



Important Information

Welcome to CSArts! We hope that enjoy working with us!

Please visit www.sgv.csarts.net to become familiar with our Employee Handbook and Board Policies.

This document contains annual notices and information that will be helpful to your employment at CSArts.

If you have any questions, please feel free to email the HR Helpdesk at hrhelpdesk@CSARTS-SGVrts.net.



MEMORANDUM

Date: Fiscal Year 2026-2027

To: All Staff

From: Natalia Torres, Director of Human Resources

Subject: Annual Notices

The California School of the Arts – San Gabriel Valley is committed to maintaining a safe, healthy, and equitable working environment for all staff. Accordingly, attached are the following to serve as annual notifications to employees:

- Child Abuse Reporting
- Drug and Alcohol-Free Workplace
- Employee Use of Technology – Electronic Resources Use Policy
- Prohibition Against Sexual Harassment
- Social Media Guidelines
- Uniform Complaint Procedures
- Prohibition Against Sex Discrimination
- Non-Discrimination Policy
- Use of School Name and Materials Policy
- Appropriate Staff Interactions with Students Policy

Child Abuse Reporting

California law requires certain employees, called mandated reporters, to report suspected child abuse or neglect. Nearly all OCSA employees are mandated reporters, including teachers, instructional aides, classified employees, administrators, certificated pupil personnel employees, licensed nurses, athletic coaches, and athletic directors.

Your duty to report

If, in your professional capacity or within the scope of your employment, you know of or reasonably suspect that a child has been the victim of abuse or neglect, you must report it yourself. You are required to:

1. Make an initial report by telephone immediately, or as soon as is practicably possible.
2. Prepare and send, fax, or electronically transmit a written follow-up report within 36 hours of receiving the information.

Who to report to

Your report must go to one of the agencies specified in Penal Code section 11165.9:

- Any police department or sheriff's department.
- The county probation department, where the county has designated it to receive mandated reports.
- The county welfare department, commonly known as Child Protective Services.

IMPORTANT A report to a school district police or security department does not satisfy your legal obligation. Penal Code section 11165.9 specifically excludes school district police and security departments from the agencies authorized to receive mandated reports.

Also notify your principal or site administrator

In addition to making your own report, you should notify your principal or site administrator so that the school can provide support and take any steps within its responsibility.

THIS DOES NOT REPLACE YOUR REPORT Notifying a supervisor, principal, or any other administrator does not satisfy your legal obligation and does not transfer it to them. Under Penal Code section 11166(i)(1), your reporting duty is individual, it cannot be delegated, and no supervisor or administrator may impede, inhibit, or delay it. Do not wait for direction or approval before making your report.

What reasonable suspicion means

Reasonable suspicion means it is objectively reasonable for a person to entertain a suspicion, based on facts that could cause a reasonable person in a like position, drawing when appropriate on their training and experience, to suspect child abuse or neglect. You do not need proof, and you are not required to investigate. Certainty is not required, and it is not your role to determine whether abuse occurred.

Your protections

- Immunity. Under Penal Code section 11172(a), you are not civilly or criminally liable for making a required report.
- Confidentiality. Under Penal Code section 11167(d), your identity as the reporter is confidential and is disclosed only as permitted by law.
- No retaliation. No person making a report may be subject to any sanction for making it. OCSA prohibits retaliation against any employee who makes a report in good faith.

Failure to report

A mandated reporter who fails to report suspected child abuse or neglect is guilty of a misdemeanor, punishable by up to six months in county jail, a fine of up to \$1,000, or both. Where the failure to report is willful and results in death or great bodily injury, the penalty increases to up to one year in county jail, a fine of up to \$5,000, or both.

Acknowledgment required by law

Penal Code section 11166.5 requires every mandated reporter, prior to commencing employment, to sign a statement confirming knowledge of the reporting provisions and agreement to comply with them. OCSA furnishes this statement and retains the signed copy. Your signature on the annual acknowledgment satisfies this requirement.

Statutory references

Penal Code sections 11165.7 (definition of mandated reporter), 11165.9 (agencies authorized to receive reports), 11166 (duty to report, timing, and individual nature of the duty), 11166.5 (signed statement), 11167 (confidentiality of the reporter), and 11172 (immunity).

Questions about your obligations as a mandated reporter may be directed to People Services at hrhelpdesk@ocsarts.net or extension 5520. If you are unsure whether a situation requires a report, make the report. The agency receiving it will determine how to proceed.

Drug and Alcohol-Free Workplace

The Drug-Free Workplace Act and Government Code 8350-8357 require CSARTS-SGV to notify their employees of their policy on this topic and certify that they have adopted a policy, which includes required provisions. The Board of Trustees believes that the maintenance of drug and alcohol-free workplaces is essential to school and CSARTS-SGV operations. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations before, during or after school hours at school or in any other CSARTS-SGV workplace.

