoting Informed Parental Choice and Innovative Programs

7301-7372 Title VI Rural and Low-Income School Programs

Management Resources:

WEB SITES

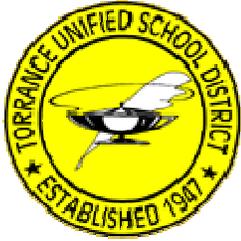
CSBA: <http://www.csba.org>

CDE: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/offices/OCR>

COURSES OF STUDY/COUNSELING & GUIDANCE SERVICES

1. **College Admission Requirements.** College Admission requirements can vary depending on the college or university, whether the school be public or private, a California school or out of state. Essentially, schools will be evaluating a student's application for rigor of program, GPA, and standardized test scores. In some cases, schools may review extracurricular activities, essays, letter of recommendation and interviews in evaluating a candidate. Subject requirements for college admission follow essentially those as outlined by the University of California. Minimum requirements include: English: 4 years, Social Studies: 2 years, Foreign Language: 2 years, Science: 2 years, Mathematics: 3 years (Algebra 1, Geometry, Algebra 2), Visual and Performing Art: 1 year. These are the minimum requirements. More competitive schools expect more years of Foreign Language, Math and Science with the added rigor of Honors, Advanced Placement, or college level courses. In addition to SAT/ACT scores, the University of California also requires two SAT Subject Tests as do a majority of the more competitive schools.
2. **UC and CSU websites.** Students may access the UC website at <http://www.universityofcalifornia.edu/>, and the CSU website at www.csumentor.com. These sites will help students and their families learn about college admission requirements. For high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU by school, access: <https://doorways.ucop.edu/list/site>
3. **Description of Career Technical Education.** The California Department of Education (CDE) describes career technical education as curricula that can be integrated to provide our students with rigor and relevance in both academic and CTE knowledge and skills. Students will be able to learn what is required to get and keep a job; receive information about and gain experience in careers of interest; and make informed choices for postsecondary education and life.
4. For more information on specific areas of Career Technical Education, please visit: <http://www.cde.ca.gov/re/pn/fd/>. The Southern California Regional Occupation Center (So Cal ROC: www.scroc.com) also provides an excellent opportunity to enroll in CTE classes free of charge for South Bay area schools.
5. TUSD counselors meet individually with every student in each high school during Spring programming to assist them in choosing appropriate classes for their postsecondary education, whether that be a four year, two year, technical school or school to work transition. Grade level parent nights as well as grade level presentations provide parents and students information on college admission, financial aid, and options available following graduation. Counselors are available before and after school and during lunch. Appointments to meet the Counselor during the school day are also available with signed consent of the student's period teacher. A College and Career Planning Booklet is available on all of the school web sites that gives extensive and detailed information not only on College Admission, but also on career information that includes web sites, information on the interview process and assistance in writing resumes. Career Centers at each of the high schools provide up to date information for both college and career exploration.



TORRANCE UNIFIED SCHOOL DISTRICT

2335 PLAZA DEL AMO
P.O. BOX 2954
TORRANCE, CALIFORNIA 90509-2954

TELEPHONE (310) 972-6500
www.tusd.k12.ca.us

BOARD OF EDUCATION
DON LEE
ALBERT Y. MURATSUCHI, ESQ.
TERRY L. RAGINS
MARK STEFFEN
MICHAEL WERMERS

SUPERINTENDENT OF
SCHOOLS
DR. GEORGE MANNON

July 2012

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that Torrance schools have made preparations to respond effectively to such situations. In fact, public schools in California are built to meet stringent construction standards and they may be safer than your own home in the event of a natural disaster.

I want to assure all parents that the safety of our students and staff continue to be my highest priority. Our school district continues to monitor the unfolding situation since the 9-11 terrorist attacks, and we are in immediate contact with the City, County, and State officials regarding up-to-date information. The Torrance Unified School District, in coordination with the Torrance Police and Fire Departments, has developed and implemented a tri-agency approach to the decision making process. This team approach has been in place for a number of years and facilitates the best possible answer to any question, incident, or concern

As you know, much has been said recently about earthquakes in California. Should we have a major quake or disaster during school hours, your student(s) will be cared for at their school. The Torrance Unified School District has a detailed disaster plan which has been formulated to respond to a major catastrophe, including earthquakes.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious incident or earthquake, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on a Torrance Unified School District green emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - they are 18 years of age
 - they are usually home during the day
 - they could walk to school, if necessary
 - they are known to your child
 - they are both aware and able to assume this responsibility
3. Turn your radio to KFI 640 AM, KNX 1070 AM, or KFVB 980 AM for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via Torrance Unified School District Cable on Torrance, Channel 30. In addition, information regarding day-to-day school operations will be available by calling (310) 972-6500.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the Torrance Unified School District Emergency Card. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Since local telephone service may be disrupted, also list an out-of-state contact on the emergency card since calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon the severity of an incident or if streets in the school area are impassable. If this occurs, radio stations will be notified. In the event that a major earthquake (roads are impassable) takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a major earthquake occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to home or to school in the morning, the students will be delivered to the nearest Torrance school site and that school will communicate with the home school to inform them of the students' whereabouts.

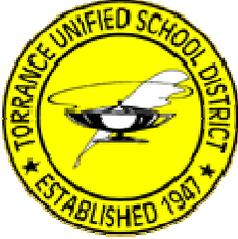
In case of a "hazardous release event" (chemical spill) near your student's school area, "Shelter-in-Place" procedures will be implemented to provide in-place protection. All students and staff will clear the fields, report to their rooms, and all efforts will be made to prevent outside air from entering the classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside doors during a drill or emergency. Students arriving at school during a "Shelter-in-Place" drill or event should report to the school office or to a previously designated area at the school since classrooms will be inaccessible. When the dangerous incident has subsided, an all clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during any emergency.

Sincerely,

A handwritten signature in black ink, appearing to read 'Donald A. Stabler', with a long horizontal flourish extending to the right.

Donald A. Stabler, Ed.D.
Deputy Superintendent



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2012-2013 Safe Schools Letter

To all Parents, Guardians and Students,

We would like to take this opportunity to welcome each of you to the Torrance Unified School District for the 2012-2013 school year.

If learning is to occur at the high level we expect, a safe and secure learning environment must be provided in all Torrance schools. Our Board of Education, District and school staffs are fully committed to the concept of safe schools. The Education Code of California is very clear in the provisions by which schools can remain free from disturbances that impede the learning process.

Each year students may be suspended from school for various reasons as described in student handbooks and other school communications. Beyond the level of suspension, students may be expelled for specific reasons enumerated in the Education Code or for continuous violations of school rules, District policy, or the Education Code. Suspension means a student is removed from the campus for one to five days. Expulsion means a student is excluded by the Board of Education from the School District for one or more semesters. Students may be suspended or expelled if the act is related to a school activity or school attendance, including, but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period, whether on or off campus; or during or while going to or coming from a school sponsored activity.

The Education Code mandates that principals shall recommend expulsion for the following violations:

- (1) Possessing, selling, or otherwise furnishing a firearm.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or sexual battery as defined in Section 243.4 of the Penal Code.
- (5) Possession of an explosive.
- (6) Causing serious physical injury to another person, except in self-defense.
- (7) Possession of any knife or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
- (8) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- (9) Robbery or extortion.
- (10) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (11) Making terroristic threats against school officials or school property, or both.
- (12) Harassing, threatening, or intimidating a witness.

Parents, we are requesting you make it clear to your student that no controlled substances, including alcohol, firearms, knives, explosives or imitations thereof of any sort, or any other weapons, dangerous objects or laser pointers are allowed at school.

An imitation firearm is a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.

In addition to the above concerns, recent state legislation requires that a pupil in any one of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if it is determined:

- (a) the pupil has committed sexual harassment.
- (b) the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- (c) the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

We would like to call one final matter to your attention. As a result of state mandates, our School Board has formulated and adopted a sexual harassment policy for all employees and for all students in grades kindergarten through 12. As used in this policy, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature made by any student in the District. Any student who engages in sexual harassment of any student in or from the District may be subject to discipline, up to and including expulsion. Every student in grades kindergarten through 12 will receive a copy of the Torrance Unified School District Sexual Harassment Policy for Students. This policy defines the informal and formal complaint process, which students can follow if they feel they have been a victim of sexual harassment.

Parents are requested to discuss these important matters with their student. Thank you for your cooperation in helping to maintain a safe and secure learning environment in our schools.

Sincerely,



George Mannon, Ed. D.
Superintendent of Schools

What is Bullying?

“It is really a fundamental democratic or human right to be spared this kind of humiliating, degrading treatment, which makes life miserable for thousands and thousands of young people for no good reason” – Dan Olweus, University of Bergen, Norway.

Annette and Walsleben (1998) point out that in the U.S., bullying has traditionally been viewed as child’s play, its occurrence usually being responded to by the common phrase, “kids will be kids.” Today, bullying is being recognized for what it is.

Bullying occurs when one child or group of children repeatedly hurts another child through actions or words. Bullying may involve physical or verbal aggression, or more subtle aggression, such as socially isolating a child.

Why focus on bullying?

All of us are concerned about the levels of violence among young people in our communities and schools. Studies have shown that children identified as bullies in grades 6-9 are more likely to have criminal records by early adulthood. We need to address these children’s behavioral problems at an early age, before they become even more serious. In addition, victims of bullies may have problems with depression, poor school attendance, and low self-esteem. It is important to help create a school environment where all students feel safe and can learn to the best of their abilities.

It is important that students learn social skills that address bullying.

Victims should be taught to:

- ◆ ignore the bully’s behavior
- ◆ walk away from a situation
- ◆ rebuff in a firm manner
- ◆ request that the bully stop
- ◆ report it to an adult.

Bullies should be taught social skills such as assisting others, asking for permission, sharing, in place of aggression and intimidation. Bullies should be monitored and rewarded for appropriate behavior and for improvements as well as given clear consequences for acts of bullying.

Bystanders should be taught to request that the bully stop, seek adult help, and speak up and/or offer support to the victim.

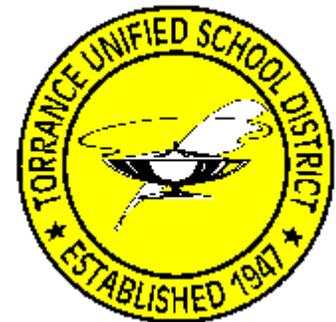
For as Dr. Martin Luther King, Jr. has said: *“It is not malicious acts that will do us in, but the appalling silence and indifference of good people.”*

By involving the total effort of all school staff as well as students, parents and other community members, we can ensure a safe and positive learning environment for all students.

Resources: Safe Schools Center
Addressing Bullying in Schools
U.S. Department of Justice
Bullying in Schools

Torrance Unified School District

Parent Guide to Anti-Bullying



How can I tell if my child is being bullied?

Your child may be the victim of bullying if he or she:

- ◆ Comes home from school with torn or dirty clothing, or damaged books;
- ◆ Has cuts, bruises or scratches
- ◆ Has few, if any, friends
- ◆ Seems afraid to go to school, or complains of headaches or stomach pains
- ◆ Doesn't sleep well or has bad dreams
- ◆ Loses interest in schoolwork
- ◆ Seems sad, depressed or moody
- ◆ Is anxious or has poor self-esteem and/or
- ◆ Is quiet, sensitive or passive

When Your Child is being Bullied

- ◆ Find out in detail what happened
- ◆ Contact your child's teacher, counselor or administrator to alert them and to request their assistance
- ◆ Avoid blaming anyone
- ◆ Look at your child's behavior, dress, and style of interacting, but do not convey to the child that something is wrong with him or her. The bully's behavior is the problem
- ◆ Do not encourage your child to be aggressive or to strike back
- ◆ Discuss and role-play with your child assertive alternatives to responding to bullies (e.g., have your child practice not reacting, saying "You're right," walking away)
- ◆ Be patient. It often takes awhile to resolve the problem
- ◆ Contact local law enforcement officials if the problem persists or escalates. Acts of bullying should not be tolerated in the school or in the community



How can I tell if my child is bullying others?

Your child may be bullying others if he or she:

- ◆ Teases, threatens or kicks other students
- ◆ Is hot-tempered or impulsive, or has a hard time following rules
- ◆ Is aggressive toward adults
- ◆ Is tough or shows no sympathy for children who are bullied and/or
- ◆ Has been involved in other antisocial behavior, such as vandalism or theft

When Your Child is the Bully

- ◆ Find out in detail why your child is being called a bully
- ◆ Make yourself listen (The discussion is about the well being of your child)
- ◆ Do not blame (others or your child)
- ◆ Point out that bullying is NOT acceptable in our family or in society
- ◆ Specify the consequences if the bullying continues
- ◆ Teach, including role playing, and reward appropriate behavior and improvement
- ◆ Teach your child to speak out on behalf of anyone he or she observes being bullied



What are schools doing to address bullying?

