

BOARD OF EDUCATION REGULAR MEETING AGENDA

MISSION STATEMENT

The mission of the Jurupa Unified School District is to create for our students a dynamic learning environment that is safe, healthy, and based on mutual respect, cooperation, and support among students, staff, parents, and the broader community. Staff and parents serve as educators and positive role models for all students by helping them develop a sense of responsibility, character, creativity and the skills to become successful, productive citizens of our democracy.

BOARD OF EDUCATION Sam Knight, President Carolyn Adams, Clerk Mary Burns John Chavez Ray Teagarden
SUPERINTENDENT Benita B. Roberts

MONDAY, JANUARY 4, 1999

EDUCATION CENTER BOARD ROOM #16, 3924 Riverview Drive, Riverside, CA 6:00 p.m.

OPEN PUBLIC SESSION 6:00 P.M.

Call to Order in Public Session

(President Knight)

Roll Call: President Knight, Mrs. Adams, Mrs. Burns, Mr. Chavez, Mr. Teagarden

HEARING SESSION 6:00 P.M.

PUBLIC VERBAL COMMENTS

This communication opportunity is included on the agenda to allow members of the public to comment on matters listed on the Agenda for Closed Session. A second opportunity for public comments is included on the Public Session agenda as well. California law states that there shall be no action on items not shown on the published Board agenda.

CLOSED SESSION 6:00 P.M.

The Board will adjourn to Closed Session in the Superintendent's Office pursuant to Government/Education Codes listed below.

LABOR NEGOTIATIONS: Pursuant to Government Code Section 54957.6, the Board will be discussing its positions regarding any matter within the scope of representation and instructing its designated representatives for negotiations with employee groups.

PUBLIC EMPLOYMENT: Pursuant to Government Code Section 54957, the Board will be discussing personnel matters to include Personnel Report #11, and public employee discipline/dismissal.

PUBLIC SESSION 7:00 P.M.

Speaker cards are available on the side table for citizens wishing to address the Board in the communications session. Speakers are requested to limit comments to five minutes.

Roll Call: President Knight, Mrs. Adams, Mrs. Burns, Mr. Chavez, Mr. Teagarden

Flag Salute

(President Knight)

Invocation

(Mr. Chavez)

COMMUNICATIONS SESSION

1. Report of Student Representatives

a. High School Student Reports

(Mrs. Roberts)

The Board welcomes Candice Laurman, Jurupa Valley High School Student Representative, and Anica McKesey, Rubidoux High School Student Representative. Student representatives may wish to address the Board regarding student achievements, interests, or other matters.

2. Recognition

a. Recognize Nominees for the Los Angeles County Music Center's 17th Annual BRAVO Award

(Mrs. Roberts)

The Education Division of the Music Center of Los Angeles County has announced the nominees for its 1998-99 BRAVO Award honoring educators and schools for innovation and creativity in arts education. Nominees include 53 teachers and 13 administrators from 38 school districts in Southern California. Nominees and finalists are honored and the winners announced at a gala reception Monday, February 22 at the Biltmore Hotel, Los Angeles.

Jurupa Unified School District is honored to have two of the nine teachers from Riverside County among the nominees, Mr. Gary Clem, a visual arts teacher from Jurupa Valley High, and Mr. Charles Gray, an instrumental music teacher from Rubidoux High School. In addition, Sky Country Elementary School has also been nominated to receive an award for their "Wings of Sky Country" program. The Board may recall that three of Mr. Clem's students won the top three prizes in the *Press-Enterprise* 1998 Riverside County High School Art Show. Mr. Gray, Director of the Delta Alliance Corps, has won numerous awards over the past few years for the outstanding performance of this group.

Southern California teachers and schools, both public and private, were nominated by principals, faculty committees, superintendents, or parent committees. A committee of educators, artists, and arts presenters select the finalists, and a panel of judges conduct site visits over a period of three months beginning in December through February to select three winners -- one school and two teachers. Students of the 1998 finalists will provide entertainment for the gala. The finalists' work will be featured in video profiles at the gala reception. The winning school will receive a cash award of \$2,500 made possible by Robinsons-May and each winning teacher will receive \$1,000 made possible by Club 100 members Elinor Turner and Ava Fries. All three winners receive a BRAVO Award sculpture. Nominees, finalists and winners will receive books, tickets to performances, and educational opportunities. Information only.

2. Recognition (Continued)

b. Accept Donations

(Mr. Edmunds)

All donations are given to Jurupa Unified School District with the request that the money or item be used at the designated school.

Mrs. Jeanie M. O'Laughlin, resident, wishes to donate \$25.00, with the request it be used to benefit Mrs. Goldberg's First Grade Class at Camino Real Elementary School.

Staples Office Supplies' Distribution Center, in Fontana, wishes to donate teacher desks and bookcases, valued at approximately \$4,400.00, with the request they be used at Granite Hill Elementary School.

The Granite Hill Elementary School PTA wishes to donate \$2,546.21, with the request it be used to purchase instructional materials for teachers at the school.

The Indian Hills Elementary School PTA wishes to donate \$5,000.00, with the request it be used to provide field trips and instructional supplies for students at the school.

The Mountain Lion City Council at Mira Loma Middle School wishes to donate \$200.00, with the request it be used to purchase supplies for the school's Physical Education Department.

Fairway Homes, of Los Angeles, wishes to donate \$1,000.00, with the request it be used for a student incentive program called MANO (Making Achievement Number One) at Mission Middle School.

Mr. Russell Chapman, of Riverside, wishes to donate about 250 issues of "National Geographic Magazine", with cases and indexes, valued at approximately \$673.00. He requests they be used in the school library at either Rubidoux High School or Mission Middle School.

Administration recommends acceptance of these donations with letters of appreciation to be sent.

3. Administrative Reports and Written Communications

(Mrs. Roberts)

4. Public Verbal Comments

This communication opportunity is included on the agenda of each regular Board meeting so citizens can make suggestions or identify concerns about matters affecting the school district, or request an item on a future agenda. **California law states that there shall be no action on items not shown on the published Board agenda.**

The Board President will call on speakers who have completed cards requesting to be heard. Comments should be limited to five minutes. The Board may not have complete information available to answer questions and may refer specific concerns to the staff for appropriate attention.