The Executive Director or designee shall:

1. Publish and give to each employee a notification of the above prohibitions. The notification shall specify the actions that will be taken against employees who violate these prohibitions.

Note: The notification shall also state that as a condition of employment, the employee will abide by the terms of this policy and notify the employer, within five (5) days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace.

For the purpose of this policy, “conviction” shall mean a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug or alcohol statutes.

2. Establish a drug and alcohol-free awareness program to inform employees about:
 - 2.1 The dangers of drug and alcohol abuse in the workplace;
 - 2.2 CSARTS-SGV policy of maintaining drug and alcohol-free workplaces;
 - 2.3 Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
 - 2.4 The penalties that may be imposed on employees for drug and alcohol abuse violations.
3. Notify the appropriate federal granting or contracting agencies within ten (10) days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.
4. Initiate disciplinary action within thirty (30) days after receiving notice of a conviction for a violation in the workplace from an employee or otherwise. Such action shall be consistent with state and federal law, the appropriate employment contract, the applicable collective bargaining agreement, and CSARTS-SGV policy and practices.
5. Make a good faith effort to continue maintaining a drug and alcohol-free workplace through implementation of Board policy. When termination is required by law, the Board shall require termination in taking disciplinary action. When termination is not required by law, the Board shall either take disciplinary action, up to and including termination, or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a

federal, state or local health, law enforcement or other appropriate agency. The Board's decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and CSARTS-SGV policies and practices.

Employee Use of Technology – Electronic Resources Use Policy

The California School of the Arts - San Gabriel Valley provides electronic resources to support its work of teaching and public service. This administrative policy statement establishes the School's policy on use of, access to, and disclosure of electronic mail to assist in ensuring that the School's resources serve those purposes.

Statement of Policy - Privacy, Confidentiality and Public Records Considerations

The California School of the Arts - San Gabriel Valley will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems. Users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the School can assure neither the privacy of an individual user's use of the School's electronic resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.

Permissible Uses of Electronic Resources

Authorized Users

Only school faculty, staff, students and other persons who have received permission under the appropriate school authority, are authorized users of the School's electronic systems and resources, and who comply with School policy for use of electronic resources.

Purpose of Use

The use of any School resources for electronic communication must be related to School business, including academic pursuits. Incidental and occasional personal use of electronic mail may occur when such use does not generate a direct cost for the School. Personal use of School electronic resources during work time is prohibited. Any such incidental and occasional use of School electronic mail resources for personal purposes is subject to the provisions of this policy.

Prohibited Uses of School Electronic Resources

Prohibited Use

- 1) Personal use that creates a direct cost for the School; personal use during an employee's assigned work hours.
- 2) Used for personal monetary gain or for commercial purposes not directly related to School business.
- 3) Sharing or sending copies of electronic resources in violation of copyright laws.

- 4) Inclusion of the work of others into electronic communications in violation of copyright laws.
- 5) Capture and “opening” of electronic communications except as required in order for authorized employees to diagnose and correct delivery problems.
- 6) Use of School electronic resources to harass or intimidate others or to interfere with the ability of others to conduct School business.
- 7) Use of School electronic resources for any purpose restricted or prohibited bylaws or regulations.
- 8) “Spoofing,” i.e., constructing an electronic communication so it appears to be from someone else.
- 9) “Snooping,” i.e., obtaining access to the files or electronic communications of others for any reason other than School business purpose.
- 10) Attempting unauthorized access to electronic communications or attempting to breach any security measures on any electronic communications system, or attempting to intercept any electronic communications transmissions without proper authorization.

An example of a use that does not create a direct cost is sending an email message during an employee’s lunch hour; the School will pay no more for maintaining the email system than it would have paid had the message not been sent. Caution: Such personal use must be infrequent and not on the employee’s assigned work hours. An example of a use that does create a direct cost is printing an email message without reimbursing the School.

School Access and Disclosure

General Provisions

The School reserves the right to access and disclose the contents of faculty, staff, students’, and other users’ electronic communications made or received by using School resources without the consent of the user.

Faculty, staff, and other non-student users are advised that the School’s electronic communications systems is a shared filing system, i.e., with the expectation that communications sent or received on School business or with the use of School resources will be made available for review by any authorized School official for purposes related to School business.

Electronic communications of students may constitute “education records” subject to the Family Educational Rights and Privacy Act of 1974 (FERPA). The School may access, inspect, and disclose such records under conditions that are set forth in law.

Any user of the School's electronic communications resources who makes use of an encryption device to restrict or inhibit access to his or her electronic mail must provide access to such encrypted communications when directed to do so by the Executive Director/designee.

Monitoring of Communications

The School will periodically monitor electronic communications without further notice to users as the School deems necessary for purposes of maintaining the integrity and effective operation of the School's electronic communications systems.

