

HAMILTON ADULT CENTER
2606 W. 182nd Street
Torrance, CA 90504
310-533-4689 Ext. 8400

**Welcome to Hamilton Adult Center's
Student Orientation!**

Dear New Student:

The stapled packet of information is for you to take home. Please be sure to read all materials regarding your education. Enclosed are copies of the forms that you have signed during orientation.

Feel free to ask any questions during the orientation, as there is a lot of information covered. We are always available by phone at (310) 533-4689 ext. 8400 if you have any questions.

We look forward to working with you!

Very truly yours,

Paula Takamine
Counselor

Diploma Information & Requirements

Diploma Requirements

1. Official transcripts are required from all previous schools to obtain all previously earned credits for a high school diploma.
2. A minimum of 5 credits (residency credits) must be earned at Torrance Adult School, Hamilton Adult Center.
3. All graduation requirements must be completed.
4. A diploma application must be completed within 20 credits of completion of graduation requirements. Please see the office for an application.
5. Please notify the office when your last diploma requirement has been fulfilled.

Transcripts

1. Credit(s) from previous schools are only accepted from official transcripts.
2. Determination of coursework for the high school diploma will be based on a transcript evaluation and/or student request.
3. Previous schools' credits will be added to HAC's transcript once a minimum of 5 credits has been earned at Torrance Adult School, Hamilton Adult Center.
4. Please allow up to 1 week for an official grad transcript.
5. Hamilton Adult Center can provide assistance in obtaining transcripts, however, it is the student's responsibility to ensure that official transcripts are received.

Exams

1. Exam schedules are posted in the office for the High School Equivalency Test (HiSET) and the General Educational Development (GED) schedule is posted on GED.com.
2. Students are responsible for registering on time for any exam or course. Please refer to the catalog or online for registration dates.

Release of Information

We do not give out any information to anyone regarding our adult students without their written permission. Please fill out the boxes below indicating your wishes. You may change this information any time.

We will release information regarding concurrent students to their parent(s), high school counselors and administrators. If you would like others to have access to the concurrent student's information, list them here.

- I do not want Torrance Adult School to give out any information about me to anyone. (Not applicable to concurrent students)
 I give my permission for the following person(s) listed below access to my information at Torrance Adult School:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

I understand that I am responsible for obtaining all official documents necessary for my diploma and for registration for all exams and/or coursework required for the High School Diploma or High School Equivalency Programs.

Student Signature

Date

Parent Signature for Concurrent Students

Date

Torrance Adult School
Hamilton Center

HIGH SCHOOL DIPLOMA PROGRAM INFORMATION

High school graduation requirements

Students must complete 200 credits in order to receive a high school diploma. These requirements are:

- | | |
|-------------------------|--|
| · English | 40 credits |
| · Math | 10 credits |
| · Algebra | 10 credits |
| · Arts/Foreign Language | 10 credits |
| · Physical Science | 10 credits |
| · Biological Science | 10 credits |
| · World History | 10 credits |
| · U.S. History | 10 credits |
| · U.S. Government | 5 credits |
| · Economics | 5 credits |
| · Health | 1 credit (Red Cross CPR and First Aid card) |
| · Electives | 79 credits (can be work experience, SCROC, etc.) |

Other requirements

- Students must complete at least 5 credits at Torrance Adult School in order to receive our diploma.
- Concurrent high school students: must receive TAS course credit by October 1st of graduation year to receive home school diploma (ex. North High, South High, West High, Torrance High)
- To transfer credits, we must have official transcripts from the last school where you earned credits.
If you attended college and/or a foreign school, you must provide those transcripts.

High School Courses at Hamilton Adult Center

- Students work on one course at a time. One course is worth 5 credits.
- All high school courses are free.
- Bring a pencil to class every time.
- Minimum 6 hours of attendance per week
- 1 course must be completed per term.
- Enrollment period is limited. Schedule your appointment before the beginning of a term.

**TORRANCE ADULT SCHOOL
HAMILTON CENTER**

SCHOOL AND CLASSROOM POLICY

Attendance

- Lab students regulate their own attendance.
- Direct instruction students may not be absent in excess of two class meetings.
- A minimum of 6 hours/week and 1 course per term is required for all courses.
- Call or email your teacher regarding absences.