5. Board Member Reports and Comments

Individual Board members may wish to share information about topics not on the agenda, report on committee activities or request items on a future agenda.

ACTION SESSION

A. Approve Routine Action Items by Consent

Administration recommends the Board approve/adopt Routine Action Items A 1-11 as printed.

- * 1. Approve Minutes of December 7, 1998 Regular Meeting
- * 2. Purchase Orders (Mrs. Lauzon)
- * 3. Disbursement Orders (Mrs. Lauzon)
- * 4. Appropriation Transfers (Mrs. Lauzon)
- * 5. Agreements (Mr. Edmunds)

- * 6. Approve Resolution #99/11, Authorization to Conduct Surplus Sale (Mr. Edmunds)
Throughout the year the Warehouse accumulates surplus items from throughout the District which are old, obsolete, non-repairable or uneconomical to repair. A list of such items is included in the supporting documents.

Education Code Section 39520 requires that items, whether one or more, having a value in excess of \$2,500 be sold to the highest responsible bidder. Education Code Section 39521-a allows that items, whether one or more, which do not exceed a value of \$2,500 may be sold at private sale without advertising. Section 39521-b allows that any items having previously been offered for sale pursuant to Section 39520, for which no qualified bid was received, may be sold at private sale without advertising; and Section 39521-c allows that property of insufficient value to defray the cost of arranging for a sale may be either donated to a charitable organization or disposed of in the local public dump.

The list of items included in the supporting documents exceeds \$2,500 in value, and Administration recommends that the Board approve Resolution #99/11, Authorization to Conduct Surplus Sale. Administration further recommends that the Board direct the Director of Purchasing to dispose of unsold items at private sale pursuant to Education Code Section 39521-a and that any item remaining after previous attempts at sale be donated to a recognized charitable organization or disposed of in the local dump pursuant to Education Code 39521-c.

- 7. Approve Change Order #1 to Spectrum Communication for Network Wiring at West Riverside Elementary School (Mr. Edmunds)
On November 1, 1998, the Board approved Purchase Order #14786, issued to Spectrum Communication, for network wiring at West Riverside Elementary School. During the course of the project it has been determined that the wiring between West Riverside Elementary School and the IMC facility will need to be installed in underground conduit rather than mounting overhead conduit. The additional cost for this work is \$1,317.20 and will be paid for from the General Fund.

Administration recommends approval of Change Order #1 to Purchase Order #14786, issued to Spectrum Communication of Corona, California, in the amount of \$1,317.20.

A. Approve Routine Action Items by Consent (Continued)

- * 8. Adopt at Second Reading, Board Policy 5122, Promotion/Acceleration/ Retention (Dr. Mason)

At the December 7, 1998 meeting, the Board approved at first reading revised Board Policy 5122, Promotion/Acceleration/Retention. During the last legislative session, the Governor signed a bill related to retention of K-12 pupils. The State Budget also contains provision for remedial summer school for retained pupils. Currently, Board Policy 5120, Student Progress, encompasses the Board's position relative to student retention. In order to accommodate the changes required by the new law, a new Board Policy 5122, Promotion/Acceleration/Retention, was developed by a district committee. Once State regulations and guidelines are developed, a district regulation regarding the implementation of this Policy will follow. A copy of Board Policy 5122 is included in the supporting documents.

Administration recommends that the Board adopt at second reading, Board Policy 5122, Promotion/Acceleration/Retention.

- * 9. Approve Non-Routine Field Trip Request from Mission Bell Elementary (Dr. Mason)
The sixth grade teachers at Mission Bell Elementary School are requesting approval to travel to the Orange County Marine Institute in Dana Point Harbor with approximately eighty students on Thursday, February 25, 1999. This trip represents the culmination of the sixth grade oceanography science unit as it relates to oceanography and marine biology. Students will study the structure and special adaptations of plants in various biomes, as well as behavioral adaptations of animals to their environment. Transportation will be by district vehicles, supervision will be by staff members, and costs will be paid by fund-raisers and the sixth grade booster club. Administration has indicated that no student will be denied the opportunity to participate in this activity due to the lack of funds. A copy of the Non-Routine Student Field Trip Request is included in the supporting documents.

It is recommended that the Board approve the Non-Routine Field Trip Request from Mission Bell sixth grade teachers to travel to the Orange County Marine Institute in Dana Point Harbor with approximately eighty students on Thursday, February 25, 1999.

- *10. Approve Non-Routine Field Trip for Mission Bell Elementary (Dr. Mason)
The sixth grade teachers at Mission Bell Elementary are requesting approval to travel to Sea World in San Diego on Thursday, May 13, 1999 with approximately eighty students. The purpose of the trip will be to study marine life. Students will be offered the opportunity to study oceanography and marine life, and summarize their experiences in a journal. Transportation will be by district vehicles, supervision will be provided by staff members, and costs will be paid through PTA donations and the sixth grade booster club. Administration has indicated that no student will be denied the opportunity to participate in this activity due to the lack of funds. A copy of the Non-Routine Student Field Trip Request is included in the supporting documents.

It is recommended that the Board approve the Non-Routine Field Trip Request by the sixth grade teachers at Mission Bell Elementary to travel to Sea World in San Diego with approximately eighty students on Thursday, May 13, 1999.

A. Approve Routine Action Items by Consent (Continued)

- *11. Approve Non-Routine Field Trip Request from Glen Avon Elementary (Dr. Mason)
The sixth grade teachers at Glen Avon Elementary School are requesting permission to travel to the Oasis Water Park in Palm Springs with approximately ninety-five students on Friday, June 11, 1999. Students will not miss any instructional time as the end of the school year is June 10th. Transportation will be by district vehicles, supervision will be by staff members, and costs will be paid through PTA field trip donations. Administration has indicated that no student will be denied the opportunity to participate in this activity due to the lack of funds. A copy of the Non-Routine Student Field Trip Request is included in the supporting documents.

It is recommended that the Board approve the Non-Routine Field Trip Request from the sixth grade teachers at Glen Avon Elementary School to travel to the Oasis Water Park in Palm Springs on Friday, June 11, 1999 with approximately ninety-five students.