Reducing bullying in our schools involve the total effort of all school staff (teachers, principals, counselors, assistants, etc.), as well as students, parents, and other community members.

The school's efforts will include:

- ◆ *Identify bullies and their victims, to address individual problems and needs*
- ◆ *Establish school-wide rules and applying consistent consequences against bullies*
- ◆ *Establish a confidential reporting system*
- ◆ *Provide close monitoring of areas where bullying is more likely to occur*
- ◆ *Help to establish a climate throughout the school that promotes understanding, acceptance, and appreciation of individual differences*
- ◆ *Reward students for good social behaviors*
- ◆ *Use books and other resources on bullying*



TORRANCE UNIFIED SCHOOL DISTRICT
STUDENT DRESS CODE

Student Dress and Grooming

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Elementary students must wear flat, closed shoes.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free from writing, pictures or any other insignia which are, vulgar, profane, or of a sexual nature, or bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, sexual orientation, or religious intolerance.
3. Sunglasses, hats, caps and other head coverings shall not be worn indoors. Only medically/religiously required headgear, approved by the principal, may be worn indoors. Sun-protective clothing must comply with District and school site dress and grooming standards.
4. Clothes shall conceal underwear at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Swimwear, pajamas, nightgowns, and oversized clothing are not appropriate school wear.
6. Regulation gym shorts may not be worn in classes other than physical education.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

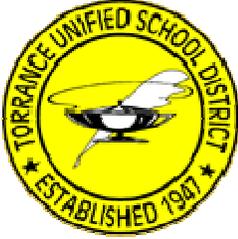
The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code sections 32281, 32282, and 35183)

As used in this section, "gang" is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having a common name or common identifying sign or symbol, having as one of its primary activities the commission of criminal acts. (Penal Code section 186.22)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.



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SCHOOLS
DR. GEORGE MANNON

July 2012

Dear Parent/Guardian:

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents/guardians or District staff personnel with written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives.

Attached is the schedule for the 2012-2013 school year. The dates listed on the schedule will be the only dates that pesticide use will be used at the sites if necessary. All the pesticide information is included. If use is required, a posting of 24 hours in advance is required, describing the location and type of ingredients to be used, posting will remain in place for 72 hours after application, **excluding emergency application due to health and safety conditions which require immediate attention.**

This will be the only notification for this school year. The Torrance Unified School District uses pesticides only when absolutely necessary to provide a healthy school environment, and will continue to explore new methods as they become available to limit their use. If you have any questions please contact Hector Ramirez, Grounds Maintenance Supervisor, at (310) 972-6252.

Sincerely,

Donald A. Stabler, Ed. D.
Deputy Superintendent-Administrative Services

The Torrance Unified School District may be using the following chemicals to apply at the school sites:

CHEMICAL	USED TO TREAT	CHEMICAL	USED TO TREAT
ROUNDUP PROMAX Glyphosate, N-(phosphonomethyl) glycine in the form of potassium salt EPA number 524-579	Weed Control	WASP FREEZE D-Trans Allethrin EPA number 499-362	Bee and Wasps
SURFLAN 3, 5-Dinitro-N4, N-4 Dipropylsulfanilamide EPA number 1471-113	Weeds	ORTHO 2-Ci Methylethoxy Phenyl Methylcarbamate EPA number 239-2390	Wasps
MECOME 2-5 Potassium Salt of 2 Methyl-4-Chlorophenoxy EPA number 33955-483-2217	Lawns	GOPHER GETTER 2 Strychnine Alkaloid EPA number 36029-50003-AA	Gophers
MANAGE 1H-Pyrazole-4- Carboxylic Acid EPA number 524-465	Weed Control	FUMOTOXIN Aluminum Phosphide EPA number 5857-7	Gophers
FUSILADE II Fluazifop-P-Butyl EPA number 10182-393	Weed Control	SUSPEND SC Deltamethrin EPA number 432-763	Insect Control
DELTA DUST Deltamethrin EPA number 432-772	Bee and Wasps	DEMAND Lambda-Cyhalothin EPA number 10182-361	Ants and Roaches
SEVEN-5 Carbaryl (1-naphthyl N- methylcarbamate) EPA number 432-1209-71004	Bee and Wasps	ATRIMMEC Dikegulac-sodium (Sodium salt of 2, 3:4, 6-bis-O-(1-methylethylidene)-a- L-xylo-2-Hexulofuranosonic acid) EPA number 2217-776	Plant Growth Regulator

INTERIOR

CHEMICAL	USED TO TREAT	CHEMICAL	USED TO TREAT
CATALIST Propetamphos (E)-1 Methylentyl 3-(Ethylamino) EPA number 2724-450	Roaches and Fleas	TIMBOR Disodium Octaborate Tetrahydrate (na 2B8013.41120) EPA number 64405-8	Termites
MAXFORCE FC Fipronil EPA number 64248-11	Roaches and Ants	PREMISE 75 Imidacloprid EPA number 3125-455	Termites
PRE-EMPT Imidacloprid EPA number 3125-525	Roaches	ALTOSID Pellets Methoprene EPA number 2724-448	Mosquitoes

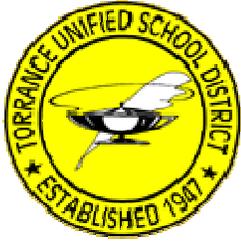
Termite Control will be done on Fridays as needed – all sites.
 Gopher Control is the first and third Tuesday as needed – all sites.

Below are the dates that the Torrance Unified School District Grounds Department will be applying for either weed control or outside ants and roaches:

SCHOOL SITE	DATES
	Monday
North High School South High School Torrance High School Torrance Triangle EMB/Administration Maintenance Yard	September 2012 – 10, 17, 24 October 2012 – 1, 8, 15, 22, 29 November 2012 – 5, 19, 26 December 2012 – 3, 10, 17 January 2013 – 7, 14, 28 February 2013 – 4, 25 March 2013 – 4, 11, 18, 25 April 2013 – 1, 8, 15, 22, 29 May 2013 – 6, 13, 20 June 2013 – 3, 10, 17, 24 July 2013 – 1, 8, 15, 22, 29 August 2013 – 5, 12, 19, 26
	Tuesday
West High School Riviera Elementary School YMCA Richardson Middle School Arlington Elementary School Torrance Tykes, YMCA Yukon Elementary School Griffith Adult Center Community Day School Torrance Elementary School Torrance Tykes Walteria Elementary School YMCA Grounds Yard	September 2012 – 4, 11, 18, 25 October 2012 – 2, 9, 16, 23, 30 November 2012 – 6, 13, 20, 27 December 2012 – 4, 11, 18 January 2013 – 8, 15, 22, 29 February 2013 – 5, 12, 19, 26 March 2013 – 5, 12, 19, 26 April 2013 – 2, 9, 16, 23, 30 May 2013 – 7, 14, 21, 28 June 2013 – 4, 11, 18, 25 July 2013 – 2, 9, 16, 23, 30 August 2013 – 6, 13, 20, 27
	Wednesday
Hamilton Adult Center Torrance Tykes LACOE Transition Torrance Stadium Lynn Middle School Victor Elementary School YMCA Seaside Elementary School YMCA Arnold Elementary School Arnold Launch YMCA Lincoln Elementary Torrance Tykes, YMCA Madrona Middle School	September 2012 – 5, 12, 19, 26 October 2012 – 3, 10, 17, 24, 31 November 2012 – 7, 14, 21, 28 December 2012 – 5, 12, 19, 26 January 2013 – 2, 9, 16, 23, 30 February 2013 – 6, 13, 20, 27 March 2013 – 6, 13, 20, 27 April 2013 – 3, 10, 17, 24 May 2013 – 1, 8, 15, 22, 29 June 2013 – 5, 12, 19, 26 July 2013 – 3, 10, 17, 24, 31 August 2013 – 7, 14, 21, 28
	Thursday
Hull Middle School Shery High School Anza Elementary School YMCA Towers Elementary School YMCA	September 2012 – 6, 13, 20, 27 October 2012 – 4, 11, 18, 25 November 2012 – 1, 8, 15, 29 December 2012 – 6, 13, 20, 27 January 2013 – 3, 10, 17, 24, 31 February 2013 – 7, 14, 21, 28

Jefferson Middle School Calle Mayor Middle School Carr Elementary School Torrance Tykes, YMCA LACOE SELPA Wood Elementary School Torrance Tykes, YMCA LACOE SELPA	March 2013 – 7, 14, 21, 28 April 2013 – 4, 11, 18, 25 May 2013 – 2, 9, 16, 23, 30 June 2013 – 6, 13, 20, 27 July 2013 – 11, 18, 25 August 2013 – 1, 8, 15, 22, 29
	Friday
Casimir Middle School Hickory Elementary School YMCA Levy Adult School YMCA Adams Elementary School Torrance Tykes, YMCA Magruder Middle School Torrance Tykes Friendship Academy Edison Elementary School Torrance Tykes Fern Elementary School	September 2012 – 7, 14, 21, 28 October 2012 – 5, 12, 19, 26 November 2012 – 2, 9, 16, 30 December 2012 – 7, 14, 21, 28 January 2013 – 4, 11, 18, 25 February 2013 – 1, 8, 15, 22 March 2013 – 1, 8, 15, 22, 29 April 2013 – 5, 12, 19, 26 May 2013 – 3, 10, 17, 24, 31 June 2013 – 7, 14, 21, 28 July 2013 – 5, 12, 19, 26 August 2013 – 2, 9, 16, 23, 30

Revised 3/1/2012



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July 2012

Dear Parent/Legal Guardian,

The safety of our students is one of our most important concerns. Even so, accidents do happen and resulting medical treatment (ambulance transport, surgery, hospitalization, etc.) can be very expensive.

Please know that the Torrance Unified School District **DOES NOT** assume responsibility for these costs. However, as a service to you and your child, your school has joined with 1,000s of others by offering you access to a low cost, voluntary purchase student accident/health insurance program. The program is arranged and administered by Myers-Stevens & Toohy & Co., Inc. a firm that has specialized in such coverages for 40 years. Details and an enrollment form are in the accompanying brochure. Please read it carefully.

Several plans are offered and rates for the entire school year start at around \$22 (*Dental Accident Plan*). You can limit coverage to school related injuries only (including sports) or opt for 24/7 protection. Also offered is a *Student Health Care Plan* (recommended if your child has no other health insurance) and a *pharmacy discount program* for your entire family. Whether your child currently has no other coverage or you want to "fill in the gaps" in other insurance, you will probably find an option to fit your needs. Students participating in interscholastic sports are required by state laws to have medical insurance.

While you can seek care from any doctor or hospital, you'll also have access to an extensive network of medical providers with discounted charges. Seeking care through contracted providers may further reduce your out-of-pocket costs, particularly if your child needs surgery or hospitalization.

To enroll, complete the enrollment form in full, select the plan(s) you want for your child, enclose the proper premium using a check, money order or credit card, seal and return as directed on the form. While your child is eligible to enroll at any time, you are encouraged to consider early enrollment to get maximum value from the plan(s) selected.

Note - Once processing is completed, an ID card verifying coverage will be mailed home to you. Because many parents have expressed interest in much higher limits of coverage for their children, at that time you'll also be sent information regarding a newly available *Supplemental Catastrophic Injury Plan* that can cover up to \$500,000/injury for up to five years.

If you have any questions, please call Myers-Stevens & Toohy at (800) 827-4695. Bilingual representatives are available for parents who need assistance in Spanish.

Sincerely,

Donald A. Stabler, Ed.D.
Deputy Superintendent

ADMINISTRATORS' RESPONSIBILITIES
ADMINISTRATIVE RULE 5144 - DISCIPLINE POLICY FOR GRADES K-12

Students may be suspended or expelled if the act is related to a school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period, whether on or off campus; or (d) during or while going to or coming from a school sponsored activity. Education Code 49079 requires that teachers be informed of a pupil's suspension and the infraction specific to the case, as described in Education Code 48900, except for smoking. The information shall be provided confidentially to teachers for the previous three school years. **All students will be held accountable for the last three years of their discipline history.**

The following discipline matrix indicates the types of disciplinary action that may apply to each offense. These actions may be applied to a first time or repeated incident. Progressive consequences, when applicable, are listed for each subsequent offense within the respective education code violation. School officials use this matrix as a guide intended to standardize disciplinary procedures throughout the District. The recommendations are not intended to substitute for the judgment of professional personnel based upon knowledge of the student's behavior record and statutory restraints.