Inspection and Disclosure of Communications

The School reserves the right to inspect and disclose the contents of electronic communications:

- in the course of an investigation triggered by indications of misconduct or misuse;
- as needed to protect health and safety;
- as needed to prevent interference with the academic mission; or
- as needed to locate substantive information required for School business.

The School will inspect and disclose the contents of electronic communications when such action is necessary to respond to legal processes and to fulfill the School's obligations to third parties.

The contents of electronic communications may be disclosed without permission of the user.

Disciplinary Action

Appropriate disciplinary action as outlined in the CSARTS-SGV Employee Handbook and Board Policies will be taken against individuals found to have engaged in prohibited use of the School's electronic resources.

Prohibition Against Sexual Harassment

The California School of the Arts - San Gabriel Valley (CSARTS-SGV) is committed to maintaining a learning environment free from harassment, intimidation, or insult, student-to-student, adult-to-student, or adult-to-adult on the basis of an individual's actual or perceived sex, sexual orientation, gender, gender identity, or expression.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting, whether against a student or an employee, when:

1. Submission to the conduct is made either expressly or by implication a term or condition of any individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment or educational decision affecting the individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile or offensive working or educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through CSARTS-SGV.

Examples of sexual harassment, whether committed by a supervisor, an employee, or a student, when the conduct occurs under the conditions described in #1-4 above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects in the educational or work environment.

Complaints regarding allegations of discrimination or harassment in violation of this policy may be submitted in writing to any CSARTS-SGV management employee, or directed to the CSARTS-SGV Principal, CSARTS-SGV's Compliance Officer, who shall investigate the complaint and respond to complainant. CSARTS-SGV will maintain the confidentiality of the parties involved to the extent possible during the investigation process. Contact Information:

CSARTS-SGV Principal
1401 Highland Ave., Duarte, CA 91010
(657) 321-4000
Nicole.Read@sgv.csarts.net

Social Media Guidelines

Overview

These Social Media Guidelines have been developed by school administration to help empower California School of the Arts - San Gabriel Valley employees, parents, students, alumni and community members to participate in marketing and communications by sharing the School's mission with the community at large and enhancing the California School of the Arts - San Gabriel Valley' reputation as one of nation's premier arts schools.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques.

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication.

However, these tools also hold the possibility of a host of unintended consequences. Because inappropriate use may blur the line between personal voice and institutional voice, California School of the Arts - San Gabriel Valley has crafted the following guidelines to enhance and protect personal and professional reputations when participating in social media.

General Guidelines

Sharing California School of the Arts - San Gabriel Valley news, events or promoting student, alumni and faculty work through social media tools is an excellent, low-cost way to engage the community and build our brand. California School of the Arts - San Gabriel Valley constituents are encouraged to responsibly repost and share information with their family and friends that is available to the public (press releases, press articles, Internet news, etc.). The best way to share school news is to link to the original source. When sharing information that is not a matter of public record, please follow the below guidelines.

Things to Consider When Using Social Media

Applications that allow interaction with others online require careful consideration of the implications of "friending," "linking," "following" or accepting such a request from another person. For example, there is the potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as faculty-student, supervisor subordinate and staff- student merit close consideration of the implications and the nature of the social interaction. CSARTS-SGV employees shall exercise professionalism and courtesy, and respect the privacy rights of students and coworkers in all public postings. The following are some guidelines to follow in these cases.

Maintain Privacy

Employees shall not post confidential or proprietary information about the California School of the Arts - San Gabriel Valley, its students, its alumni or employees. For example, employees shall not post student grades or performance evaluations, parent/student/colleague contact information, fundraising data, etc. Use good ethical judgment and follow school policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA). Do not discuss private information involving named or pictured individuals on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum.

Understand Your Personal Responsibility

California School of the Arts - San Gabriel Valley staff and faculty are personally responsible for the content they publish on blogs, wikis or any other form of user-generated content. Be mindful that what you publish will be public for a long time—protect your privacy and the privacy of your students and colleagues.

Be Aware of Liability

CSARTS-SGV employees are responsible for what they post on their own sites and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by the courts).

Correct Mistakes

If you make a mistake, admit it. Be upfront and be quick with your correction. If you're posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

Think Before You Post

There's no such thing as a "private" social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied.

Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Post only pictures that you would be comfortable sharing with the general public (current and future peers, employers, etc.).

Social Media Guidelines

CSARTS-SGV employees who create a social media page/profile for a California School of the Arts - San Gabriel Valley program, class, group, or other entity, shall comply with the following guidelines:

- Staff members may create an institutional social media profile, which must be separate from any private profiles. It must be used solely for conducting official school business. Communication with students on topics unrelated to school business is prohibited.