- * **B. Adopt Resolution #99/16, January 1999, Recognizing the Month of January as School Board Recognition Month** (Mrs. Roberts)

School boards in California and across the nation celebrate school board recognition month in January. School Board Recognition Month was enacted to recognize the commitment of time, energy and expertise that school board members contribute to promote excellence in education. The job can be especially challenging and rewarding in a state like California, which has the largest public school system in the nation and the most diverse student population in the country.

Administration recommends adoption of Resolution #99/16, School Board Recognition Month, to thank all School Board members for their countless hours of service to students.

- * **C. Adopt Resolution #99/17, Supporting School Site Libraries** (Mrs. Roberts)

At the November 2, 1998 Board meeting, Mr. Chavez requested that administration prepare a suitable resolution supporting school site libraries. Resolution #99/17, contained in the supporting documents, is an adaptation of a resolution adopted by the San Francisco Unified School District in support of its libraries. This Resolution is responsive to the State's plan for improving California Public School Libraries (AB 862) and recommends that the Board adopt a long range five-year plan for supporting and staffing school site libraries.

Administration recommends that the Board approve Resolution #99/17, Supporting School Site Libraries.

- ** **D. Approve California School Boards Association (CSBA) Governance Team Self-Evaluation Process** (Mrs. Roberts)

Several months ago, the Board voted to delay the Governance Team Self-Evaluation until after Board elections. President Knight has suggested that we begin the process. The California School Boards Association (CSBA) has designed a four step Governance Team Self-Evaluation which involves the Governing Board determining to complete the Self-Evaluation followed by completion of a 74 item questionnaire designed by CSBA, confidential personal interviews by a CSBA trainer, and the last step, for the actual training which will take place in a Study Session of the Board.

**** D. Approve California School Boards Association (CSBA) Governance Team Self-Evaluation Process** (Continued) (Mrs. Roberts)

According to CSBA, the Governance Team includes the five elected Board members and the Superintendent, who all participate in each phase of the process. The goal is to help school districts examine team relationships, develop a shared educational vision, and measurable results. The cost of the full-package training is \$1,000 per district plus travel for the facilitator. Board members and the Superintendent will receive a computer generated analysis of the responses to the questionnaire as well as workbooks used in the training. The supporting documents for Board members contain the package presented at a recent CSBA conference on the Governance Team Self-Evaluation Program offered by this organization.

It is recommended that the Board approve participation in the Governance Team Self-Evaluation Program offered by the California School Boards Association and direct the Superintendent to contact CSBA regarding such services.

*** E. Approve at First Informational Reading Revised Complaint Procedures** (Dr. Needham)

All District complaint procedures were reviewed in reference to Coordinated Compliance Review guidelines and recent case history. The law firm of Atkinson, Andelson, Loya, Ruud and Romo reviewed the Board Policies and Regulations presented for approval and recommend changes which insure compliance with all recent changes in the law and state and federal agency guidelines.

1. Revised Board Policy and Regulation 1902, Uniform Complaint Procedures
2. Revised Board Policy and Regulation 4110, Sexual Harassment Investigation and Complaint Procedure (Certificated Bargaining Unit Members)
3. Revised Board Policy 4111, Individual Employee Complaint Procedure (Certificated Bargaining Unit Members)
4. Revised Board Policy 4210, Sexual Harassment Investigation and Complaint Procedure (Classified Bargaining Unit Members)
5. Revised Board Policy 4211, Individual Employee Complaint Procedure (Classified Bargaining Unit Members)
6. Revised Board Policy and Regulation 4310, Sexual Harassment Investigation and Complaint Procedure (Management/Confidential Employees)
7. Revised Board Policy 4311, Individual Employee Complaint Procedure (Management/Confidential Employees)
8. Revised Board Policy and Regulation 4410, Sexual Harassment Investigation and Complaint Procedure (Classified Management Leadership Team)
9. Revised Board Policy and Regulation 4510, Sexual Harassment Investigation and Complaint Procedure (Certificated Management Leadership Team)
10. Revised Board Policy and Regulation 4610, Sexual Harassment Investigation and Complaint Procedure (Administrative Management Leadership Team)

* **E. Approve at First Informational Reading Revised Complaint Procedures** (Dr. Needham)
(Continued)

11. Revised Board Policy and Regulation 4710, Sexual Harassment Investigation and Complaint Procedure (Other Employees)
12. Revised Board Policy 4711, Individual Employee Complaint Procedure (Other Employees)
13. Revised Board Policy and New Regulation 5145, Sexual Harassment Investigation and Complaint Procedure (Students)
14. Revised Policy and Regulation 5161, Student Complaint and Problem Resolution.

Administration recommends that the Board approve at first informational reading the above listed Policy and Regulation Revisions.

* **F. Approve Resolution # 99/15, Tech Prep Pathway Program** (Dr. Mason)

The district was recently notified that the Riverside Community College District has been awarded a grant for the purpose of developing a Tech Prep Pathway Program with school districts. This program supports the development of a system to help students transition into higher education, and prepare them for the high-skill jobs of the future. As part of this grant, the Jurupa Unified School District is allowed \$3,300 of the funding to be used for development of a multi-media pathway program. Administration is requesting the Board approve Resolution #99-15 in support of the Tech Prep Grant. A copy of the resolution is included in the supporting documents.

It is recommended that the Board approve Resolution 99/15, in support of the Tech Prep Grant received by the Riverside Community College District.

** **G. Approve District Library Plan** (Dr. Mason)

As a first-step to improving the District's library media center program, and obtain approximately \$491,988 (estimate based on \$28 per ADA) in state funding from AB 862, a committee comprised of district administrators, certificated and classified staff, and community members reviewed the state's document, *Check It Out! Assessing School Library Media Programs: A Guide for School District Education Policy and Implementation Teams*, developed a vision statement, and prioritized the eight California State library media center goals and objectives into a short and long range plan. The plan supports one of the district's six Board of Education goals, and envisions that the library media center would serve not only students to a greater degree, but the community as well by extending its hours during the week and opening on weekends. Each of the eight goals is supported by measurable objectives and action plans. In order for the district to receive funding, the Library Plan must be certified by the Board and forwarded to the State by January 15, 1999. A copy of the Library Plan is included in the supporting documents for Board members.

It is recommended that the Board approve the District Library Plan as presented in the supporting documents.