OFFENSE	CONSEQUENCE
<p>Sale of any controlled substance, alcohol, or the drug Soma Ed Code 48900: C – Sale of a controlled substance or alcohol Ed Code 48900: P – Sale of Soma Incident Type: D: Sale of Controlled Sub D – Possession/Sale of Soma</p> <p>Sale of any “look alike” controlled substance, including alcohol Ed Code 48900: C Incident Type: D –Sale of Controlled Substance</p> <p>Brandishing a knife Ed Code 48900: B – Brandished weapon or other dangerous object Incident Type: C – Brandishing a Knife</p> <p>Possessing, selling or otherwise furnishing a firearm Ed Code 48900: B – Possessed weapon or other dangerous object Incident Type: C – Possession of Firearm</p> <p>Possessing an explosive Ed Code 48900: B - Possessed weapon or other dangerous object Incident Type: C – Possession Explosive</p> <p>Committing or attempting to commit sexual assault or battery Ed Code 48900: N – Sexual assault or battery Incident Type: B – Sexual Battery</p> <p>Harassing, threatening, or intimidating a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil Ed Code 48900: O – Harassing a complaining witness Incident Type: B- Harass/Intimidate Witness</p>	<p>Parent conference Referral to police department Suspension 5 days pending recommendation to expel</p>
<p>Causing serious physical injury to another person except in self-defense Ed Code 48900: A2 (Assault) Incident Type: B – Used Force/Violence</p> <p>Extortion Ed Code 48900: E Robbery Ed Code 48900: G/ E Incident Type: B – Robbery / Extortion</p> <p>Assault or battery upon any school employee Ed Code 48900: A2 Incident Type: B – Assault School Employee</p> <p>Terroristic threats against school officials or school property Ed Code 48900: .7 Incident Type: B – Terrorist Threats</p> <p>A two-on-one fight Ed Code 48900: A2 Incident Type: B – Fighting</p>	<p>1st Offense, Parent conference, suspension 5 days, recommendation to expel (unless principal, in writing, recommends otherwise), possible adjustment transfer, referral to police department</p> <p>2nd Offense: Recommendation to expel</p>

* Repeated incidents may include all consequences for previous offenses, in addition to those listed for the subsequent incident. 20

ADMINISTRATORS' RESPONSIBILITIES
ADMINISTRATIVE RULE 5144 - DISCIPLINE POLICY FOR GRADES K-12

OFFENSE	CONSEQUENCE
<p>Assault, intimidation, fighting, or attempting to cause or threatening to cause injury to another person Ed Code 48900: A1 (Mutual Combat) Incident Type: B – Fighting</p>	<p>1st Offense: Parent conference, suspension 1-3 days, possible adjustment transfer, report to police department</p> <p>2nd Offense: Suspension 3-5 days, possible expulsion recommendation</p> <p>3rd Offense: Recommendation to expel</p>
<p>Willfully used force or violence upon the person of another, except in self-defense. Ed Code 48900: A2 (Assault / Attack) Incident Type: B – Assault,/ attempt physical Injury</p> <p>Aiding or abetting the infliction or attempted infliction of physical injury to a person Ed Code 48900: T- Aiding/ abetting physical injury Incident Type: B – Aiding or Abetting Physical Injury</p>	<p>1st Offense: Parent conference, suspension 1-5 days, possible adjustment transfer, report to police department</p> <p>2nd Offense: Suspension 5 days, possible expulsion recommendation</p> <p>3rd Offense: Recommendation to expel</p>
<p>Possession of or sale of any knives Ed Code 48900: B – Possession of weapon/other dangerous object Incident Type: C – Possession of Knife</p> <p>Possession, use of or sale of imitation firearms, imitation explosives, tear gas/pepper spray/laser pointers or scopes, or other dangerous weapons or objects, or any item capable of causing death or great bodily harm Ed Code 48900: B– Possession of weapon/other dangerous object Ed Code 48900: M – Possession of imitation firearm Incident Type: C- Weapons / Other Dangerous Object</p>	<p>1st Offense: Parent conference, referral to police department, suspension 1-5 days, possible adjustment transfer</p> <p>2nd Offense: Suspension 3-5 days</p> <p>3rd Offense: Recommendation to expel.</p>
<p>Possession or lighting of fire crackers Ed Code 48900: B– Possession of weapon/other dangerous object Incident Type: C – Possession Explosive</p> <p>Starting fires or setting off fire alarms Ed Code 48900: K – Defied rules, disrupted school activities</p>	<p>1st Offense: Parent conference, restitution, suspension 1-3 days, possible adjustment transfer, possible recommendation to expel, report to fire and police departments</p> <p>2nd Offense: Suspension 5 days</p> <p>3rd Offense: Recommendation to expel</p>
<p>Possession or use of any controlled substance or alcohol, or otherwise furnished, or under the influence of same Ed Code 48900: C Incident Type: D – Possession of Controlled Substance D – Under Influence of Controlled Sub.</p> <p>Possession of or otherwise furnished any “look alike” controlled substance or alcohol Ed Code 48900: C Incident Type: D – Possession of Controlled Substance</p> <p>Possession or sale of drug paraphernalia Incident Type: D- Drug Para Possession</p>	<p>1st Offense: Parent conference, referral to police department, suspension 2-5 days, possible adjustment transfer, participation and completion of an intervention program, possible recommendation to expel for felony possession</p> <p>2nd Offense: Suspension 5 days, possible recommendation to expel unless principal, in writing, recommends otherwise</p> <p>3rd Offense: Recommendation to expel</p>
<p>Vandalism, graffiti, defacing school property or property of others including but not limited to books, computers, electronic files, databases and e-mail Ed Code 48900: F – Damage to school or private property Incident Type: F – Vandalism/ Graffiti</p> <p>Theft or attempting to or knowingly stealing or receiving school or private property Ed Code 48900: G – Stealing school or private property Ed Code 48900: L – Receiving stolen property Incident Type: B – Stealing B – Received Stolen Property</p>	<p>1st Offense: Parent conference, possible removal from class, restitution, possible 1-5 day suspension, possible adjustment transfer, referral to police department, possible recommendation to expel depending on severity of incident</p> <p>2nd Offense: Suspend 3-5 days</p> <p>3rd Offense: Suspension and adjustment transfer</p>

* Repeated incidents may include all consequences for previous offenses, in addition to those listed for the subsequent incident.

ADMINISTRATORS' RESPONSIBILITIES
ADMINISTRATIVE RULE 5144 - DISCIPLINE POLICY FOR GRADES K-12

OFFENSE	CONSEQUENCE
<p>Use and/or possession of tobacco or Salvia on campus and/or paraphernalia including lighters and matches</p> <p>Ed Code 48900: H – Possessed tobacco Incident Type: D – Possession of Tobacco</p>	<p>1st Offense: Warning and/or detention, parent conference, referral to police department, possible suspension 1-3 days, possible participation in an intervention program</p> <p>2nd Offense: Suspension 3-5 days</p> <p>3rd Offense: Suspension 5 days</p>
<p>Profanity, vulgarity, inappropriate language/attire and/or ethnic slur to another person including offensive materials on clothing and personal/school items</p> <p>Gestures - including gang signs and/or ethnic slur</p> <p>Ed Code 48900: I – obscene act, habitual profanity or vulgarity Incident Type: E – Profanity/Vulgarity</p>	<p>1st Offense: Warning , parent conference, possible suspension 1-3 days, possible citation by police department</p> <p>2nd Offense: Suspension 2-5 days</p> <p>3rd Offense: Suspension 3-5 days, possible adjustment transfer, possible recommendation to expel</p>
<p>Bullying: Including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.</p> <p>Ed Code 48900: R – Bullying Incident Type: B – Bullying</p>	<p>1st Offense: Parent conference, possible detention or suspension 1-3 days, possible adjustment transfer, possible referral to police department</p> <p>2nd Offense: Possible suspension 1-5 days</p> <p>3rd Offense: Suspension 1-5 days, possible recommendation to expel (depending on severity)</p>
<p>Sexual harassment (Grades 4-8)</p> <p>Ed Code 48900: .2 Incident Type: B – Sexual Harassment</p>	<p>1st Offense: Parent conference, possible suspension 1-5 days, possible adjustment transfer, possible expulsion recommendation (depends on severity), possible referral to police department</p> <p>2nd Offense: Suspension 1-5 days</p> <p>3rd Offense: Suspension 5 days and recommendation to expel</p>
<p>Hate violence (Grades 4-12): harassment, teasing, threats, intimidation, or bullying including but not limited to a physical or mental disability, gender, nationality, race, religion or sexual orientation</p> <p>Ed Code 48900: .3 – Act of hate violence Incident Type: B – Hate Violence B – Hazing B – Harassment</p>	<p>1st Offense: Parent conference, possible suspension 1-5 days, possible adjustment transfer, possible expulsion recommendation (depends on severity), possible referral to police department</p> <p>2nd Offense: Suspension 1-5 days</p> <p>3rd Offense: Suspension 5 days and recommendation to expel</p>
<p>Inappropriate use of computers</p> <p>See Electronic Information Resource Contract, AR 372.1</p> <p>Ed Code 48900: K Incident Type: E – Disruption</p>	<p>1st Offense: Parent conference, possible removal from class, restitution, possible 1-3 day suspension, possible adjustment transfer, referral to police department</p> <p>2nd Offense: Suspension 3-5 days</p> <p>3rd Offense: Suspension 5 days, possible recommendation to expel</p>
<p>Cheating in classroom including plagiarism and using electronic devices</p> <p>Ed Code 48900: K Incident Type: E – Cheating</p>	<p>1st Offense: Parent conference, failing grade on test or assignment, possible "U" in citizenship, possible removal from class, possible detention</p> <p>2nd Offense: Possible suspension 1-3 days, possible removal from class</p> <p>3rd Offense: Suspension 3-5 days</p>

* Repeated incidents may include all consequences for previous offenses, in addition to those listed for the subsequent incident.

ADMINISTRATORS' RESPONSIBILITIES
ADMINISTRATIVE RULE 5144 - DISCIPLINE POLICY FOR GRADES K-12

OFFENSE	CONSEQUENCE
<p>Dress code violation</p> <p>Ed Code 48900: K Incident Type: E – Dress Code</p>	<p>1st Offense: Warning, parent contact, change or cover</p> <p>2nd Offense: Possible detention, possible suspension 1-3 days</p> <p>3rd Offense: Suspension 1-3 days, possible adjustment transfer</p>
<p>Classroom/Campus Disruption, disobedience</p> <p>Ed Code 48900: K Incident Type: E – Disruption / E - Defiance</p>	<p>1st Offense: Teacher conference Parent conference Possible detention</p> <p>2nd Offense: Detention or Suspension (1-3 days), Possible removal from class</p> <p>3rd Offense: Suspension 3-5 days, removal from class, possible adjustment transfer</p>
<p>Violation of school rules</p> <p>Ed Code 48900: K Incident Type: E – Class Rules Violation</p>	<p>1st Offense: Warning, Possible detention, Parent conference, Possible suspension</p> <p>2nd Offense: Suspension 1-3 days</p> <p>3rd Offense: Suspension 1-5 days</p>
<p>Use of skateboards*, roller skates or roller blades. Possession or use of radios, chains, and non-approved hats/headgear on campus.</p> <p>Violation of district policy for use of cameras, iPods/MP3 players, cellular phones, pagers/beepers and other electronic devices.</p> <p>Ed Code 48900: K Incident Type: E – Defiance</p>	<p>1st Offense: Warning, confiscation of item for the day, possible parent conference, possible detention, referral to police department</p> <p>2nd Offense: Confiscation of item (to be returned at parent conference), detention, possible suspension 1-3 days</p> <p>3rd Offense: Item to be returned at end of school year, Suspension 1-3 days, possible adjustment transfer</p>
<p>Excessive unexcused tardiness, excessive absences, truancy, or class cuts</p> <p>Incident Type: A – Absence Problem A – Truant A - Tardy</p> <p>Daytime loitering (truancy)</p> <p>Incident Type: A – Tardy / Truant</p>	<p>1st Offense: Possible referral to police department</p> <p>2nd Offense: Possible referral to Student Attendance Review Board (SARB)</p>

Conducting School Investigations

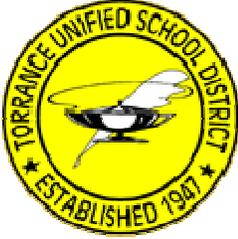
**Torrance Unified School District
2335 Plaza del Amo
Torrance, CA 90509**

July 2012

Dear Parents/Guardians:

Occasionally during the school year it becomes necessary for school administrators and their designees to conduct investigations into incidents that occur during or in conjunction with school events. The decision of the Supreme Court of California on August 13, 2001 (Randy G. Defendant and Appellant) gives school administrators the right to stop and question a minor student in order to conduct an investigation. Listed below are some of the normal procedures that site administrators and deans follow when dealing with an investigation or administering consequences for inappropriate behavior.