- All institutional pages and groups must have two appointed employees (conservatory director, academic instructor, etc.) who are identified as the page/group administrators; additionally, the creation of the page and its contents must be accessible, monitored and approved by the Communications and Marketing team. These individuals are responsible for managing content and monitoring the page/group for inappropriate information.
- We strongly recommend that you set up your social media page/group in a way that will allow you to review and approve comments, and/or receive a copy of comments via email.
- If inappropriate information appears on your page/group, you must document/secure evidence of this information, remove said information from the page/group, and submit evidence to a CSARTSSGV administrator within a timely manner.
- All institutional pages must be publicly accessible by all constituents. Private pages or groups that limit access to some or all constituents are prohibited.
- The following disclaimer must be included in the “About” section of your group/page:

This group/page is intended for sharing school information only. Any comments posted that are not relevant to this program or class will be removed. As this page is a CSARTS-SGV sanctioned page designed to communicate official school business, comments, postings and interactions are governed by policies outlined in the CSARTS-SGV student handbook. Inappropriate communication or behavior will be referred to school administration and is subject to appropriate disciplinary consequences.

Uniform Complaint Procedures

California School of the Arts – San Gabriel Valley (“CSArts-SGV”) complies with applicable federal and state laws and regulations. CSArts-SGV is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate.

Scope

This complaint procedure is adopted to provide a uniform system of complaint processing (“UCP”) for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, sexual orientation, or any combination of those characteristics, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics or any combination of those characteristics in any CSArts-SGV program or activity.¹ Unlawful discrimination includes, but is not limited to, noncompliance with Education Code sections 243(a) or 244.
2. Complaints alleging a violation of state or federal law or regulation governing the following programs:
 - Accommodations for Pregnant, Parenting or Lactating Students;
 - Adult Education Programs;
 - Career Technical and Technical Education and Training Programs;
 - Child Care and Development Programs;
 - Migrant Child Education Programs;
 - Consolidated Categorical Aid Programs;
 - Every Student Succeeds Act;
 - Education or graduation of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families;
 - Regional Occupational Centers and Programs; and/or
 - School Safety Plans
3. Complaints alleging that a student enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
 - a. “Educational activity” means an activity offered by the charter school that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.

¹ In accordance with 5 C.C.R. 4611, employment discrimination complaints are not subject to the UCP.

- b. “Pupil fee” means a fee, deposit or other charge imposed on students, or a student’s parents/guardians, in violation of Education Code section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all students without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
 - i. A fee charged to a student as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
 - ii. A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a student is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.
 - c. Complaints regarding pupil fees, local control and accountability plans (“LCAP”), or noncompliance with Education Code sections 243 or 244 only, may be filed anonymously (without an identifying signature) if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the respective applicable laws.
 - d. If CSArts-SGV finds merit in a pupil fees complaint, or the California Department of Education (“CDE”) finds merit in an appeal, CSArts-SGV shall provide a remedy to all affected students, parents/guardians that, where applicable, includes reasonable efforts by CSArts-SGV to ensure full reimbursement to all affected students and parents/guardians, subject to procedures established through regulations adopted by the state board.
 - e. Nothing in this Policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or CSArts-SGV and other entities from providing student prizes or other recognition for voluntarily participating in fundraising activities.
4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula (“LCFF”) or LCAP under Education Code sections 47606.5 and 47607.3, as applicable. If CSArts-SGV adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of the School Plan for Student Achievement under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under this Policy.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 no longer fall under the UCP. Instead, they are governed by Title 7, Code of Federal Regulations (“C.F.R.”) sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations (“C.C.R.”) sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 no longer fall under the UCP. Instead, they are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

CSArts-SGV acknowledges and respects every individual's right to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. CSArts-SGV cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, CSArts-SGV will attempt to do so as appropriate. CSArts-SGV may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the CSArts-SGV Assistant Principal of Facilities and Supervision or designee on a case-by-case basis. CSArts-SGV shall ensure that complainants are protected from retaliation.

Compliance Officer

The Board of Trustees designates the following compliance officer to receive and investigate complaints and to ensure CSArts-SGV's compliance with law:

CSArts-SGV Assistant Principal of Facilities and Supervision
1401 Highland Ave, Duarte, CA 91010
657.321.4000 ext. 60001
leon.metoyer@sgv.csarts.net

The CSArts-SGV Assistant Principal of Facilities and Supervision or designee shall ensure that the compliance officer designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. The compliance officer may have access to legal counsel as determined by the CSArts-SGV Assistant Principal of Facilities and Supervision or designee.

Should a complaint be filed against the CSArts-SGV Assistant Principal of Facilities and Supervision, the compliance officer for that case shall be the CSArts-SGV Chief Operations Officer.

Notifications

The CSArts-SGV Assistant Principal of Facilities and Supervision or designee shall make available copies of this Policy free of charge. The annual notice of this Policy may be made available on CSArts-SGV's website.