* **H. Approve Request for Allowance of Attendance Because of Dangerous Conditions**

(Mr. Edmunds)

On Wednesday, December 9, 1998, Granite Hill, Mission Bell, Pedley, Sky Country and Troth Street Elementary Schools, and Mira Loma Middle School were closed all day because of severe Santa Ana winds creating power outages and dangerous conditions with falling trees in the immediate and surrounding areas. Nueva Vista Continuation High School was closed for the afternoon session; and Indian Hills Elementary School's afternoon kindergarten classes were canceled. All schools in the District were without power the full day of December 9, 1998.

In addition, winds continued the following day, which caused attendance at all schools in the District to be much lower than normal.

In order to receive full apportionment from the State for these days when no students were in attendance, it is necessary for the District to file a "Request for Allowance of Attendance Because of Emergency Conditions" (Form J-13A) with the Riverside County Superintendent of Schools. A copy of Form J-13A, requiring Board Members' signatures prior to filing, is included in the supporting documents.

Administration recommends the Board approve the Request for Allowance of Attendance Because of Emergency Conditions.

I. Authorize Purchase of Sixteen (16) Computer Workstations and Sixteen (16) Networkable Printers

(Mr. Edmunds)

The Purchasing Department has received a requisition for the purchase of sixteen (16) computer workstations and sixteen (16) networkable printers. The computers and printers are required for the NeTel student data system, one (1) computer and one (1) printer at each elementary school. Funding for this project will be provided by the One-time Technology Block Grant. Board Policy requires that purchases in excess of \$12,000 be presented to the Board for approval.

Administration recommends the Board approve the issuance of Purchase Order #14820 to Jaguar Computer Systems, Inc., in the amount of \$18,567.48 (including tax) for the purchase of sixteen (16) computer systems; and Purchase Order #14821 to Sehi Computer Products in the amount of \$24,437.70 (including tax) for the purchase of sixteen (16) networkable printers.

J. Approve Contract for Network Wiring at Rustic Lane Elementary School

(Mr. Edmunds)

Through the Riverlink project, the administrative offices and the three permanent class-room wings at Rustic Lane Elementary School have been wired for local area network connectivity. The principal has obtained a quotation from Spectrum Communication, the original contractor, to complete the wiring of classrooms. The work will include fiber optical back bones from the administration closet to three intermediate closets and hard copper wire from the intermediate closet to the classrooms. The installation will include two network drops at each location. The work includes Rooms 11 through 20, portable Rooms 11 through 38 and the Speech Rooms, A-1 and B-1. The cost of the project will be paid for through Chapter I funds and be completed under CMAS Contract pricing.

Administration recommends awarding a contract to complete data communication wiring at Rustic Lane Elementary School to Spectrum Communication of Corona, California, in the amount of \$22,603.67.

K. Review and Act on Timely School Facility Matters

(Mr. Edmunds)

Due to frequent changes taking place in facility improvement programs, items which require Board discussion or action may arise between agenda preparation and meeting times. Administration may provide such items as verbal information reports or recommendations for action.

* **L. Approve Personnel Report #11**

(Mr. Campbell)

Administration recommends approval of Personnel Report #11 as printed subject to corrections and changes resulting from review in Closed Session.

M. Review Routine Information Reports

* 1. Review Unadopted Minutes of the First District Advisory Council for the Consolidated Application

(Dr. Mason)

The Unadopted Minutes of the first meeting of the District Advisory Council for the Consolidated Application is included in the support documents for review. Information only.

2. Review Schedule to Conduct Board Meetings for the 1998-99 School Year (Mrs. Roberts)
Sites have been selected for regular board meetings for the 1998-99 school year in various areas of the community. A presentation from each school will be scheduled at the beginning of each Board meeting with a relevant student performance, speaker or other presentation. Information only.

January 19, 1999 (Tuesday)
February 1, 1999
February 16, 1999 (Tuesday)
March 1, 1999
March 15, 1999
April 5, 1999
April 19, 1999
May 3, 1999
May 17, 1999
June 7, 1999
June 21, 1999

Rubidoux High
Board Room
Pedley Elementary
Board Room
Rustic Lane Elementary
Board Room
Peralta Elementary
Board Room
Mira Loma Middle
Pacific Avenue
Board Room

3. Pending Report

a. "Futures" Conference

ADJOURNMENT

JURUPA UNIFIED SCHOOL DISTRICT
RIVERSIDE, CALIFORNIA

**MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 7, 1998**

OPEN PUBLIC SESSION

CALL TO ORDER

The Regular Meeting of the Jurupa Unified School District Board of Education was called to order by President Knight at 6:00 p.m. on Monday, December 7, 1998, in the Multi-Purpose Room at Indian Hills Elementary, 7750 Linares, Riverside, California.

ROLL CALL

Members of the Board present were:

Mr. Sam Knight, President
Mr. Ray Teagarden, Clerk
Mrs. Carolyn Adams, Member
Mrs. Mary Burns, Member
Mr. John Chavez, Member

STAFF PRESENT

Staff Advisers present were:

Mrs. Benita B. Roberts, Superintendent
Dr. DeWayne Mason, Assistant Superintendent Education Services
Mr. Kent Campbell, Assistant Superintendent Personnel Services
Mr. Rollin Edmunds, Assistant Superintendent Business Services
Mr. Memo Mendez, Director, Research & Categorical Projects
Dr. Ron Needham, Director of Administrative Services
Ms. Pam Lauzon, Director Business Services

HEARING SESSION

**PUBLIC VERBAL
COMMENTS**

President Knight opened the Public Verbal comments session for members of the public to address the Board concerning matters on the Agenda for Closed Session. There were no comments from the public.

CLOSED SESSION

**ADJOURN TO CLOSED
SESSION**

PRESIDENT KNIGHT ADJOURNED THE BOARD TO CLOSED SESSION IN THE TEACHERS' LOUNGE FOR THE FOLLOWING PURPOSES: TO DISCUSS ITS POSITIONS REGARDING ANY MATTER WITHIN THE SCOPE OF REPRESENTATION AND INSTRUCTING ITS DESIGNATED REPRESENTATIVES FOR NEGOTIATIONS WITH EMPLOYEE GROUPS; PERSONNEL REPORT #10; PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL, AND EXPULSION CASES #99-015, #99-016, #99-017, #99-019, #99-020, #99-021. At 6:01 p.m., the Board recessed to Closed Session in the Teachers' Lounge. At 7:31 p.m., the Board adjourned from Closed Session.