- During the course of an investigation it is sometimes necessary to ask for a written statement from either a witness or a student under investigation. This is to ensure accuracy of information and preserve details, which might be important at a later time. The form the school district uses contains wording "under penalty of perjury." This will be explained at the time the form is presented. Parents may wish to discuss the meaning of this phrase ahead of time. Students may decline to provide a written statement.
- If the school administrator requests a written statement, the administrator will read and explain any legal terminology on the form before the student begins writing. The student or parent may request a copy of the statement, which will be provided.
- Before a student is suspended he/she will have an informal "Due Process" conference. At the conference the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and will have the opportunity to present his or her version and evidence in his or her defense.
- At the time of suspension, a school employee will make a reasonable effort to contact the pupil's parent or guardian in person or by phone. A written suspension notice will also be mailed.
- The principal or principal's designee must determine that the pupil committed the offense or act before a suspension is administered. He/she will consider all the evidence and decide the appropriate disciplinary measures.
- A pupil or parent may request a meeting with the superintendent or superintendent's designee if they question whether there is sufficient evidence that the alleged violation occurred or whether the penalty imposed was appropriate for the violation.



TORRANCE UNIFIED SCHOOL DISTRICT

2335 PLAZA DEL AMO
P.O. BOX 2954
TORRANCE, CALIFORNIA 90509-2954

TELEPHONE (310) 972-6500
www.tusd.org

BOARD OF EDUCATION
DON LEE
ALBERT Y. MURATSUCHI, ESQ.
TERRY L. RAGINS
MARK STEFFEN
MICHAEL WERMERS

SUPERINTENDENT OF
SCHOOLS
DR. GEORGE MANNON

July 2012

Dear Parents:

The mission of the Torrance Unified School District is to ensure that each and every student is prepared to succeed in life. To accomplish this, the District has designed policies, activities, and curriculum to develop health literacy in our students. Health literacy is defined as the capacity of an individual to obtain, interpret, and understand basic health information and services, and the competence to use such information and services in ways that are health-enhancing. The intent of the curriculum is to assist families in teaching young people factual and consistent information about Health, which will empower them to make healthy decisions.

Each TUSD high school will be participating in a program, conducted by a credentialed Health Teacher, consisting of two 50-minute presentations that will be made in the freshman Health classes and the sophomore World History classes.

These presentations are part of the State of California Health Education Framework. The 9th and 10th grade programs promote abstinence as the only 100% method of protection from STDs, pregnancy and HIV/AIDS. Discussions will be on teen pregnancy and sexually transmitted diseases as life-altering experiences. The program is designed to inform students, address common misconceptions about these topics and to help students make informed, responsible, and intelligent choices about sexual health. The presentations will include the following topics: refusal skills, abstinence as the only method of totally avoiding STDs, sexuality as a natural part of the human life cycle, safe and risky ways of expressing sexuality as well as consequences, abuse of alcohol and drugs and how they can reduce good decision making, discussion of the proper use of a condom and failure rates of other birth control methods.

The parent preview night for the 9th and 10th grade materials will be in the fall. A letter will be sent to your home with the date and time of the previews so you can attend the presentations before they are given at your son/daughter's school. Every parent/guardian has the right to request a copy of the California Education Code regarding these policies; please contact the Director of Curriculum at (310) 972-6971 if you would like to request a copy.

If you prefer that your student not attend these presentations, there will be a separate letter sent home for you to complete and return. All students will attend unless parents notify the teacher that they do **not** want their student to attend.

Sincerely,

Ramona Chang, Ed.D.
Director of Curriculum



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July 2012

Dear Parent/Guardian,

Effective July 1, 2010 California Education Code Section 49452.7 states that school districts must provide information to parents about type 2 diabetes. The Centers for Disease Control (CDC) estimates that ***one in three children born after 2000 will develop type 2 diabetes in his or her lifetime.***

What is Type 2 diabetes? Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy. Insulin is the hormone used to help “carry” the glucose or sugar to cells in your body. In type 2 diabetes the body is resisting the insulin that is being produced by the pancreas which can lead to overproduction, and through time, the pancreas can stop producing insulin all together. Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.

What are the risk factors? Risk factors include: being overweight, family history of diabetes, inactivity, specific racial/ethnic groups, and puberty. It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

What are the warning signs and symptoms? Warning signs may include increased hunger, unexplained weight loss, increased thirst with dry mouth or frequent urination, tiredness, blurred vision, slow healing of sores or cuts, irregular periods and/or excess facial hair growth in girls, and high blood pressure or abnormal blood fats levels. Another warning sign is Acanthosis Nigricans (AN). This is a skin discoloration characterized by dark velvety or ridged patches of skin, especially on the back of the neck, under the arms, and/or over the knuckles. AN may be an indication of insulin resistance and high insulin levels.

Torrance Unified School District Nurses will continue observing 7th grade girls and 8th grade boys for warning signs of type 2 diabetes as part of the mandated scoliosis screening. In particular, the District Nurses will be screening for Acanthosis Nigricans (AN). If your child is found to have AN and/or other warning signs of type 2 diabetes, the District Nurse will send notification recommending that he/she be seen by their primary care practitioner.

Can Type 2 diabetes be prevented? Healthy lifestyle choices can help prevent and treat type 2 diabetes. Choosing foods low in fat and calories, maintaining a healthy weight, as well as increasing physical activity to at least 60 minutes every day will help to prevent and/or treat the disease. If diet and exercise are not enough, it may be necessary for your primary care practitioner to prescribe medication for treatment.

If you have any questions or concerns, please contact your District Nurse or health care provider.

Sincerely,

T.U.S.D. District Nurses

Resources: Centers for Disease Control, California Department of Health, American Diabetes Association, California School Nurses Organization, and Children’s Hospital of Orange County

TORRANCE UNIFIED SCHOOL DISTRICT
Office of the Senior Director – Secondary Schools

Notification to Parent or Guardian

The Education Code of the State of California requires parents or guardians to be notified of certain rights and other designated information. A summary of these code sections is contained in this notice. Further explanation regarding these laws may be requested of any school administrator. The Torrance Unified School District's Emergency and Disaster information card, when signed by the parent or guardian, will be used as acknowledgment that this notification has been received.

All of the activities described begin with the opening of school each year and continue throughout the school year. A letter specifying any objection you may have at this time to any activity listed, or to the participation of your student in any activity listed, should be sent to the principal of the school your student attends.

Statement of Nondiscrimination

The Torrance Unified School District does not discriminate on the basis of actual or perceived ethnic group identification, religion, sexual orientation, ancestry, gender, race, color, national origin (including lack of English language skills), sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1983 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities, including vocational education. The District has a uniform complaint procedure that would allow the filing of a grievance/complaint. Local community legal assistant agencies are available. Legal resources can be located in the telephone book under legal services. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to the Senior Director - Human Resources, Torrance Unified School District, 2335 Plaza del Amo, Torrance, CA 90509 or (310) 972-6071.

The Nondiscrimination Policy Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving Federal financial assistance. In order to fulfill its obligation under Section 504, the Torrance Unified School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs or practices in Torrance schools. The school has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Reasonable accommodation for handicapped pupils will be made available.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the district's compliance with these provisions may also be directed to:

Office of Civil Rights
U. S. Department of Education
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102
(415) 556-4275
Email: OCR.SanFrancisco@ed.gov

EC 48980 Notification

- (a) At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Sections 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, and 51938, and Chapter 2.3 (commencing with Section 32255) of Part 19 of Division 1 of Title I.
- (b) The notification also shall advise the parent or guardian of the availability of individualized instruction as prescribed by Section 48206.3, and the program free and reduced meals prescribed by Article 9 (commencing with Section 49510 of Chapter 9.
- (c) The notification also shall advise the parents and guardians of all pupils attending a school within the school district of the schedule of minimum days and pupil-free staff development days, and if minimum or pupil-free staff development days are scheduled thereafter, the governing board of the district shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.
- (d) The notification also may advise the parent or guardian of the importance of investing for future college or university education for their children and of considering appropriate investment options including, but not limited to, United States savings bonds.
- (e) The notification shall advise parent or guardian of the pupil that each pupil completing grade 12 is required to successfully pass the high school exit examination administered pursuant to Chapter 9 (commencing with Section 60850) of Part 33. The notification shall include, at a minimum, the date of the examination, the requirements for passing the examination, and shall inform the parents and guardians regarding the consequences of not passing the examination and shall inform parents and guardians that passing the examination is a condition of graduation.
- (f) Each school district that elects to provide a fingerprinting program pursuant to Article 10 (commencing with Section 32390) of Chapter 3 of Part 19 of Division I of Title I shall inform parents or guardians of the program as specified in Section 32390. (The Torrance Unified School District does not provide fingerprinting, however, the Torrance Council PTA may provide this service periodically.)
- (g) The notification also shall include a copy of the written policy of the school district on sexual harassment established pursuant to Section 231.5, as it relates to pupils.
- (h) The notification shall advise the parent or guardian of all existing statutory attendance options and local attendance options available in the school district. This notification component shall include all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis. This notification component also shall include a description of all options, a description of the procedure for application for alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. The notification component also shall include an explanation of the existing statutory attendance options including, but not limited to, those available under Section 35160.5, Chapter 5 (commencing with Section 46600) of Part 26, and subdivision (b) of Section 48204. The department shall produce this portion of the notification and shall distribute it to all school districts
- (i) It is the intent of the Legislature that the governing board of each school district annually review the enrollment options available to the pupils within the district and that the districts strive to make available enrollment options that meet the diverse needs, potential, and interests of the pupils of California.
- (j) The notification shall advise the parent or guardian that a pupil shall not have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and shall include the full text of Section 48205.
- (k) The notification shall advise the parent or guardian of the availability of state funds to cover the costs of advanced placement examination fees pursuant to Section 52244.
- (l) The notification to the parent or guardian of a minor enrolled in any of grades 9 to 12, inclusive, also shall include the information required pursuant to Section 51229.

EC 48981 Time and Means of Notification

The notice shall be sent at the time of registration for the first semester or quarter of the regular school term. The notice may be sent by regular mail or by any other method normally used to communicate with the parents or guardians in writing.

EC 48982 Signature; Return to School; Effect of Signature

The notice shall be signed by the parent or guardian and returned to the school. Signature of the notice is an acknowledgment by the parent or guardian that he/she has been informed of his/her rights but does not indicate that consent to participate in any particular program has either been given or withheld. (The Torrance Unified School District's Emergency and Disaster information card, when signed by the parent or guardian, will be used as acknowledgment that this notification has been received.)

EC 48983 Contents of Notice

If any activity covered by the sections set forth in Section 48980 will be undertaken by the school during the forthcoming school term, the notice shall state that fact and shall also state the approximate date upon which any of such activities will occur.

EC 48984 Activities Prohibited unless Notice Given

No school district shall undertake any activity covered by the sections set forth in Section 48980 with respect to any particular pupil unless the parent or guardian has been informed of such action pursuant to this article or has received separate special notification.

Attendance Options Available in the Torrance Unified School District during the 2011-2012 school year.

The Torrance Unified School District currently provides comprehensive educational programs for school age children enrolled in Kindergarten and grades one through twelve. These programs are available on a limited basis through statutory attendance options to students who reside outside district boundaries. Additional attendance options as described below are available on a limited basis to pupils whose parents or guardians currently reside within the districts attendance boundaries.

Current statutory attendance options, and local attendance options available to district pupils, are as follows:

- **EC 35160.5(b) Open Enrollment:** Establishes a district program of open enrollment that is available to pupils whose parents or guardians currently reside within district attendance boundaries and to pupils who otherwise established residence pursuant to provisions of EC §§ 48204 or 48209. Allows parents to select the school the child shall attend. The Torrance Board of Education has adopted an open enrollment policy, which requires interested Torrance residents to apply during the month of February for the following school year. If there are any questions regarding this policy, please call the Office of the Senior Director – Elementary Schools at (310) 972-6008.
- **EC 46600 et seq. Interdistrict Permits:** The parent or legal guardian of a pupil may seek release from their home district to attend a school in any other school district. The terms and conditions for release or acceptance are set by the home and accepting districts. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.
- **EC 48350 et seq Open Enrollment Act (Romero Bill AB 2444):** Whenever a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under this option. Transportation to any other school is the

responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a —random and unbiased process. To apply, parents must directly contact the school district to which they seek to transfer their student. The Open Enrollment List can be found on the California Department of Education website at <http://www.cde.ca.gov/sp/eo/op/>.

For additional information about attendance options described in this notification, please contact your local school or call the Permits Office at (310) 972-6090.

EC 48200 Compulsory Education

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

EC 48204 Residency Requirements of School Attendance

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district. A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both the parents or legal guardians of the pupil are *physically* employed within the boundaries of the school district *for a minimum of 10 hours during the school week*.