CSArts-SGV shall annually provide written notification of CSArts-SGV's UCP to employees, students, parents/guardians, advisory committees, private school officials or representatives, and other interested parties as applicable.

The annual notice shall be in English. When necessary, under Education Code section 48985, if fifteen (15) percent or more of the students enrolled in CSArts-SGV speak a single primary language other than English, this annual notice will also be provided to the parent/guardian of any such students in their primary language.

The annual notice shall include the following:

1. A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
2. A statement clearly identifying any California State preschool programs that CSArts-SGV is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool programs that CSArts-SGV is operating pursuant to Title 22 licensing requirements.
3. A statement that CSArts-SGV is primarily responsible for compliance with federal and state laws and regulations.
4. A statement that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
5. A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
6. A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
7. A statement that the complainant has a right to appeal CSArts-SGV's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of CSArts-SGV's Decision, except if CSArts-SGV has used its UCP to address a complaint that is not subject to the UCP requirements.
8. A statement that a complainant who appeals CSArts-SGV's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
9. A statement that if CSArts-SGV finds merit in a UCP complaint, or the CDE finds merit in an appeal, CSArts-SGV shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.
10. A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3.
11. A statement that copies of CSArts-SGV's UCP shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that CSArts-SGV has violated federal or state laws or regulations enumerated in the section "Scope," above. The compliance officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.

Updated 6/23/2026

All parties named 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, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this Policy.

A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the CSArts-SGV Assistant Principal of Facilities and Supervision or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the CSArts-SGV Assistant Principal of Facilities and Supervision or designee shall be made in writing. The period for filing may be extended by the CSArts-SGV Assistant Principal of Facilities and Supervision or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The CSArts-SGV Chief Operations Officer shall respond immediately upon receipt of a request for extension.

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the CSArts-SGV Board of Trustees approved the LCAP or the annual update was adopted by CSArts-SGV.

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

Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees, LCAP, or noncompliance with Education Code section 243 or 244 may be filed anonymously as set forth in this Policy. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, CSArts-SGV staff shall assist the complainant in the filing of the complaint.

- **Step 2: Mediation**

Within three (3) business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying 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 complaint to the satisfaction of the complainant, the compliance officer shall proceed with the investigation of the complaint.

The use of mediation shall not extend CSArts-SGV's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five (5) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

The complainant and/or the complainant's representative shall have an opportunity to present evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the compliance officer with documents or other evidence related to the allegations in the complaint, or a complainant's failure or refusal to cooperate in the investigation or the complainant's engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

CSArts-SGV's refusal to provide the compliance officer with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- **Step 4: Final Written Decision**

CSArts-SGV shall issue an investigation report (the "Decision") based on the evidence. CSArts-SGV's Decision shall be in writing and sent to the complainant within sixty (60) calendar days of CSArts-SGV's receipt of the complaint unless the timeframe is extended with the written agreement of the complainant. CSArts-SGV's Decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The Decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion providing a clear determination for each allegation as to whether CSArts-SGV is in compliance with the relevant law.

3. Corrective actions, if CSArts-SGV finds merit in the complaint and any are warranted or required by law.
4. Notice of the complainant's right to appeal CSArts-SGV's Decision within thirty (30) calendar days to the CDE, except when CSArts-SGV has used its UCP to address complaints that are not subject to the UCP requirements.
5. Procedures to be followed for initiating such an appeal.

If an employee is disciplined as a result of the complaint, the Decision shall simply state that effective action was taken and the employee was informed of CSArts-SGV's expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

Appeals to the CDE

If dissatisfied with the Decision, the complainant may appeal in writing to the CDE within thirty (30) calendar days of receiving the Decision. The appeal shall be accompanied by a copy of the complaint filed with CSArts-SGV and a copy of the Decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal, including at least one of the following:

1. CSArts-SGV failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, CSArts-SGV's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in CSArts-SGV's Decision are not supported by substantial evidence.
4. The legal conclusion in CSArts-SGV's Decision is inconsistent with the law.
5. In a case in which CSArts-SGV's Decision found noncompliance; the corrective actions fail to provide a proper remedy.

Upon notification by the CDE that the complainant has appealed the Decision, the CSArts-SGV Assistant Principal of Facilities and Supervision or designee shall forward the following documents to the CDE within ten (10) calendar days of the date of notification:

1. A copy of the original complaint.
2. A copy of the Decision.
3. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties or gathered by the investigator.
4. A report of any action taken to resolve the complaint.
5. A copy of CSArts-SGV's complaint procedures.

6. Other relevant information requested by the CDE.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to CSArts-SGV for resolution as a new complaint. If the CDE notifies CSArts-SGV that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, CSArts-SGV will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by CSArts-SGV when one of the conditions listed in 5 C.C.R. section 4650 exists, including but not limited to cases in which through no fault of the complainant, CSArts-SGV has not taken action within sixty (60) calendar days of the date the complaint was filed with CSArts-SGV.