OPENING OF REGULAR BOARD MEETING

CALL TO ORDER
ROLL CALL
FLAG SALUTE
**INSPIRATIONAL
COMMENT**

At 7:35 p.m., President Knight called the meeting to order in Public Session. President Knight, Mr. Teagarden, Mrs. Adams, Mrs. Burns, Mr. Chavez. Michael Stephenson, Indian Hills student, led the audience in the Pledge of Allegiance. Mrs. Adams made an inspirational comment and called for a "Moment of Silence" in memory of Justin Becerra, a ninth grade Jurupa Valley High student, who was killed in an automobile accident over the weekend.

ANNUAL ORGANIZATION MEETING

The Superintendent opened the Annual Organization Meeting of the Board of Education. She noted that at the November 16 regular meeting, the Board determined to combine their Annual Organization Meeting with the December 7 regular meeting.

OATH OF OFFICE Mrs. Marilyn Baumert, Riverside County Board of Education Member, administered the Oath of Office to newly elected Board members, Mrs. Mary Burns, Mr. Sam Knight, and Mr. Ray Teagarden.

BOARD PRESIDENT ELECTED Mr. Ray Teagarden, as immediate past Clerk of the Board, opened the nomination period for President of the Board for a one-year term beginning with this meeting. MRS. BURNS NOMINATED MR. SAM KNIGHT. MRS. ADAMS ASKED THAT THE NOMINATION PERIOD BE CLOSED. MR. RAY TEAGARDEN NOMINATED MR. JOHN CHAVEZ. A VOTE WAS TAKEN FOR ALL THOSE IN FAVOR OF MR. SAM KNIGHT TO SERVE AS PRESIDENT OF THE BOARD FOR A ONE-YEAR TERM: AYE, MRS. ADAMS, MRS. BURNS, MR. KNIGHT. A VOTE WAS TAKEN FOR ALL THOSE IN FAVOR OF MR. JOHN CHAVEZ TO SERVE AS PRESIDENT OF THE BOARD FOR A ONE-YEAR TERM: AYE, MR. CHAVEZ, MR. TEAGARDEN. BY A 3-2 VOTE, MR. SAM KNIGHT WAS ELECTED TO SERVE AS PRESIDENT OF THE BOARD FOR A ONE-YEAR TERM BEGINNING WITH THIS MEETING.

CLERK OF THE BOARD ELECTED Mr. Knight, as newly elected President of the Board for a second term, opened the nomination period for Clerk of the Board. MR. CHAVEZ NOMINATED MR. RAY TEAGARDEN. MRS. BURNS NOMINATED MRS. CAROLYN ADAMS. A VOTE WAS TAKEN FOR ALL THOSE IN FAVOR OF MR. RAY TEAGARDEN TO SERVE AS CLERK OF THE BOARD: AYE, MR. CHAVEZ. A VOTE WAS TAKEN FOR ALL THOSE IN FAVOR OF MRS. CAROLYN ADAMS TO SERVE AS CLERK OF THE BOARD: MRS. ADAMS, MRS. BURNS, MR. KNIGHT, MR. TEAGARDEN. BY A 4-1 VOTE, MRS. CAROLYN ADAMS WAS ELECTED TO SERVE AS CLERK OF THE BOARD FOR A ONE-YEAR TERM BEGINNING WITH THIS MEETING.

SEATING REARRANGED Board members rearranged their seating to reflect the newly elected President and Clerk of the Board, with other Board members seated in alphabetical order. President Knight postponed the scheduled break to congratulate newly elected Board members until after the Indian Hills Elementary student presentation.

WELCOME TO INDIAN HILLS ELEMENTARY Mrs. Susan Johnson, Indian Hills Elementary Principal, welcomed the Board, the Superintendent and district administrators, and introduced fifth grade teachers, Mr. Daniel Olguin and Ms. Alison Young, and a group of their students, to present a poetry recitation for the Board of Education. The following fifth grade students performed a holiday patriotic program, "Sing a Song of Holidays:" Nerusha Abeyguneratne, Jonathan Brannen, Danny Cortez, Julio Hernandez, Amanda Hutchins, Shannon Mendoza, Jeffry Seymore, Rauni Shirley, Michael Stephenson, Melissa Zaragoza.

BREAK At 7:52, President Knight called for a ten-minute break. Refreshments were served in order to congratulate newly elected Board members. President Knight reconvened the meeting at 8:04 p.m.

ADOPT REGULATION 9310, CALENDAR OF REGULAR MEETINGS -Motion #86 The Superintendent commented that the supporting documents contain the recommended schedule of dates and times for the regular meetings of the Board of Education for 1999. She noted that the schedule indicates that meetings will be held on the first and third Monday of each month, with only one meeting scheduled in the months of August and December; if the meeting date is a holiday, the Board meeting is scheduled for the next day, Tuesday.

PRESIDENT KNIGHT MOVED THE BOARD ADOPT THE CALENDAR OF REGULAR MEETINGS SHOWN IN THE SUPPORTING DOCUMENTS AS REGULATION 9310. MRS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY. -76-

SELECT COUNTY
COMMITTEE
REPRESENTATIVE ON
SCHOOL DISTRICT
ORGANIZATION

The Superintendent reported that Mr. Chavez served as the representative for the past year to vote in the Annual County Committee on School District Organization Election, and asked the Board to select a representative for the coming year. MR. CHAVEZ VOLUNTEERED TO SERVE AGAIN ON THIS COMMITTEE. BY CONSENSUS DECISION, THE BOARD DETERMINED THAT MR. CHAVEZ WILL SERVE AS THE REPRESENTATIVE TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION.

APPROVE
CERTIFICATION OF
SIGNATURES
-Motion #87

The Assistant Superintendent Business Services stated that as a result of the newly elected officers of the Board of Education, a new Certification of Signatures for authorized school district business functions must be submitted to the County.

MRS. BURNS MOVED THE BOARD APPROVE THE CERTIFICATION OF SIGNATURES IN THE SUPPORTING DOCUMENTS. PRESIDENT KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPOINT LIAISON
REPRESENTATIVES TO
DISTRICT ADVISORY
COMMITTEES

The Superintendent requested that the Board select liaison representatives for the three District Advisory Committees. She noted that those members of the Board that served on the committees last year are noted in the supporting documents.