EC 48985 Notices to Parents in Language Other than English

If 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the Department of Education pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. Also provides that during the Categorical Program Monitoring process the California Department of Education shall monitor adherence to the requirement to provide notifications in English and the native language of the parent or guardian when 15 percent of the students enrolled in the school speak that native language as their primary language.

EC 221.5(d) Career Counseling & Sex Equity in Career Planning

It is the policy of the state that elementary and secondary school classes be conducted without regard to the sex of the student enrolled in such classes and that no student shall be prohibited from enrolling in any class, including participation in a physical education activity or sport, on the basis of sex. No school counselor shall, on the basis of the sex of a student, offer vocational or school program guidance to students of one sex which is different from that offered to students of the opposite sex or, in counseling students, differentiate career, vocational or higher education opportunities on the basis of the sex of the student counseled. Counselors shall affirmatively explore with pupils the possibility of non-traditional courses and careers for the pupil's sex and parents may participate in counseling decisions regarding course selection. Requires the parents or legal guardian of a pupil to be notified in a general manner at least once in the annual notification, in advance of career counseling and course selection commencing with course selection for grade 7, so that the parent or guardian may participate in the counseling sessions and decisions.

EC 51229 College & Career Technical Education

Requires annual notification to include a one-page written notice to parents or guardians of students in grades 9 through 12 that includes all of the following:

- (1) A brief explanation of the college admission requirements.
- (2) A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU.
- (3) A brief description of what career technical education is, as defined by the CDE.

- (4) The internet address for the portion of the web site of the CDE where students can learn more about career technical education.
- (5) Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses.

EC 48900(q) Hazing

Prohibits pupils or other persons in attendance at any public or private educational institution to engage in, or attempt to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events. Hazing is a basis for suspension or expulsion of a pupil.

EC 32255 et seq. Right to Refrain from Harmful or Destructive Use of Animals

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian. A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

EC 35183 Dress Codes and School Uniforms, Gang Related Apparel

EC 35183.5 Sun-Protective Clothing and Use of Sun screen by Pupils

Authorizes district to adopt a dress code policy that requires pupils to wear school-wide uniform or prohibits pupils from wearing gang-related apparel. Requires a school to provide six months' prior notice to parents or guardians before implementing a policy that requires pupils to wear a school-wide uniform. Policy to address the availability of resources to assist economically disadvantaged pupils and to provide that no pupil will be penalized academically or otherwise discriminated against nor denied attendance to school if the pupil's parents chose not to have the pupil comply with the uniform policy. EC 35183.5 provides that pupils may use sunscreen during the school day without a physician's note or prescription. Requires the school to adopt a policy regarding the type of sun-protective clothing, including but not limited to hats, that pupils may wear for outdoor use during the school day.

EC 35211 Driver Training

Requires school districts maintaining courses in driver's training to advise parents or guardians of potential civil liability and mandated insurance coverage.

EC 35256, 35258 School Accountability Report Card

Requires school districts to develop for each school a school accountability report card. Content of the report card defined by EC 33126, 32286 and 52056. Requires districts to publicize the report cards, and notify parents or guardians that a hard copy will be provided upon request. Commencing with the 2008-09 school year, hard copies to be made available by February 1.

EC 35291 Rules and Procedures on School Discipline

The school district may notify the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline.

EC 44807, 51100

5 CCR 300 Student Conduct

Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess. Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain in the use of profane and vulgar language.

EC 48900.4 Harassment, Threats or Intimidation

Requires a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil

has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

EC 48900.1 Requirement of Parent/Guardian School Attendance

A school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended from class by the teacher for an obscene act, profanity or vulgarity, disruption of school activities, or willful defiance of the teacher's authority, to attend a portion of the school day in the classroom of his or her child.

20 USC § 7912 Persistently Dangerous School; Victim of a Violent Crime

Requires the school district to have a written policy stating that students who attend a persistently dangerous school and students who are victims of a violent criminal offense, while in or on the grounds of a public school, must be allowed to attend a safe pupil school. The written policy must be communicated to all parties, and reiterated to victims of violent criminal offenses and their parents.

EC 39831.5 School Bus Safety

Requires school districts to provide written information on schoolbus safety (i.e., a list of schoolbus stops near each pupil's home, general rules of conduct at schoolbus loading zones, red light crossing instructions, schoolbus danger zone, and walking to and from schoolbus stops) upon registration to parents or guardians of all pupils not previously transported in a schoolbus and who are in pre-kindergarten, kindergarten and grades 1 to 6.

EC 46010.1 Absence for Confidential Medical Services

Requires a school district each academic year must notify pupils in grades 7 to 12, and the parents or guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. Notice may be included with any other notice given pursuant to Education Code.

EC 49602 Confidentiality - Counseling

Provides that any information disclosed by a student 12 years of age or older while receiving counseling from a school counselor is confidential and shall not be revealed, except under certain conditions.

EC 46014 Absence for Religious Instruction

Authorizes school district to adopt resolution and regulations for pupils, with written consent of parents or guardians, to be excused from school in order to participate in religious exercises or to receive moral or religious instruction. Students must attend school for a minimum school day. Limited to four days per school month.

EC 48216, 49403 Immunization

Requires the school district exclude any pupil not properly immunized and to notify parent or guardian that they have two weeks to supply evidence that pupil has been properly immunized or that the pupil is exempt from immunization requirements as specified in HSC 120365 or 120370. Notification to also refer parent or guardian to usual sources of medical services to obtain immunizations.

State law requires the following immunizations before a child may attend school:

(a) All new students to the Torrance Unified School District, in transitional kindergarten through grade 12, must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, and rubella, and varicella immunizations.

(b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.

(c) All seventh grade students must also provide proof of a second measles, mumps, rubella, and a pertussis booster vaccination.

(d) All seventh through twelve grade students must also provide proof of pertussis booster.

(e) A tuberculosis skin test (Mantoux) is required for all kindergarten students and all new students who have never attended a California school.

Free- or low-cost immunizations for children are available. Please visit our website at <http://tusd.org/ParentsStudents/HealthInformation/PertussisVaccination/tabid/2000/Default.aspx> for information.

EC 48213 Habits and Disease: Exclusion

Requires notice to parent prior to excluding pupil for filthy or vicious habits or contagious disease and specifies content of notice. If child to be excluded for contagious or communicable disease or principal determines presence of child constitutes clear and present danger, then notice may be sent as soon as reasonably possible after exclusion.

EC 49403 Prevention and Control of Communicable Diseases

The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

HSC 120440 Disclosure of Immunization Status, Immunization Information Systems

Provides that, notwithstanding EC 49075 and 49076 (relating to pupil records), schools may disclose information from pupils' medical record to local health departments operating countywide or regional immunization information and reminder systems, and the State Department of Health Services. Authorizes parent to refuse to permit record sharing. Requires district that provides information to an immunization system to inform parent of following: information shared; name and address of State Department of Health Services and immunization registry; information shared will be treated as confidential; right to examine any immunization related information shared and to correct any errors; right to refuse to allow information to be shared, or to receive immunization reminder notifications at any time. Notification may be provided by ordinary mail and must include reasonable means for refusal, such as return form or contact telephone number.

EC 48205 Excused Absences

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to his or her illness
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats and attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Absences, Written Excuse

Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Children should not be sent to school when they are not feeling well. Absences without a written excuse are recorded as unexcused.

EC §§ 48207, 48208 Pupils with Temporary Disabilities in Hospitals

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

EC 48070.5(e) Promotion/Retention of Pupils; Creation of Policy; Parent Notification

Provides for the development of a board policy regarding the promotion and retention of pupils as specified. Further provides for parent notification when a pupil is identified as being at risk of retention. Notice shall be provided as early in the school year as practicable.

EC 49091.14, EC 49063 Prospectus of School Curriculum

Requires each school to compile annually a prospectus of the curriculum including titles, descriptions and instructional aims of every course offered by the school. Prospectus to be reproduced and made available upon request by parent or guardian for inspection.

EC 51100 Rights of Parents and Guardians to Information

The parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including disciplinary rules and procedures in accordance with Section 48980, attendance policies, dress codes, and procedures for visiting the school.

EC 51101.1 Rights of Parents and Guardians Who Lack English Fluency

A parent or guardian's lack of English fluency should not preclude the parent or guardian from exercising their rights. The school district will take all reasonable steps to ensure that all parents and guardians of pupils who speak a language other than English are properly notified in English and in their home language, pursuant to EC 48985, of the rights and opportunities available to them.

EC 48901.5 Electronic Signaling Device

By policy or practice the school district, or its individual schools, may regulate the right of pupils to possess or use electronic signaling devices, including cell phones and pagers, during the school day or at school functions. No student may be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the pupil and the use of which is limited to the pupil's health.

EC 48902 Pupil Misconduct Requiring Notification to Law Enforcement

Requires principal or designee to report to law enforcement, prior to suspension or expulsion, of pupil violation of Penal Code § 245. Requires report to law enforcement, within one school day of suspension or expulsion, viola-

tion of EC 48900 (c) or (d). Further requires report for pupil violation of PC §§ 626.9, 626.10, or possession or sale of controlled substance.

EC 48904 Property Damage

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

EC 51225.3 Graduation Requirements

Requirements for graduation and alternative modes for completing the prescribed course of study must be made available to pupils, parents, and the public.

EC 60850;

5 CCR 1208 California High School Exit Examination (CAHSEE)

Provides that the high school exit examination may not be required as a condition of graduation for a pupil who did not receive adequate notice of the examination. Adequate notice means that the pupil received written notice at the commencement of grade 9, and each year thereafter through the annual notification process, or if a transfer pupil, at the time the pupil transfers. A pupil who has taken the examination in the 10th grade is deemed to have adequate notice. Requires the school district to maintain documentation that the parent or guardian of each pupil has been sent written notification as required by CEC §§ 48980 and 60850.

EC 35816

EC 37254 CAHSEE: Intensive Instruction and Services

Requires school districts that receive intensive instruction funds under Education Code 37254 to ensure that all pupils who have not passed one or both parts of the CAHSEE by the end of grade 12 are notified in writing at the last known address before the end of each school term of the availability of intensive instruction services in sufficient time to register for or avail themselves of those services each term for two consecutive academic years. Students must also be notified in writing of their right to file a complaint pursuant to the district's Uniform Complaint Process. This notice must be posted in each school and district office and on the internet website of the school district. Further, the notice must comply with the translation requirements of EC 48985. The district to post notices in classrooms of all 10th through 12th graders, inclusive, regarding the right of pupils who have not passed the CAHSEE of the end of grade 12 to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until the pupil has based both parts of the CAHSEE, which ever comes first.

EC 52244 Advanced Placement Examination – State Funds

Requires school districts to notify eligible high school students they may receive financial assistance to cover the costs of the advanced placement examination fees or the International Baccalaureate examination fees, or both.

EC 49063, 49069

20 USC § 1232g, 34

CFR § 99.7 Pupil Records - Notification of Rights

Requires school district to notify parents in writing upon initial enrollment and annually at the beginning of the school year of their rights concerning pupil records. Notice to take a form which reasonably notifies parents of the availability of the following specific information.

- a. The types of records and information contained therein which are directly related to students and maintained by the institution.
- b. The position of the official responsible for the maintenance of each type of record
- c. The location of all official pupil records if not centrally located and the availability of qualified certificated personnel to interpret records, if requested.
- d. The location of the log or record required to be maintained pursuant to Section 49064
- e. The criteria to be used by the district in defining "school officials and employees" and in determining "legitimate educational interest" as used in Section 49064 and paragraph (l) of subdivision (a) of Section 49076.
- f. The policies of the institution for reviewing and expunging those records.
- g. The right of the parent to access pupil records.
- h. The procedures for challenging the content of pupil records.

- i. The cost if any which will be charged to the parent for reproducing copies of records.
- j. The categories of information which the institution has designated as directory information pursuant to Section 49073.
- k. The right of the parent to file a complaint with the United State Department of Education, Family Policy Compliance Office, concerning an alleged failure by the district to comply with the provisions of FERPA.
- l. The availability of the prospectus prepared pursuant to Section 49091.14.

EC 49073

20 USC § 7908 Release of Pupil Directory Information – Access by Military Recruiters

Requires notice to parents or guardians, on an annual basis, of the categories of directory information that the school plans to release and of the persons or agencies who may receive such information. Authorizes parents to preclude release by notifying the school district. Requires each school district receiving assistance under the NCLB to provide military recruiters the same access to secondary school pupils as is provided generally to post secondary educational institutions or to prospective employers. A pupil or parent may request that the pupil's name, address, and telephone listing not be released without prior written parental consent, and the district shall notify parents of the option to make a request and shall comply with any request.

EC 49076 Access to Student Records

A school district is not authorized to permit access to pupil records to any person without written parental consent or under judicial order except that :

(a) Access to those particular records relevant to the legitimate educational interests of the requester shall be permitted to the following:

- (1) School officials and employees of the district provided that the person has a legitimate educational interest to inspect a record.