Complaints alleging noncompliance with Education Code section 243 or 244 may be filed with the SSPI directly, and the SSPI may directly intervene without waiting for an investigation by CSArts-SGV. The complainant shall present the SSPI with evidence that supports the basis for the direct filing and why immediate action is necessary.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of CSArts-SGV'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 unlawful discrimination complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The waiting period does not apply to injunctive relief and is applicable only if CSArts-SGV has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint.

UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____ First Name/MI: _____
Student Name (if applicable): _____ Grade: _____ Date of Birth: _____
Street Address/Apt.#: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____
School/Office of Alleged Violation: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- | | | |
|--|---|---|
| ☐ Adult Education Programs | ☐ Every Student Succeeds Act | ☐ School Plans for School Achievement |
| ☐ Career Technical and Technical Education and Training | ☐ Local Control Funding Formula/ Local Control and Accountability Plan | |
| ☐ Child Care and Development Programs | ☐ Migrant Child Education Programs | ☐ Pupil Fees |
| ☐ Consolidated Categorical Aid Programs | ☐ Regional Occupational Centers and Programs | ☐ Pregnant, Parenting, or Lactating Students |
| ☐ Education or graduation of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a Public School, Migratory Children and Children of Military Families | | |

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- | | | |
|---|---|--|
| ☐ Age | ☐ Genetic Information | ☐ Sex (Actual or Perceived) |
| ☐ Ancestry | ☐ Immigration Status/Citizenship | ☐ Sexual Orientation (Actual or Perceived) |
| ☐ Color | ☐ Marital Status | ☐ Based on association with a person or group with one or more of these actual or perceived characteristics |
| ☐ Disability (Mental or Physical) | ☐ Medical Condition | |
| ☐ Ethnic Group Identification | ☐ Nationality / National Origin | |
| ☐ Gender / Gender Expression / Gender Identity | ☐ Race or Ethnicity | |
| | ☐ Religion | |

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

2. Have you discussed your complaint or brought your complaint to any CSArts-SGV personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.

☐ Yes

☐ No

Signature: _____ Date: _____

Mail complaint and any relevant documents to the Compliance Officer:

CSArts-SGV Assistant Principal of Facilities and Supervision

1401 Highland Ave, Duarte, CA 91010

657.321.4000 ext. 60001

leon.metoyer@sgv.csarts.net

Prohibition Against Sex Discrimination

CSARTS-SGV expressly prohibits harassment and other discrimination on the basis of sex including, but not limited to, the following practices:

- a) On the basis of sex, exclusion of a person or persons from participation in, denial of the benefits of, or subjection to harassment or other discrimination in, any academic, extracurricular, conservatory, or other program or activity.
- b) On the basis of sex, provision of different amounts or types of student financial aid, limitation of eligibility for student financial aid, or the application of different criteria to applicants for student financial aid or for participation in the provision of student financial aid by others.
- c) On the basis of sex, exclusion from participation in, or denial of equivalent opportunity in, athletic programs.
- d) On the basis of sex, harassment or other discrimination among persons, including, but not limited to, students and nonstudents, or academic and nonacademic personnel, in employment and the conditions thereof, except as it relates to a bona fide occupational qualification.
- e) On the basis of sex, the application of any rule concerning the actual or potential parental, family, or marital status of a person, or the exclusion of any person from any program or activity or employment because of pregnancy or related conditions.

Complaints regarding allegations of discrimination or harassment in violation of this policy may be submitted in writing to any CSARTS-SGV management employee, or directed to the CSARTS-SGV Principal, CSARTS-SGV's Compliance Officer, who shall investigate the complaint and respond to complainant. CSARTS-SGV will maintain the confidentiality of the parties involved to the extent possible during the investigation process. Contact Information:

CSARTS-SGV Principal
1401 Highland Ave., Duarte, CA 91010
(657) 321-4000
Nicole.Read@sgv.csarts.net

Non-Discrimination Policy

The California School of the Arts - San Gabriel Valley (CSARTS-SGV) is committed to providing equal opportunity for all students. CSARTS-SGV programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on 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; the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.

CSARTS-SGV prohibits discrimination, harassment, intimidation, or bullying of any student by any CSARTS-SGV employee or student. Students who engage in discrimination or harassment in violation of CSARTS-SGV policies shall be subject to appropriate discipline, up to and including counseling, suspension, dismissal, and/or expulsion.