Classroom

- Cell phones and personal electronic devices may be used in class for educational purposes only. Personal matters should be handled outside the classroom. Charging cell phones and/or devices in class is not allowed. Violation of this policy is grounds for immediate dismissal.
- Food is not permitted in the classroom.
- Book bags, backpacks or large bags are to be placed in designated areas. HAC is not responsible for lost or stolen items.
- Clothes affiliated with gangs, drugs, sexual or racial slurs, or profanity are inappropriate in a school environment.
- Visitors are not allowed in the classroom. If necessary visitors may wait in the main office.

Conduct:

- All students must log in when arriving and log out when leaving the classroom.
 - Excessive breaks will not be tolerated.
 - Logging in and leaving the classroom is grounds for dismissal.
- Talking or socializing in the classroom is not permitted.
- Doodling and/or drawing on classroom material, including folders is not tolerated.
- Students must clean up after themselves and respect the rights of others.
- Smoking is prohibited on any school campus.
- Loitering is not permitted. If you are not in the class, you must leave the campus.

Coursework:

- Students are responsible for reading and understanding course outlines.
- All materials must stay in the class.
- Use pencils only. Work done in pen will not be accepted.
- Only testing materials are allowed during tests.
- End of course total grade must total 70% or higher to receive credit for the course. We will not issue credit for "D" grades.
A = 90-100 B = 80-89 C = 70-79
- Please allow enough time for the teacher to grade your work.

High School Diploma Credits:

- Students have a maximum of one term to complete one course.
- In order to receive your credits, you must present your grade sheet with your signature to the teacher.

I HAVE READ AND AGREE TO THE HAMILTON ADULT CENTER'S POLICY.

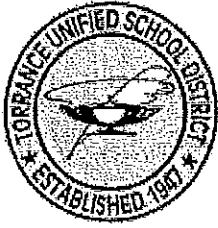
**I UNDERSTAND THAT FAILURE TO COMPLY WITH THE ABOVE IS GROUNDS FOR DISMISSAL FROM
THE CAMPUS.**

Student Signature

Date

Parent Signature for Concurrent Students

Date



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
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MARK STEFFEN
MICHAEL WERMERS

SUPERINTENDENT OF
SCHOOLS
DR. GEORGE MANNON

2017-18 Safe Schools Letter

To all Parents, Guardians, and Students:

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

The Torrance Unified School District (TUSD) has invested in Positive Behavior Interventions and Supports (PBIS) training provided by the Los Angeles County Office of Education (LACOE). PBIS provides supports for school sites to organize interventions to enhance academic and social behavior outcomes for students and supports our efforts in addressing inappropriate behavior effectively. Implementing the PBIS framework is a 3-5 year process. Currently, all elementary school, middle schools, and Shery High School staff are being trained.

When other means of correction have been unsuccessful, disciplinary measures may result in a loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion. Please review the following California Education Codes regarding such discipline:

Education Code 48900 –

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k)(1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute

grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means 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 that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted 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 that 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.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2)(A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

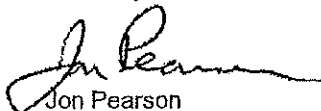
(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

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

Sincerely,



Jon Pearson
Director of Student Services and Family Welcome Enrollment Center
Torrance Unified School District

2017-2018 Safe Schools Letter

We have read the 2017-2018 Safe Schools Letter, and have discussed the information provided. We agree to abide by the law and cooperate in providing safe schools.

Student's Legal Name: _____ Signature of Student (grade 3 and above): _____ Grade: _____

Parent/Guardian Name: _____ Signature of Parent/Guardian: _____ Date: _____

Torrance Unified School District
SEXUAL HARASSMENT- Board Policy 5145.7

<http://www.boarddocs.com/ca/tusd/Board.nsf/goto?open&id=A6LUV7DE145>

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The District strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or adult, or has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate 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 sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, 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.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

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 district schools.

revised: October 24, 2016

Torrance Unified School District
SEXUAL HARASSMENT- Administrative Rule 5145.7

<http://www.boarddocs.com/ca/tusd/Board.nsf/goto?open&id=A6M4C37E664B>

The District designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

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

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex, in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any District program or activity

Examples of types of conduct which are prohibited in the District and which may constitute sexual harassment 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, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the District's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a District compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the District's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and District procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted the Superintendent or designee.