“A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an of official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.”

EC 49077 Release of Information Pursuant to Court Order

District must make a reasonable effort to notify parent in advance of disclosing pupil information pursuant to subpoena and, when appropriate, court order.

EC 49079 Notification to Teacher of Pupil Whose Actions are Grounds for Suspension or Expulsion

EC 32282(a)(2)(D)

Requires district to inform teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in acts described in EC 48900 (except (h), tobacco) or Sections 48900.2, 48900.3, 48900.4, or 48900.7. District to provide information based on records it maintains or receives from law enforcement. Also, contents of school safety plans to emphasize notification of dangerous pupils.

**HSC §§ 124085,
124100, 124105,**

Entrance Health Screening

Requires the school district to notify parents or guardians of pupils in kindergarten and first grade that a physical examination is required for all pupils entering first grade and the availability of free health screening through local health department. Requires up to five days exclusion from school for failure to comply or sign a waiver.

EC 49451 Health Screening; Parent Refusal to Consent

A parent or guardian may file annually with the school principal a written statement, signed by the parent or guardian, withholding consent to a physical examination of the child. School authorities may exclude a child when there is good reason to believe that the child is suffering from a recognized contagious or infectious disease. The child may return when school authorities are satisfied that the contagious or infectious disease no longer exists.

EC 49452.8 Oral Health Assessment

Requires a pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, to no later than May 31st of the school year, present proof of having received an oral assessment done by a dental professional no earlier than 12 months prior to the date of the initial enrollment of the pupil.

EC 49452.5 Scolioses Screening

Requires notification to parent of any pupil suspected of having scoliosis. Notification must include an explanation of scoliosis, significance of early treatment, and public services available for treatment.

EC 49455

EC 49456 Vision Appraisal and Other Defects

Requires notice to parents of their right to refuse vision appraisal of their pupils due to religious beliefs. Also requires notice that parent may file a copy of their private physician, surgeon, or optometrist report. Requires district supervisor of health to report to parents any noted health (including visual) defects. Further requires that the report ask the parent to take such action as will cure or correct the defect.

EC 49471 Medical and Hospital Services Not Provided

Requires school districts maintaining middle or high school to notify, in writing, parent or guardian of pupil participating in an athletic activity, when district does not provide medical or hospital services for pupils of the district injured while participating in athletic activities.

EC 49472 Medical and Hospital Services

The school district may provide, or made available, medical or hospital service, or both, for injuries to pupils of the district arising out of accidents related to school activity or attendance. Pupils are not required to accept such service without the consent of his or her parent or guardian.

EC 32221.5 Athletic Teams – Interscholastic Insurance Coverage

Requires school districts that operate interscholastic athletic teams to include a statement regarding no- or low-cost health insurance programs in offers of insurance coverage that are sent to athletic team members.

EC 49480 Medication Regimen

The parent or legal guardian of any pupil taking medication on a regular basis, must inform the school nurse or (other contact person) of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

EC 49423 Administration of Prescribed Medication

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectible epinephrine or inhaled asthma medication if the school district receives the appropriate documentation.

EC 49414.7 Administration of Epilepsy Medication

If a pupil with epilepsy has been prescribed an emergency antiseizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency antiseizure medication in the event that the pupil suffers a seizure when a nurse is not available.

EC 49520

EC 49557.1 Free or Reduced-Price Meals – Medi-Cal Insurance for Children/Families

Requires notice to inform parents of the availability of the application for pupils to participate in the free or reduced price meal program provided for under subdivision (a) of Section 49557 and the notice also to include information for parents concerning the Medi-Cal insurance program for children/families.

EC 51513 Surveys/Disclosure of Student Information for Marketing Purposes

20 USC § 1232h

Prohibits the use of tests, questionnaires, surveys or examinations containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion, unless the parent or guardian is notified in writ-

ing that the test, questionnaire, survey, or examination is to be administered and the parent or guardian consents in writing. Provides that no pupil may be required to submit to a survey, analysis, or evaluation that reveals sensitive, personal information (i.e., political affiliations or beliefs, mental or psychological problems, sex behavior or attitudes, illegal, anti-social, self-incriminating, or demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships, legally recognized privileged or analogous relationships, religious practices, affiliations or beliefs, or income) without the prior written consent of the parent. Requires notification to parents of pupils, at least annually at the beginning of the school year, of the specific or approximate dates when the administration of any survey that reveals sensitive personal information is scheduled or is expected to be scheduled. Notification to offer parents an opportunity to opt pupils out of participation in the activity.

Requires the school district to develop policy, in consultation with parents, regarding the right of a parent to inspect, upon request, surveys created by a third party or any instrument used in the collection of personal information, the applicable procedures for granting a request for inspection and arrangements to protect pupil privacy provided by the district in the event of the administration or distribution of a survey that reveals sensitive, personal information. Requires notification to parents of pupils enrolled in schools served by the district of the adoption or continued use of such policies. Notification to be provided annually, at the beginning of the school year, or within a reasonable period of time after any substantive changes in the policy.

EC 51938 Sexual Health and HIV/AIDS Prevention Education, Parent or Guardian Notification

Requires the school district at the beginning of each school year, or at the time of the student's enrollment, if different, to notify the parent or guardian of each pupil about instruction in comprehensive sexual health education and HIV/AIDS prevention education and assessments on pupil health behaviors and risks planned for the school year. Provides that a parent or guardian has the right to excuse their child from all or part of the instruction. The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

EC 51933 Comprehensive Sexual Health Education; Course Criteria

Requires school district that elects to offer comprehensive sexual health education to provide pupils with information on the law on surrendering physical custody of a minor child 72 hours old or younger pursuant to § 1255.7 of the HSC and § 271.5 of the Penal Code.

STUDENT USE OF TECHNOLOGY – Administrative Rule 6163.4

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use. At the beginning of each school year, parents/guardians shall receive a copy of the District's policy and administrative regulation regarding access by students to the Internet and online sites. (EC 48980)

On-Line Services: User Obligations and Responsibilities

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

- (1) The student, in whose name an online services account is issued, is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
- (2) Students shall use the District's system safely, responsibly, and primarily for educational purposes.
- (3) Students 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, gender, sexual orientation, age, disability, religion or political beliefs.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

(4) Unless otherwise instructed by school personnel, students shall not disclose, use or disseminate personal identification

information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians.

Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information

(5) Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical

practices or any activity prohibited by law or Board policy, or administrative regulations.

(6) Students shall not use the system to engage in commercial or other for-profit activities.

(7) Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.

(8) Copyrighted material shall not be placed on the system without the author's permission. Students shall not violate copyright laws or plagiarize documents. Any materials utilized for research projects should be given proper credit as with any other hard copy source of information.

(9) Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of any other user, including so-called "hacking."

(10) Students shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability

to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.

(11) Students shall report any security problem or misuse of the services to the teacher or principal

The District reserves the right to monitor any online communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by District officials to ensure proper use of the system.

The principal or designee shall make all decisions regarding whether or not a student has violated Board policy and administrative regulations, or the District's Acceptable Use Agreement. The decision of the principal or designee shall be final.

Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Board policy.

EC 310, 311; 5 CCR 11309 English Immersion Program

In order to facilitate parental choice of program, all parents and guardians must be informed of the placement of their children in a structured English immersion program and must be notified of an opportunity to apply for a parental exception waiver. Notice to include a description of the locally-adopted procedures for requesting a parental exception waiver, and any locally-adopted guidelines for evaluating a parental waiver request.

EC 52164.3 Designation of Pupil as Limited English Proficient or Fluent English Proficient

Requires district to reassess pupil whose primary language is other than English when a parent, teacher or school administrator claims that there is reasonable doubt about the accuracy of the pupil's designation. Further requires parent to be notified of reassessment result, and that notice should be given orally when school staff have reason to believe a written notice will not be understood.

EC 52173, 5**CCR § 11303 Bilingual Education**

Requires school district to provide parents an opportunity for consultation prior to placement of child in program of bilingual education. Requires notification, by mail or in person, to parent to include simple, nontechnical description of purposes, method, and content of program, encourage parent to visit such classes and to come to school for a conference to explain the nature and objectives of such an education, and that parent has the right not to have their child enrolled in such a program. Written notice to be in English and the primary language of the pupil.

EC 58501 Alternative Schools**Notice of Alternative Schools**

California state law authorizes all school districts to provide for alternative schools. Education Code 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (A copy of the above information shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.)

EC 60602**5 CCR 852 California Assessment of Academic Achievement**

District to provide information on academic status and progress of pupils to pupils, their parents or guardians, and teachers on timely basis. Permits district to inform parents of availability of exemptions under EC 60615, but prohibits district from soliciting exemption.

EC 60722 Published Standardized Achievement Tests

Mandates when a school district administers published standardized achievement tests that are norm-referenced, to report each pupil's score, in writing, to the parent or guardian. Specifies content of report. Requires parental invitation to contact specified school employees for further explanation or information regarding how parent can best assist the school and pupil in improving the pupil's performance.

5 CCR 3831 Gifted and Talented Pupil Program (GATE)

Requires school districts to develop a written plan for the GATE program which shall be available for public inspection. Plan to include rationale for the district's method of identification of gifted and talented pupils; procedures for ensuring parent participation in recommending policy for planning, evaluating, and implementing GATE program, and procedure to inform parents of a pupil's participation or nonparticipation in the program.

40 CFR 763.93 Asbestos Management Plan

Requires annual notification to parent, teacher and employee organizations of the availability of complete, updated management plan for asbestos-containing material in school buildings and shall include in the management plan a description of the steps taken to notify such organizations, and a dated copy of the notification.

EC 17612

EC 48980.3 Notification of Pesticide Use; Active Ingredients; Internet Address to Access Information

Requires school district to annually provide to staff and parents or guardians of pupils enrolled at the school written notification of all pesticide products expected to be applied at the school during the upcoming year. Notification to identify active ingredient(s) in each pesticide product, an internet address on pesticide use and reduction developed under Food and Agricultural Code Section 13184, and provide an opportunity for staff and parents or guardians to register with the school if they wish to receive notification of individual pesticide applications at the school. Further requires posting of warning signs prior to and after pesticide application and separate notification for pesticide applications not included in annual notification, as specified. EC 17610.1 added in 2005 to prohibit application of certain pesticides on school sites.

29 USC § 794. 34 CFE §§ 104.32 Section 504 Federal Rehabilitation Act and Americans with Disabilities Act

Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 et seq.) prohibit discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met. Parents or guardians should be informed of the following: the name and contact information of the person designated by the district responsible for implementing Section 504, the screening and evaluation procedures used whenever there is reason to believe that a student has a disability that limits his or her ability to attend or function at school, the right to a written accommodation plan if the student is found to have a disability that requires services under Section 504, the right to be educated with nondisabled students to the maximum extent appropriate to the student's individual needs, and notice of the procedural safeguards guaranteed by law.

EC 56301 Child Find System - Special Education

Requires special education local plan area (SELPA) to establish written policy and procedures for continuous child find system including children with disabilities who are migrant or homeless or wards of the state and children with disabilities attending private schools. Policy and procedures to include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessment.

**20 USC § 6311,
34 CFR § 200.61 No Child Left Behind (NCLB)**

Requires district, at beginning of school year, to notify parents or guardians of each student attending school receiving Title I funds that they may request information regarding professional qualifications of their child's classroom teacher. Further requires timely notification when child has been assigned, or has been taught for four or more consecutive weeks, by a teacher of a core academic subject who does not meet NCLB teacher qualification requirements. Notification to be in an understandable and uniform format, and to extent practicable, provided in a language that the parents can understand.

20 USC § 6316 Program Improvement

Requires schools identified for program improvement, under the No Child Left Behind Act, to promptly notify parents or guardians of students enrolled at the school of the following: (1) An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state, (2) The reasons for the identification, (3) An explanation of what the school is doing to address the problem of low achievement, (4) An explanation of what the district or state is doing to help the school address the achievement problem, (5) An explanation of how parents or guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement, (6) An explanation of the option to transfer to another district school or charter school or to obtain supplemental educational services.

Schools required to provide supplemental educational services must annually notify parents/guardians of: (1) The availability of supplemental educational services, (2) The identity of approved providers that are within the district or are reasonably available in neighboring local educational agencies, (3) The identity of approved providers that are accessible through technology, such as distance learning, (4) The services, qualifications and demonstrated

effectiveness of each provider, (5) The procedures and timelines that parents/guardians must follow to select a provider.

42 USC § 11432 Homeless Youth Education

Requires the school district homeless liaisons to ensure parents of homeless pupils are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. Notification may address: (1) Liaison contact information, (2) Circumstances for eligibility (e.g., living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway or unaccompanied youth), (3) Right to immediate enrollment in school of origin or where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers, (4) Right to education and other services (e.g., to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment). Notice of educational rights of homeless children to be disseminated at places where children receive services, such as schools, shelters, and soup kitchens.