MRS. BURNS VOLUNTEERED TO SERVE ON THE VOCATIONAL EDUCATION ADVISORY COMMITTEE; MR. CHAVEZ VOLUNTEERED TO SERVE AGAIN ON THE ENGLISH LEARNER ADVISORY COMMITTEE, AND MR. TEAGARDEN VOLUNTEERED TO SERVE ON THE CONSOLIDATED APPLICATION ADVISORY COMMITTEE. The Superintendent commented that information will be sent to each liaison representative concerning meeting dates and times for the respective committees.

REGULAR MEETING OF THE BOARD OF EDUCATION COMMUNICATIONS SESSION

REPORT: JVHS
STUDENT
REPRESENTATIVE

Candice Laurman, Jurupa Valley High student representative, reported the following: the boys' freshman basketball team defeated Redlands, 67-60; Poly, 50-35, and Bloomington, 32-21. The girls' varsity soccer team won the La Serna Tournament with a registered two victories. The team will travel to Elsinore tomorrow. The boys' varsity basketball team will compete in the Temescal Valley Varsity Tournament. The boys' varsity soccer team tied the Norte Vista Tournament. The team will travel to Fontana on December 9. The ASB has arranged for three tons of real snow to be delivered to the Jurupa Valley campus on December 11 for the first ever snowball fight. There will be a live DJ and Christmas decorations. Mr. Hanson and his crew of dedicated students are taking on the task of rewriting the constitution. A choir concert will be held on December 17. The theater department is working on the winter musical, "Anything Goes." At the Downey Christmas Parade on December 6, the ROTC placed first and the Silver Brigade won a second place trophy. The band played a tribute to recently killed ninth grade drum line member, Jurupa Valley High freshman, Justin Becerra.

REPORT: RHS
STUDENT
REPRESENTATIVE

Anica McKesey, Rubidoux High student representative, reported the following: the ASB sponsored, "Koins for Kids" fund-raiser is being held to collect funds to buy Christmas presents for less fortunate children. Oscar Gaspar, Amanda Sullenger and Anica McKesey were selected as "Students of the Month" for December. Alex Murcio was recognized as "Athlete of the Week" for his exemplary performance in the CIF Cross Country Championships, placing fourth in the State. Makiko Satsunga was selected as "Student of the Week." The Madrigal Singers recently performed at the School for the Blind. The Delta Alliance Corps is preparing for their Annual Christmas Concert on December 13. The fourth issue of *The Talon* will be released next Thursday. Winter practices for the following sports activities are underway: basketball, soccer and wrestling. -77-

RECOGNIZE INA
ARBUCKLE'S
PARTICIPATION IN
INLAND EMPIRE
COLLABORATIVE

The Assistant Superintendent Education Services announced that Ina Arbuckle Elementary School is one of four schools in the County to be awarded \$15,000 in grant funds to participate in the Inland Empire Economic Investment Regional Workforce Preparation and Economic Development Act collaborative. Funds will be used to empower staff, parents, and the community with programs and service strategies to foster community partnerships and support student learning.

RECOGNIZE PARENT
INSTITUTE FOR
QUALITY EDUCATION

The Director of Research and Categorical Projects stated that the district has been fortunate to implement this year the Parent Institute for Quality Education at three of the district's schools: Ina Arbuckle, Pacific Avenue and Troth Street Elementary Schools. He noted that the Parent Institute involves a series of nine-week training sessions to help parents become active partners in their students' education. The Director noted that at the three graduation ceremonies at each of the three sites, parent testimonials indicate a high degree of the program's success. He recognized the 290 Jurupa parents, including Board member, Mrs. Carolyn Adams, who received Parent Institute graduation certificates at ceremonies held on November 12, 18 and 26 at the respective sites. The Director thanked President Knight and Mrs. Burns for attending Parent Institute graduation ceremonies.

The Director of Research and Categorical Projects introduced Parent Institute for Quality Education representatives, Mr. David Valladolid, Vice-President, and Ms. Patricia Mayer, State Training Director. Mr. Valladolid reported that 165,000 parents living in the Inland Empire have graduated from the Parent Institute program. Ms. Mayer, as the trainer of staff and instructors in their ten offices throughout California, noted that the nine-week program was developed by parents to help other parents understand the educational system and assist as a dropout prevention program. She stated that her goal as a trainer is to ensure that the same quality of training of the initial goals of the program are maintained in each of the programs statewide.

President Knight commended the Parent Institute Coordinator for the Inland Empire for his commitment and dedication to the many parent graduates and for the program's significant impact on the Jurupa Unified School District and its parents. Mrs. Adams, Mrs. Burns and Mr. Teagarden offered their thanks and appreciation as well for the program's impact on Jurupa's parents.

Mr. Valladolid submitted a packet of Parent Institute materials for the Board's information. He congratulated newly elected Board members and thanked the Board for supporting the Parent Institute program, demonstrating their commitment to the children of the Jurupa Unified School District.

ACCEPT DONATIONS
-Motion #88

The Assistant Superintendent Business Services requested the Board's approval of the donations listed on the Agenda. MRS. ADAMS MOVED THE BOARD ACCEPT THE FOLLOWING DONATIONS WITH LETTERS OF APPRECIATION TO BE SENT: \$2,382.13 FROM THE INDIAN HILLS PTA FOR CLASSROOM SUPPLIES AND STUDENT REWARDS; \$795.66 FROM THE PACIFIC AVENUE PTA FOR AN ASSEMBLY AND THE RIF PROGRAM; \$500.00 FROM THE LOCAL CALIFORNIA FEDERAL BANK FOR RUSTIC LANE FIELD TRIPS; \$30.00 FROM MRS. CARRIE VARCADOS FOR A DESIGNATED STONE AVENUE CLASS FIELD TRIP AND INSTRUCTIONAL MATERIALS; \$2,000 FROM THE MIRA LOMA MOUNTAIN LION CITY COUNCIL FOR SCIENCE DEPARTMENT SUPPLIES; A GOLF CART OF AN UNDETERMINED VALUE FROM THE UNION PACIFIC RAILROAD FOR THE JURUPA VALLEY TRACK & FIELD AND CROSS-COUNTRY PROGRAMS, AND TWO STORAGE CONTAINERS VALUED AT \$4,800 FROM THE DAC PARENT BOOSTERS FOR THE RUBIDOUX HIGH DELTA ALLIANCE CORPS. MRS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

NOMINATIONS: 1999
CSBA DELEGATE
ASSEMBLY

The Superintendent stated that terms are expiring for five CSBA delegates in Subregion 18A: Donald T. Aikens, Palm Springs USD; John J. Chavez, Jurupa USD; Robert Nava, Riverside USD; Diane Shott, Nuvview Union SD, and Barbara Tooker, Temecula Valley USD, with one vacant seat. She indicated that the Board is being asked to consider submitting 1999 Delegate Assembly nominations no later than January 1, 1999; they may nominate as many individuals as they choose as long as the board member nominated is within their geographic subregion.