Complaints regarding allegations of discrimination or harassment in violation of this policy may be submitted in writing to any CSARTS-SGV management employee, or directed to the CSARTS-SGV Principal, CSARTS-SGV's Compliance Officer, who shall investigate the complaint and respond to complainant. CSARTS-SGV will maintain the confidentiality of the parties involved to the extent possible during the investigation process. Contact Information:

CSARTS-SGV Principal
1401 Highland Ave., Duarte, CA 91010
(657) 321-4000
Nicole.Read@sgv.csarts.net

Use of School Name and Materials Policy

- a. Intellectual Property Rights/Proprietary Information. As used in this Agreement, “Intellectual Property Rights” mean any and all now known or hereafter existing rights associated with works of authorship or inventions throughout the universe, including but not limited to copyrights, patents, trademarks, and all other intellectual and industrial property and proprietary rights (of every kind and nature throughout the universe and however designated) relating to intangible property.

When Employee is specifically contracted to complete Work Products beyond Duties (section 4) and receives additional compensation from CSARTS-SGV, CSARTS-SGV owns all rights in and to said Work Products. The assignment of all rights, titles, and interest in the Work Products to CSARTS-SGV is a transfer to CSARTS-SGV of the full ownership in and of the work(s), including all rights of reproduction, distribution, display, and the right to create derivative works.

Employee further acknowledges that CSARTS-SGV may register the copyright for the Work Products or derivative work in its own name or that of any of its designees for the full term of copyright and all renewals and extensions thereof. Alternatively, the Employee owns all Intellectual Property Rights when work is completed within the scope of Duties (Section 4), and Employee grants CSARTSSGV a non-exclusive license to use the work in perpetuity.

Employee hereby agrees to provide CSARTS-SGV with reasonable assistance to further evidence and record CSARTS-SGV’s Intellectual Property Rights, and Employee will make no claim inconsistent with CSARTS-SGV’s Intellectual Property Rights. All value and goodwill accruing in connection with the Work Products created under this Agreement will inure to the sole benefit of CSARTS-SGV.

- b. Confidential Information: Employee agrees that all student and CSARTS-SGV lists, e-mail addresses used by CSARTS-SGV employees or students, services, products, student records, plans, reports, marketing, expansion, technology, and processes of CSARTS-SGV are valuable, special and unique assets of CSARTS-SGV (collectively “Confidential Information”). Employee acknowledges they will have access to and knowledge of Confidential Information and that access to and knowledge of Confidential Information is essential to the performance of duties under this Agreement. In consideration of Employee’s access to this Confidential Information, Employee agrees that except as specifically authorized in writing by CSARTS-SGV, Employee will not, directly or indirectly, (i) disclose any Confidential Information to any person or entity, (ii) make use of any Confidential Information for their own purposes or for the benefit of any other person or entity, other than CSARTS-SGV.

- c. Non-Interference Covenant and Compliance: In addition to any other covenants or agreements to which Employee may be subject, Employee will not, directly or indirectly, either as an individual or Employee or as an employee of others, induce, directly or indirectly, the agents, vendors, parents, contractors, dealers, students, Employees, Program Directors, administrators, or CSARTS-SGV staff to discontinue its relationship with CSARTS-SGV.
- d. Prior Approval of Advertising: Any proposal for the use of CSARTS-SGV names, trademarks, and logos must be submitted to CSARTS-SGV in writing for written approval prior to such use. CSARTS-SGV's prior written approval must be obtained for all advertising or promotional media, including newspaper advertisements, audio or videotapes, posters or flyers, and other such promotional means. Employee shall have sole responsibility for obtaining CSARTS-SGV's prior written approval for every advertisement.
- e. Trademarks and Logos: CSARTS-SGV corporate names, trademarks, and logos are CSARTS-SGV's property and may not be used in any manner, including the reproduction of literature or advertising without prior written consent from CSARTS-SGV.
- f. Copyrighted Material: All CSARTS-SGV literature and Internet home page files and content are copyrighted and may not be duplicated in any form without express prior written consent of CSARTS-SGV. This restriction includes but is not limited to photocopies, graphic reproductions, translated verbiage, CSARTS-SGV product and service photos, student and parent likenesses, and images taken in part or in or out of context.
- g. Recorded Messages: Any recorded message, including voice messages, used in any way that refers to CSARTS-SGV names, trademarks, or logos must be presented to CSARTS-SGV in written script form for approval prior to any use.
- h. Return of Materials Upon Termination of Agreement: In the event of termination of the Employee Agreement, Employee shall return any CSARTS-SGV materials, in the possession of Employee, including but not limited to, keys student information and records, access codes and passwords, computers, software, school and CSARTS-SGV assets and any other information and materials obtained by Employee in connection with the Employee Agreement. Further, by signing the Employee Agreement and this Agreement, Employee specifically acknowledges that the costs associated with any School property that they maintain upon termination, including all required paperwork and instructional materials, shall be deducted from the final payment for services.