EC 48850 et seq. Foster Youth Education

Requires school district educational liaisons to ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards.

5CC 4622

EC 32289 Uniform Complaint Procedures

Requires annual written notification to pupils, employees, parents, district advisory committee, school advisory committees, and other interested parties of the school district's Uniform Complaint Procedures. Notice to include identity of person(s) responsible for processing complaints, the civil law remedies that may be available, and the appeal or review procedures contained in the following sections: 5 CCR 4650, Basis of Direct State Interventions, 5 CCR 4652, Appealing Local Agency Divisions, and 5 CCR 4671, Federal Review Rights. Notice to be in English and when applicable under EC 48985, primary language or mode of communication of recipient. EC 32289, amended in 2004, authorizes filing of Uniform Complaint for noncompliance with school safety plan requirements of Title IV of the NCLB (20 USC § 7114(d)(7)).

EC 35186 Williams Complaint Policy and Procedures

Requires school districts to use a modified uniform complaint process to help identify and resolve any deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment. Allows for the filing of anonymous complaints. A complainant who identifies himself or herself is entitled to a response upon request. Notice of requirements to be posted at each school for parents, guardians, pupils and teachers.

5 CCR 11523 California High School Proficiency Examination

Requires the principal of a school maintaining grades 11 and 12 to distribute announcement explaining the California High School Proficiency Examination provided under EC 48412. Notification to be made in time sufficient to enable interested pupils to meet examination registration requirements for Fall test.

Penal Code 11165.14 Child Abuse Complaint Process Information

Parents or guardians of pupils have the right to file a complaint against a school district employee or other person that they expect has engaged in abuse of a child at a school site. To file a complaint, the parent or guardian must file a formal report with a local child protective agency. This may be done by telephone, in person, or in writing. A complaint may also be filed with the Torrance Unified School District Child Welfare and Attendance Office at (310) 972-6090 or with the County Office of Education. The local child protective agency investigates the complaint. A child protective agency is defined as:

- 1) a police or sheriff's department
- 2) a county probation department
- 3) a county welfare department/child protective services.

These agencies are listed in local telephone directories under "government listings." If the complaint is substantiated, the local protective agency is required to forward a copy of the investigation report to the governing board of the local school district.

Penal Code 290 et seq. Megan's Law, Release of Sex Offender Information

Information about registered sex offenders in California can be found on the California Department of Justice's Internet website <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

EC 48980 (g) SEXUAL HARASSMENT (Board Policy 5145.7)

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

EC 32210

Penal Code 626.8 Disruption in a Public School or Public School Meeting

Specifies authority of administration to direct persons to leave campus whose presence interferes with school activities, unless such person is a parent of a child attending that school, is a student of the school, or has prior written permission of school administration. Any person who willfully disturbs a public school or a public school meeting is guilty of a misdemeanor, and may be punished by a fine of not more than \$500.

EC 51101 (a)(12)

Penal Code 627.5 & 6 School Visiting Procedures

Requires schools to post at every entrance a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. Authorizes person denied registration and entrance to a school or whose registration is revoked, to file written request for hearing, as specified. Requires principal or superintendent to promptly mail written notice of date, time, and place of hearing and specifies timelines for holding hearing.

Penal Code 626.9, 417.27

Penal Code 12550, 12556 Dangerous Objects

Prohibits any person except peace officers from bringing firearms on campus without prior written permission of administration. Makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school. A BB device can be considered an imitation firearm. It is also a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose.

Administrative Rule 5145.12 Search and Seizure

At the beginning of each school year and whenever students are assigned lockers, desks or other district property, the Superintendent or designee shall inform students and parents/guardians of the possibility of random searches of students, their belongings, and district properties under their control.

VC § 21113 Vehicles Subject to Search

Authorizes schools to search all vehicles on school property without cause so long as warnings that such searches may take place are posted and visible.

VC 21212 Walking or Riding a Bike to School

Parents of children who walk or ride their bicycles to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All children are expected to display good behavior on the way to and from school. No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

WIC 827 Confidentiality of Records

Requires that superintendent be notified within 7 days by court about any enrolled minor, Kindergarten to grade 12, who has committed a felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, sex offenses listed in section 290 of the penal code, assault or battery, larceny, vandalism or graffiti. Further requires superintendent to transmit information to principal of school of attendance; principal shall then disseminate information to counselors directly supervising or reporting on the behavior or progress of the minor.

Civil Code 1812.97 Anabolic Steroids Warning Statement, Posting

Requires every contract for lease of athletic facilities to include notice of harmful effects of anabolic steroids. Further requires notice be posted in every school locker room. Specifies wording, size of type, and font.

**HSC §§ 104420,
104495**

Tobacco-Free Campus

Requires all school districts and county offices of education that receive Tobacco Use Prevention (TUPE) funding to adopt and enforce a tobacco-free campus policy. Information about the policy and enforcement procedures must be communicated clearly to school personnel, parents, pupils, and the larger community. Signs stating "Tobacco use is prohibited" must be prominently displayed at all entrances to school property. Information about smoking cessation support programs must be made available and encouraged for pupils and staff. Further prohibits smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground. The prohibition does not apply to a public sidewalk located within 25 feet of a playground.

Board Policy 4010 Tobacco-Free Schools

Smoking and the use of all tobacco products shall be prohibited on all district property including district vehicles at all times. This prohibition applies to all employees, students, visitors and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased or rented by or from the district. The Superintendent or designee shall inform students, parent/guardians, employees, and the public about this policy. All individuals on district premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations. The district shall maintain a list of clinics and community resources which may assist employees and students who wish to stop using tobacco products. Information about these programs shall be made available upon request and whenever an employee violates the district's policy. Disciplinary actions for anyone violating tobacco free schools and worksites are enumerated in Administrative Rules 3513.3 and 5144(e).

Board Policy 4020 Drug and Alcohol-Free Workplace

The Board of Education believes that the maintenance of a drug and alcohol-free workplace is essential to district and school operations. Therefore, it is the purpose of the Board of Education by this policy to implement the provisions of federal law, which requires funding recipients to provide a drug and alcohol-free workplace.

The Superintendent or designee shall:

1. Distribute the following statement to all employees:

The Torrance Unified School District recognizes the potential dangers of drug and alcohol abuse in the workplace. Such abuse increases safety risks to the user and to those who come in contact with the user. The significantly increased danger of drug and alcohol abuse is obvious when the impaired employee is responsible for supervision of students, operation or maintenance of vehicles or machinery, or other responsibilities involving the health and welfare of the district students and personnel. Additional dangers of drug and alcohol abuse may include the loss of efficiency to the district, an additional burden on co-workers who must accommodate the absences or inefficiency of an impaired employee.

You are hereby notified that the unlawful manufacture, distribution, dispensation, possession or use of alcohol or controlled substance, as defined in the Controlled Substances Act is prohibited in the workplace.

You are further notified that, as a condition of your continued employment with the district, you will abide by the terms of this statement, and will notify the district of any criminal drug or alcohol statute conviction, including a plea of "nolo contendere" or imposition of sentence, by any judicial body for a violation occurring in the workplace. The employee shall deliver said notice to the Superintendent of the district no later than five days after such conviction.

The district will take appropriate disciplinary action, up to and including dismissal, against any employee found to have violated the provisions of this statement.

2. Provides information to employees about the dangers of drug and alcohol abuse; the district's intent to maintain a drug and alcohol-free workplace; and available drug and alcohol counseling, rehabilitation, and employee assistance programs;

3. Notify the appropriate federal agencies with whom contracts are held or from whom grants are received within 10 days after receiving notification of any drug or alcohol statute conviction for a violation occurring in the workplace;
4. Within 30 days after receiving notification of a conviction for a violation in the workplace, the district shall either initiate appropriate disciplinary action against the employee, up to and including termination; or shall require the employee to satisfactorily participate in a drug or alcohol abuse assistant or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency. Such action shall be consistent with state and federal laws, district policy and employee organization contracts; and
5. Make a good-faith effort to continue maintaining a drug and alcohol-free workplace.

EC 234 and 234.1 Safe Place to Learn Act

It is the policy of the State of California to ensure that all local education agencies continue to work to reduce discrimination, harassment, violence, intimidation, and bullying. It is further the policy of the state to improve pupil safety at schools and the connections between pupils and supportive adults, schools, and communities. As such, school districts must adopt policies and procedures that address the following:

1. Policy that prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in PC 422.55 and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.
2. Policy that applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district.
3. Process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying that shall include, but not be limited to all of the following:
 - (a) A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so.
 - (b) A timeline to investigate and resolve complaints that shall be followed by all schools under the jurisdiction of the school district.
 - (c) An appeal process afforded to the complainant should he or she disagree with the resolution of a complaint filed.
 - (d) Maintenance of complaints and their resolution for a minimum of one review cycle.
 - (e) Manner to ensure that complainants are protected from retaliation and that their identities remain confidential, as appropriate.
4. Identification of a responsible local educational agency officer for ensuring compliance.

EC 49475 Concussion and Head Injuries

Requires, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. These provisions would not apply to an athlete engaged in an athletic activity during the regular schoolday or as part of a physical education course. A sample information sheet is provided on pages 89-92.

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular schoolday or as part of a physical education course.

In addition, a copy of the policy and information about the manner in which to file a complaint, to pupils, parents, employees, agents of the governing board, and the general public shall be posted in all schools and offices, includ-

ing staff lounges and pupil government meeting rooms. Notice to be in English, and when applicable under EC 48985, the primary language or mode of communication of the recipient.

KEY TO CODE SECTIONS

5 CCR	Title 5, California Code of Regulations
34 CFR	Title 34, Code of Federal Regulations
40 CFR	Title 40, Code of Federal Regulations
EC	California Education Code
HSC	Health and Safety Code
NCLB	No Child Left Behind Act
PC	Penal Code
VC	Vehicle Code
USC	United States Code
WIC	Welfare and Institutions Code

TORRANCE UNIFIED SCHOOL DISTRICT
Student Acceptable Use and Copyright_Policy

I. ACCEPTABLE USES OF TECHNOLOGY

The Torrance Unified School District strongly believes in the educational value of electronic services and recognizes the potential of such to support our curriculum and student learning. We are pleased to announce that electronic information series are available to students and teachers in our District. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Listed below are terms and guidelines for appropriate use of technology. If any user does not follow these guidelines, access to the information service may be denied and the user may be subject to disciplinary or legal action. (Possible disciplinary action may include: Parent Conference, removal from class, restitution, suspension, refer to Police Department, adjustment transfer to another school. *TUSD Administrative Rule 6163.4(a)-6163.4(c).*)

1. Privileges

The use of the information system is a privilege, not right, and inappropriate use will result in a cancellation of those privileges. All decisions, related to the cancellation, are subject to the District's review process. The Torrance Unified School District may deny, revoke, or suspend specific user accounts.

2. Acceptable Use

The use of the assigned account must be in support of education and research and with the educational goals and objectives of the Torrance Unified School District. The user is personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- c. Use of unauthorized commercial activities is not acceptable.
- d. Use of product advertisement or political lobbying is prohibited.
- e. Use of the network that incurs expense to the District is prohibited.
- f. Unauthorized installing of any software or data is prohibited.

3. District Responsibilities/Limitations

- a. The District will take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and District files. The District cannot guarantee that information on any computer system will be secure from other users.
- b. The District will attempt to provide error free and dependable access to technology resources associated with the network.
- c. The District will not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- d. The District cannot be held liable for the accuracy of information available through its services.

4. Web Policy

- a. Teacher/Staff Web Pages. Teachers may establish Web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher Web pages will be developed in such a manner as to reflect well upon the District and school.
- b. Student and Extracurricular Organization Web Pages. Students may create a web site as part of a class activity. Material presented on a student class activity Web site must meet the educational objectives of the class activity. Material presented on extracurricular pages must relate specifically to organization activities.
- c. Online Identification – Middle School/High School. To recognize achievement and success, images of students and their work may be displayed on Web pages. Images of students, student work, and student achievement will only be identified by first name and last initial. Student grades may be displayed by I.D. number. Signed parent permission must be obtained if students are to be identified beyond these guidelines.
- d. Online Identification – Elementary School. To recognize student achievement and success, images of students and their work may be displayed on Web pages. Images of students, student work, and student achievement will only be displayed with signed positive parent/guardian permission.

- e. It will not be considered a violation of a user's right to free speech to require the removal of material that fails to meet established educational objectives or that is in violation of this ISP or student disciplinary policy.