Confidentiality

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)

However, when a complainant or victim of sexual harassment notifies the District of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the District's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the District will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the District of the harassment but requests that the District not pursue an investigation, the District will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond
3. Disseminating and/or summarizing the District's policy and regulation regarding sexual harassment
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community
5. Taking appropriate disciplinary action

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

Notifications

A copy of the District's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted. (Education Code 231.5) A copy of the District's sexual harassment policy and regulation shall be posted on District and school web sites and, when available, on district-supported social media.
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or District publication that sets forth the school's or District's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

revised: October 24, 2016

Student Name _____ Hamilton Attendance Day: Tu Wed Th

Username _____ Password _____

Odysseyware Website: <http://torranceusd.owschools.com>

Start Date: _____ End Date: _____

Attendance:

- Two hours per week of mandatory attendance in Room 5 at Hamilton. Additional hours outside the classroom are required to maintain sufficient progress in class.
- Student and parent will choose which day the student will attend.
- THREE absences FOR ANY REASON may result in the student being dropped from the online program.
- Students not progressing may be dropped.

Completion: Students are expected to complete a course in ONE term, 3 months in length. It may take 2-3 weeks for the home school to receive an updated transcript after completing a course.

Grading Policy: TAS does not issue “D” grades. If a student is not passing his or her class the teacher may re-assign all below-passing work, or refer the student to the Counselor for evaluation.

This is a reminder:

- The lab is open for students 3:30p-7:30p, Tuesday- Thursday.
- The lab needs to be an environment that is favorable for learning.
- To work in the lab you need to sign in and complete your coursework.
- No websites can be open that do not relate to your coursework.
- No mobile devices are allowed to be opened or visible.
- To make or take a call you must step outside and sign out.
- Keep talking to a minimum in order to create the learning environment that will help you complete your coursework.

Instructions when testing:

1. Tell a teacher you are ready for a test.
2. The teacher will tell you where to sit to take your test.
3. Be prepared to take your test, if you need to review do it *before asking* for a test to be opened.
4. Log in to Odysseyware; Click on your test and begin.
 - a. No extra tabs should be open during a test.
 - b. If you have any questions during the test ask your teacher.
 - c. If you open an additional tab when working on a test you will receive a Zero on your test you will be *dismissed* from Torrance Adult School.
5. No talking, texting, calling, or restroom breaks after you begin a test.



**Torrance Unified School District
Online Academy – Master Agreement**

Instructions for Projects/Essays/Short Answers:

1. Answer the question with proper grammar and English conventions.
2. If you have any questions use the Help or Message buttons to ask your teacher for assistance.
3. Do Not Plagiarize, if you are found to be plagiarizing you will be *dismissed* from Torrance Adult School.

Instructions for using Odysseyware:

1. If you need help or have questions use the Message or Help buttons to ask your teacher for assistance.
2. Complete your course by the end date, extensions will only be given with approval from the Hamilton Adult Center counselor.
3. Complete all work, including short answer questions, projects, and essays.
4. Check your messages every time you log in by clicking on the messages tab in the upper right hand corner.
5. *Do Not Plagiarize, if you are found to be plagiarizing you will be dismissed from Torrance Adult School.*

Resources: TAS will provide appropriate resources to enable the student to complete the assigned work including log-in IDs and passwords, access to specialized educational websites, regular teacher hours, and regular hours for access to on-campus computers. TAS will not provide computers or textbooks for students to take home. Pencils, notebooks, paper and other incidentals are the responsibility of the student.

Computer Access: TAS will provide computers for students performing activities on-campus but the bulk of activities for classes taken through the Online Academy will be performed off-campus. Every student requires easy and frequent access to a computer with web access in the home or other such easily accessible off-campus location.

Voluntary Statement: It is understood that the TAS Online Academy is a voluntary educational alternative in which no student is required to participate.

Signatures and Dates:

I have read and understand the terms of this agreement and agree to all provisions set forth.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____