Appropriate Staff Interactions with Students Policy

The California School of the Arts - San Gabriel Valley (CSArts-SGV) Board of Trustees expects all staff members, volunteers, independent contractors, board members, and all others participating in school activities (collectively, “Staff”), to maintain the highest professional, moral, and ethical standards in their conduct with students. Furthering those goals, CSArts-SGV is committed to ensuring that all individuals who work with or have contact with students conduct themselves in a way that is supportive, positive, professional, and non-exploitative. Staff are role models for students, whether on or off school property and both during and outside of school hours.

All School Staff are expected to abide by a professional standard of conduct and model good citizenship for students, parents, and the community. As such, interactions between Staff and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with the educational mission of CSArts-SGV. Any type of sexual relationship, sexual contact or behavior considered sexual in nature between School Staff, and an enrolled student is strictly prohibited. The prohibition applies to individuals of the same or opposite sex. It also applies whether or not the student initiates, welcomes or reciprocates the behavior.

Staff are expected to understand that even the appearance of an inappropriate relationship will adversely impact their effectiveness in the school environment. As such, Staff are strictly prohibited from forming social and/or personal relationships with students outside the classroom.

Prohibited Conduct

Staff members are prohibited from engaging in any of the following behaviors with students, whether on or off school property and whether on or outside of school hours. This list is not exhaustive:

- Engaging in any romantic or sexual relationship with students, including dating, flirting, sexual contact, inappropriate physical displays of affection, kissing, or sexually suggestive comments between students and staff;
- Fostering, encouraging, or participating in emotionally or socially intimate relationships with students through communication or gift-giving;
- Singling or seeking out a specific student which may create excessive emotional attachment for all parties or may be perceived as a “special relationship” or as acting in a “parental” role;
- Telling sexual jokes or commenting about the physical attractiveness of students in a sexualized manner;

- Initiating or continuing communications with students for reasons unrelated to any direct educational purpose, including oral or written communication, telephone calls, electronic communication such as texting, instant messaging, email, chat rooms, Facebook, Instagram, or other social networking sites, webcams or photographs;
- Socializing with students outside of instructional time;
- Providing alcohol or drugs (regardless of age) to students – either prescription or illegal (unless provided pursuant to the Policy on Medication Administration)
- Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
- Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene with an act of discrimination, harassment, intimidation, or bullying against a student is observed
- Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time

Acceptable Guiding Principles for Staff Behavior

The Board of Trustees encourages Staff to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong. In addition to those standards, Staff should be guided by the standards listed below.

1. All staff are expected to observe the individual rights and dignity of students by:
 - Respecting students by taking into account their age, gender, culture, setting, and socioeconomic context;
 - Communicating with students in a clear, respectful, ethical, and sensitive manner;
 - Engaging in physical contact with students only when there is a clearly defined purpose that benefits the student and continually keeps the safety and well-being of the student in mind;
 - Considering the ramifications of continuing a relationship of any kind with a former student, including but not limited to, any potential harm to the former student, public perception, and the possible impact on the educator's career.
2. All staff shall demonstrate an ethic and obligation of care through:
 - Establishing and maintaining an environment that promotes the emotional, intellectual, and physical safety of all students;
 - Seeking to understand student educational, academic, personal, and social needs as well as student values, beliefs, and cultural background;
 - Respecting the dignity, worth, and uniqueness of each individual student including, but not limited to, actual and perceived gender, gender expression, gender identity, civil status,

family status, sexual orientation, religion, age, disability, race, ethnicity, socio-economic status, and culture;

- Following all responsibilities of a mandated reporter of suspected child abuse.

3. All staff shall model appropriate digital/cyber/electronic citizenship by using technology and electronic means of communication that promote learning, increase access to learning, and keep students safe by:

- Following all CSArts-SGV policies and guidelines for the use of technology, social media, email, texting, messaging, etc.;
- Using only CSArts-SGV sponsored and approved platforms to communicate with students;
- Communicating with groups of students and individual students in a transparent manner that demonstrably supports the educational mission and serves a legitimate educational purpose;
- Avoiding one-to-one communication with students to the degree possible that can lead to misconduct and the appearance of impropriety, or that reasonably gives the perception that such communication does not have a legitimate educational purpose directly related to the job duties of the employee;
- Respecting the privacy of students and the need to protect the privacy of student information obtained in the course of professional practice;
- Upholding parents'/guardians' legal rights, as well as any legal requirements to reveal information related to legitimate concerns for the well-being of a student;
- Protecting the confidentiality of student records and releasing personal data in accordance with prescribed state and federal laws and local policies.

Reporting Procedures

Any person with knowledge or suspicion of an improper relationship between student and Staff must immediately report the conduct to school administration. Anonymous complaints of inappropriate fraternization by Staff with students will be investigated. Allegations of inappropriate staff-student behavior shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints. Staff, students, and witnesses who make a good-faith report of a suspected inappropriate Staff-student relations violation, or who cooperate in inquiries or investigations related to the investigation of such a report, shall be protected from retaliation.