5. Personal Responsibility

- a. As a representative of this school, the user will accept personal responsibility for reporting any misuse of the network to a teacher, administrator or supervisor. Misuse can come in many forms, but is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism and inappropriate language.
- b. Security on any computer system is a high priority because there are so many users. If the user identifies a security problem, notify an administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. All use of the system must be under the user's own account. Any user identified as a security risk will be denied access to the information system.
- c. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and/or legal referral.

II. COPYRIGHT LAW AND FAIR USE

The Torrance Unified School District also believes strongly in the educational value of print media, video/DVD, and software, and recognizes the potential of such to support our curriculum and student learning. We are pleased to articulate your professional responsibilities as it applies to copyright law and fair use. Also made clear in the Torrance Unified School District Curriculum Handbook and Board Policy 6162.6 and 6162.8, the law of copyright is serious and must be understood by educators.

1. Definition of Copyright

- a. "Copyright is the exclusive right to produce or reproduce (copy), to perform in public, or to publish an original literary or artistic work." (Source: Duhaime's Law Dictionary). Almost everything created privately and originally after March 1, 1989 is copyrighted and protected whether it has a notice or not.

2. Application of Fair Use

- a. Fair Use Clause: "Fair use" is a part of the United States Copyright law. It allows people to use and make copies of copyrighted works if they are using them for criticism, comment, news reporting, teaching, scholarship, and research. The following factors determine Fair Use:
 - i. *The purpose and character of the use*, including whether such use is of a commercial nature or is for nonprofit educational purposes. For example, you must be using for educational use, not just using it in a school environment.
 - ii. *The nature of the copyrighted work*. Note: Fair use applies more narrowly to highly creative works-in comparison to those that are mostly fact-based in nature.
 - iii. *The amount and substantiality of the portion used* in relation to the copyrighted work as a whole, including consideration of quantity and quality of the portion used. For example, is the individual using only what is necessary and not the heart of the work.
 - iv. *The effect of the use upon the potential market for or value of the copyrighted work*.
 - v. The copying should not *harm the market* for the original work.
 - vi. Copying materials from consumables such as workbooks, weigh heavily against fair use.

3. Guidelines for Students

- a. Students may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for a specific course.
- b. Students may perform and display their own projects in the course for which they were created.
- c. Students may retain them in their own portfolios as examples of their academic work for later personal uses such as job and school interviews.

<u>Guidelines In Order to Stay Within Fair Use</u>	
<i>Use the smallest amount of</i>	
<u>Motion Media</u>	<u>10% or 3 minutes</u>
<u>Text</u>	<u>10% or 1,000 words</u>
<u>Poetry</u>	<u>250 words; no more than 3 poems by same author; no more than five poems from any single anthology</u>
<u>Music, Lyrics, Video</u>	<u>10% or 30 seconds</u>
<u>Photos & Illustrations</u>	<u>5 images from one author; not more than 10% or 15 images from a single published collected work</u>
<u>Numerical Data Sets</u>	<u>10% or 2,500 fields or cells</u>

4. Software Copyright*

Use of software does not fall under fair use. Unless you have specific permission from the copyright owner, it is illegal to:

- a. Purchase a single user license and load it onto multiple computers or a server
- b. Download copyrighted software from the Internet or bulletin boards
- c. Load the software your school purchased onto your computer at home

*Copyright © 2007 Intel Corporation – may be used for not-for-profit, educational purposes.

5. Copyright Requirements – Movies on Campus

- a. Pre-recorded home videocassettes and DVDs that are available for rental or purchase include the right to exhibit the movie for home use only.
- b. These motion pictures do not include a license for showing outside one's home.
- c. Movies shown in any other place, or for other use, must have a separate license that specifically authorizes such use. (United States Code, Title 17.)

6. Other Important Provisions

- a. The rental or purchase of a video or DVD does not bear the right to perform the copyrighted work publicly. (USC Title 17, § 202.) Videos may be shown without a separate license in the home to "a normal circle of family and its social acquaintances" (USC Title 17, § 101) because such showings are not considered public.
- b. Videos may be shown without a license for non-profit educational purposes and in certain narrowly defined "face-to-face" teaching activities because the law provides limited exceptions for such showings (Section 110).
- d. All other public performances of videos and /or DVDs are illegal unless they have been authorized by license. Even performances in semipublic places such as clubs, lodges, factories, summer camps, and schools are public performances subject to copyright control. (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64.)

Student and parent/guardian signature required each year.

TORRANCE UNIFIED SCHOOL DISTRICT SEXUAL HARASSMENT POLICY FOR STUDENTS

District Title IX Coordinator
Senior Director – Human Resources
(310) 972-6071

SEXUAL HARASSMENT

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

Board Policy 5145.7
Adopted: 3/17/03

**Torrance Unified School District
Educational Services Division
Testing and Accountability Office**

A School Accountability Report Card (SARC) is produced for every school site in the District as required by the California Education Code (Section 35256). The SARC provides information about each site, including facilities information, mandated test scores, and school wide demographic information about both students and staff. The SARCs may be obtained in several places: at your student's school site, in the Educational Materials Building (located at 2336 Plaza Del Amo), or online at <http://www.tusd.org/vnews/display.v/SEC/Accountability+Reports>.

Additional handouts on State-mandated testing and accountability are available to the public in the Educational Materials Building.

For more information about testing and accountability contact the Testing Office at (310) 972-6150. The Testing Office is a Division of the Educational Services Division and is under the supervision of Dr. Tim Stowe, Senior Director – Secondary Schools.

Dr. Stowe can be reached at (310) 972-6004.

California High School Proficiency Examination (CHSPE)

About the Test

The California High School Proficiency Examination (CHSPE) is a program established by California law ([Education Code Section 48412](#)). If eligible to take the test, you can earn the legal equivalent of a high school diploma by passing the CHSPE. The CHSPE consists of two sections: an English-language Arts section and a Mathematics section. If you pass both sections of the CHSPE, the California State Board of Education will award you a Certificate of Proficiency, which by state law is equivalent to a high school diploma (although not equivalent to completing all coursework required for regular graduation from high school). All persons and institutions subject to California law that require a high school diploma for any purpose must accept the certificate as satisfying the requirement. Although federal government agencies are not bound by state laws, the U.S. Office of Personnel Management has ruled that the Certificate of Proficiency shall be accepted in applications for federal civilian employment. Military service policies vary. Check with your recruiter for details. If you are planning to attend a university or college, contact the individual institutions to verify entrance requirements.

Passing the CHSPE does *not*, by itself, exempt minors from attending school. Minors who have a Certificate of Proficiency *must also* have verified parent/guardian permission to stop attending school. Many students who pass the CHSPE continue to attend school. State law provides that, if you leave school after passing the CHSPE and are no more than 18 years old, you may reenroll in the district in which you were registered with no adverse consequences. If you do reenroll you may be required to meet new or additional requirements established since you were previously enrolled. If you reenroll and then leave school again, you may be denied readmittance until the beginning of the following semester. Contact your guidance counselor or school administrator for further information and details about leaving school after passing the CHSPE.

Dropping out of school after registering for the CHSPE or while awaiting results is unlawful for those under 18 years old. It may also result in failing grades for courses in which you are enrolled.

Eligibility to Take the CHSPE

You may take the CHSPE *only if*, on the test date, you:

- are at least 16 years old, *or*
- have been enrolled in the tenth grade for one academic year or longer, *or*
- will complete one academic year of enrollment in the tenth grade at the end of the semester during which the next regular administration will be conducted. (Regular administrations are the fall and spring administration each school year.)

Photo ID Required: Acceptable photo identification must be presented at the time of check-in or you will not be admitted to the test. For more information on acceptable photo identification, [click here](#).

Description of the CHSPE

The CHSPE consists of two test sections: English-language Arts and Mathematics. You must pass both sections to receive a Certificate of Proficiency. For specific skills tested, visit the [Test specifications](#). [Sample test questions](#), including a [sample writing task](#) and the essay scoring scale, are provided in pdf. On this PDF, the format of the multiple-choice questions is the same as in the test booklet.

CHSPE Dates for the 2012-13 School Year are October 20, 2012, March 16, 2013, June 15, 2013.
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For additional information, including location and cost, please go to the following link :

<http://www.chspe.net/>

Students should contact their school counselor for additional information regarding the CHSPE.

Torrance Unified School District
Educational Services Division
Testing and Accountability Office

California High School Exit Examination 2012-13 Notice to Parents and Guardians

Education Code Section 60850 (Chapter 1, statutes of 1999-2000, S.B.2, O'Connell) authorized the CAHSEE to be developed in accordance with State Board of Education (SBE)-adopted content standards in English-Language Arts and Mathematics. Beginning with the 2005-06 school year, all California public school students are required to pass the California High School Exit Examination (CAHSEE) in English to receive a high school diploma. This graduation requirement is mandated by state law. The CAHSEE is first offered to all students, including English learners and students with disabilities, in the tenth grade. Students do not need to pass both parts of the CAHSEE at the same administration in order to pass the CAHSEE. Students who do not pass the exam in grade ten will have additional opportunities in grades eleven and twelve to retake the part(s) not passed.

What the CAHSEE Covers

The exam is divided into two parts: (1) English-Language Arts (reading and writing) and (2) Mathematics. All questions are aligned to California academic content standards adopted by the State Board of Education. Academic content standards describe what students should know and be able to do at each grade level from kindergarten through grade twelve.

Requirements for Passing the CAHSEE

Students must earn a score of 350 or higher (scores range from 275-450) on each part of the CAHSEE (English-Language Arts and Mathematics) to pass the examination.

Graduation Requirements

Beginning with the 2005-06 school year, all California public school students must pass the CAHSEE in addition to meeting all other state and local requirements to receive their high school diploma. Students with disabilities and English learners must also meet the CAHSEE requirement.

Testing Dates

The CAHSEE will be administered at the school site during regular school hours on the dates specified in the table below. As required by state law, students in grade ten must take the CAHSEE during the February 2013 administration. For students who are absent, a make-up administration will be offered in March 2013. Students will receive additional instruction, if needed, to ensure success on this exam. Grade eleven students who have not passed one or both parts of the CAHSEE can take the CAHSEE in November 2012 and will have an additional opportunity, if needed, in March 2013. Grade twelve students may take the CAHSEE in July 2012, November 2012, February 2013, or May 2013. The summer administration is only open to students who will be considered seniors during the 2011-2012 school year.

2012-2013 Designated CAHSEE Testing Dates

For the latest information regarding the CAHSEE, please visit the California Department of Education's CAHSEE Web site at <http://www.cde.ca.gov/ta/tg/hs>. For additional online information please visit www.cde.ca.gov/ta/tg/hs/resources.asp to view CAHSEE Blueprints and CAHSEE Released Test Questions and Study Guides. If you have any further questions about the CAHSEE, please contact your student's Counselor during regular school hours.

English–Language Arts	Mathematics
Tuesday	Wednesday
July 24, 2012	July 25, 2012
October 2, 2012	October 3, 2012
November 6, 2012	November 7, 2012
December 8, 2012 (Saturday administration)	December 15, 2012 (Saturday administration)
February 5, 2013	February 6, 2013
March 12, 2013	March 13, 2013
May 14, 2013	May 15, 2013



Torrance Unified School District
Authorization and Media Release Form

The Torrance Unified School District continuously makes every effort to recognize and promote student achievements. The Public Information Officer (PIO) works with print and broadcast media to publicize student accomplishments. The PIO also uses internal resources, such as the District website, e-newsletter, and T.V. channel to highlight educational successes. The following release form is to allow your child's image and/or voice to be used for internal and external publications by TUSD and other media outlets, including TUSD business partners. If you have any questions or comments please contact the District PIO, Tammy Khan at (310) 972-6152 or by email at tkhan@tusd.org.

_____ **I Do Give**

_____ **I Do Not Give ***

my permission (without restriction) for my student's name and likeness to be used by representatives of the print and other media and/or the Torrance Unified School District to be used in print, online, or cable television, for media publications. I fully relinquish right or interest in any recordings which may include but not limited to film, videotape, or photos, which may be used for any legitimate purpose by the media, school, and the Torrance Unified School District.

Student's Name (please print)

Parent/Legal Guardian Signature

Date

* High School Parents: ONLY SIGN AND RETURN IF YOU **DO NOT** WISH TO GIVE PERMISSION FOR YOUR STUDENT'S PICTURE TO BE USED IN ANY OF THE ABOVE MENTIONED WAYS.

Board Policy Regarding School and District Websites: BP 1113 (b)

The Superintendent or designee shall ensure that web site content protects the privacy rights of students, parents/guardians, staff, Board members, and other individuals.

Phone numbers, home addresses, and email addresses of students or their parents/guardians shall not be published on a District or school web page.

Because of the wide accessibility of the Internet and potential risk to students, photograph(s) of a student shall not be published with his/her name or other personally identifiable information without the prior written consent of the student's parent/guardian. Photographs of groups of students, such as at a school event, may be published provided that students' names are not included.