MR. TEAGARDEN NOMINATED MR. JOHN J. CHAVEZ, JURUPA USD. MR. CHAVEZ ACCEPTED THE NOMINATION. MR. CHAVEZ NOMINATED THE FOLLOWING TWO INCUMBENTS, DONALD T. AIKENS, PALM SPRINGS USD, AND BARBARA TOOKER, TEMECULA VALLEY USD, WHO HAVE INDICATED THAT THEY WISH TO HAVE THEIR NAMES PLACED IN NOMINATION. IN ADDITION, MR. CHAVEZ NOMINATED MR. K.R. ZACK EARP, ALVORD USD. MRS. BURNS NOMINATED MRS. CAROLYN ADAMS, JURUPA USD. THE ABOVE FIVE 1999 CSBA DELEGATE ASSEMBLY NOMINATIONS WILL BE SUBMITTED NO LATER THAN JANUARY 1, 1999.

PUBLIC VERBAL
COMMENTS:

President Knight opened the Public Verbal Comments session and asked that comments be limited to five minutes.

"READ ACROSS
AMERICA" PROGRAM

Ms. Rae Ann Brush, Indian Hills Elementary teacher, announced that March 2, 1999, has been selected as the day to celebrate the national reading event, "Read Across America." She commented that NEA-J will be sponsoring the event in the Jurupa Unified School District with the goal of having every single child in the district read to on this particular date. The schedule of events to fit the needs of students at each school site will be presented to the Board at their second meeting in January. Ms. Brush stated that each Board member as well as top administrators will be invited to participate by "reading to a child" throughout the entire district. She stated that this will serve to set the example for students about the importance of reading.

NEGOTIATIONS

Ms. Fran Rice-Laabs, NEA-J President, asked that the Board make the negotiations process less difficult for bargaining team members by simply granting a salary increase for certificated employees equal to that of this year's 3.95% COLA.

CONTRACT
NEGOTIATIONS

Mr. David Garza, teacher at Ina Arbuckle, asked that during contract negotiations, the Board demonstrate that they care about the quality and motivation of teachers in the district as well the district's ability to hire and retain quality teachers by sharing the benefits of good economic times to increase teacher salaries accordingly.

TEACHER SALARIES

J. A. Newton, Jurupa Middle School teacher, asked the Board to reconsider their offer of a 2% salary increase for certificated employees and demonstrate their respect for teachers by at least offering the same Cost of Living Increase that the district is receiving in COLA funds this year, 4%.

BOARD MEMBER
REPORTS &
COMMENTS

Board members individually thanked Ms. Susan Johnson, Indian Hills Principal, Mr. Dan Olguin and Ms. Alison Young, teachers, and their group of fifth grade students for their hospitality and performances. Individual Board members also recognized Ms. Marilyn Baumert, Riverside County Board of Education member, for administering the Oath of Office to newly elected Board members.

BOARD MEMBER
REPORTS &
COMMENTS
(CONTINUED)

Mr. Chavez recognized Mr. Phil Stokoe, Alvord Board member, for his presence at the Board meeting. He reported that at the CSBA Delegate Assembly held this last week, Director-at-Large positions were filled; Ms. Barbara Tooker, Temecula Valley USD, will serve on the Nominating Committee; Marilyn Buchi, Fullerton Joint Union HSD, was elected as the CSBA Vice-President; Jeff Horton, Los Angeles City USD, was elected CSBA President-Elect, and Ms. Leslie DeMersseman, Palm Springs USD, is the CSBA President. Important legislative topics included Charter Schools, retention/promotion, teacher credentialing and Proposition 227 implementation. Mr. Chavez stated that at the conference he also learned about an academy developed for students in San Diego that focuses entirely on college preparatory classes with stringent graduation requirements; he suggested that the district obtain further information on implementing a similar program in the Jurupa School District. He commended Mr. Jay Trujillo, Mission Middle School Principal, for implementing the school's MANO student incentive program.

Mr. Ray Teagarden and Mrs. Mary Burns expressed their distress over the tragic loss of Justin Becerra, Jurupa Valley High student, this past weekend.

Mrs. Mary Burns congratulated newly elected fellow Board members, Ray Teagarden and Sam Knight, and new Clerk of the Board, Mrs. Carolyn Adams.

Mrs. Adams indicated that she will provide copies of materials she received from the "Reading by Nine" summit and CSBA conference that she attended last week for the Board's review. She also noted that she recorded speakers and workshops at the CSBA conference for interested Board members and district administrators. Mrs. Adams thanked the three principals from Pacific Avenue, Ina Arbuckle and Troth Street, for their respective school's participation in the Parent Institute. She thanked Mr. Memo Mendez, Director of Research and Categorical Projects, for bringing the Parent Institute to the Jurupa School District. Mrs. Adams congratulated newly elected Board members.

Mr. Knight noted that additional data on the NASA program presented to students this year at Mission Middle School, will be sent to the district to determine the possibility of implementing this program at other school sites in the district. He stated that he looks forward to working with the Board collaboratively in 1999, with a focus on student achievement; district standards, and progressing in the area of technology. Mr. Knight thanked certificated, classified and administrative staff for their work during 1998, and he thanked parents and community members for their support.

HEARING SESSION

President Knight formally opened and closed the public hearing on the Proposed Amended Conflict of Interest Code of the Jurupa Unified School District, as there were no comments from the public.

ACTION SESSION

MR. CHAVEZ MOVED THE BOARD APPROVE/ADOPT/AFFIRM ROUTINE ACTION ITEMS A 1-11 AS PRINTED: MINUTES OF NOVEMBER 16, 1998 REGULAR MEETING; PURCHASE ORDERS; DISBURSEMENT ORDERS; AGREEMENTS; CHANGE ORDER #2 TO THE 1998 CLASS SIZE REDUCTION SITEWORK FOR ECONO FENCE FOR CATEGORY 4 WORK IN THE AMOUNT OF \$1,981.88; RESOLUTION 99/12, FINDINGS CONTAINED IN THE GOVERNMENT CODE 66006 AND 66001 ANNUAL AND FIVE YEAR REPORTS FOR FISCAL YEAR 1997-98 IN ORDER TO MAKE THE REQUISITE FINDINGS REGARDING STATUTORY SCHOOL FEE EXPENDITURES PURSUANT TO GOVERNMENT CODE SECTIONS 66006 AND 66001; RESOLUTION #99/13, EXPENDITURE OF EXCESS FUNDS;

APPROVE ROUTINE
ACTION ITEMS BY
CONSENT
-Motion #89

APPROVE ROUTINE
ACTION ITEMS BY
CONSENT
-Motion #89
(CONTINUED)

NON-ROUTINE FIELD TRIP REQUEST FOR EIGHT JURUPA VALLEY HIGH STUDENTS TO TRAVEL TO PHOENIX, ARIZONA DECEMBER 27, 1998 THROUGH JANUARY 3, 1999 TO PARTICIPATE IN THE NATIONAL LIVESTOCK SHOW AND VISIT TWO UNIVERSITIES; NON-ROUTINE FIELD TRIP REQUEST FOR 15 JURUPA VALLEY HIGH STUDENTS TO TRAVEL TO HENDERSON, NEVADA DECEMBER 29-31, 1998 TO PARTICIPATE IN A DUAL WRESTLING TOURNAMENT; NON-ROUTINE FIELD TRIP REQUEST FOR 40 JURUPA VALLEY HIGH STUDENTS TO TRAVEL TO U.C. DAVIS MARCH 5-6, 1999 TO PARTICIPATE IN A JUDGING CONTEST FOR AGRICULTURE STUDENTS, AND NON-ROUTINE FIELD TRIP REQUEST FOR 40 JURUPA VALLEY HIGH STUDENTS TO TRAVEL TO SAN LUIS OBISPO APRIL 30 THROUGH MAY 2, 1999 TO PARTICIPATE IN STATE JUDGING FINALS. MRS. ADAMS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ADOPT RES. #99/14,
AMENDED CONFLICT
OF INTEREST CODE
-Motion #90

The Director of Administrative Services reported that according to Government Code 87306.5, the district's Conflict of Interest Code must be reviewed each even-numbered year to ensure full compliance with new law. He noted that the law firm of Best, Best and Krieger, LLP was engaged to assist with extensive amendments of the Code required, with the resulting resolution and amended Conflict of Interest Code presented to the Board for adoption.

MR. CHAVEZ MOVED THE BOARD ADOPT RESOLUTION #99/14, AMENDED CONFLICT OF INTEREST CODE. MR. TEAGARDEN SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

CERTIFY 1998/99 FIRST
INTERIM REPORT
-Motion #91

The Assistant Superintendent Business Services stated that the First Interim Report provides an update on the District's Budget since its adoption on June 15, 1998 with summary highlights as follows: a net increase in Revenue of \$3,761,051; a net increase in Expenditures of \$2,899,789, with a total net increase in the Beginning Balance of \$789,244. He stated that the Unrestricted Reserve is now projected to be \$4,136,529, or 4.5% of the total expenditures, well above the 3% required reserve. He noted that the supporting documents contain the Multi-Year Budget Projection which indicates that the district will be able to meet its financial obligations this year and the next two fiscal years, and asked for the Board's certification based on financial projections.

PRESIDENT KNIGHT MOVED THE BOARD CERTIFY THAT THE DISTRICT WILL BE ABLE TO MEET ITS FINANCIAL OBLIGATIONS FOR 1998/99 AND TWO SUBSEQUENT FISCAL YEARS. MR. TEAGARDEN SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVAL OF
SCHOOL-TO-CAREER
PARTNERSHIP
MEMORANDUM OF
UNDERSTANDING
-Motion #92

The Director of Research and Categorical Projects requested approval of the Memorandum of Understanding and Budget Allocation for second year participation in the five-year School-to-Career partnership project with the Riverside County Office of Education.

PRESIDENT KNIGHT MOVED THE BOARD APPROVE THE MEMORANDUM OF UNDERSTANDING AND BUDGET ALLOCATION FOR THE SCHOOL-TO-CAREER PARTNERSHIP PROGRAM. MRS. ADAMS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

AFFIRM 1998-99
VOCATIONAL
EDUCATION
APPLICATION
-Motion #93

The Director of Research and Categorical Projects stated that due to Board Agenda timelines, the Board is being asked to affirm the submittal of the Vocational Education application requesting \$88,922 in seventh year funding.

PRESIDENT KNIGHT MOVED THE BOARD AFFIRM SUBMITTAL OF THE APPLICATION FOR SEVENTH YEAR FUNDING OF THE 1998-99 CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT FUNDS. MR. TEAGARDEN SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE 1ST
INFORMATIONAL
READING OF BOARD
POLICY 5122,
PROMOTION/
ACCELERATION/
RETENTION
-Motion #94

The Assistant Superintendent Education Services explained that newly developed Board Policy 5122, Promotion/Acceleration/Retention, developed by a district committee, replaces existing Board Policy 5120, Student Progress, in order to adhere to requirements of a newly signed bill related to retention of K-12 pupils. He noted that a regulation will follow once State regulations are developed.

MRS. BURNS MOVED THE BOARD APPROVE AT FIRST INFORMATIONAL READING BOARD POLICY 5122, PROMOTION/ACCELERATION/RETENTION. MR. TEAGARDEN SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ACT ON SIX (6)
DISCIPLINE CASES:
#99-015, #99-016, #99-
017, #99-019, #99-020,
#99-021
-Motion #95

As a result of the Board's deliberation in Closed Session, the Director of Administrative Services recommended that the Board accept and adopt the Findings of Fact and Conclusions of Law submitted by the Administrative Hearing Panel for discipline cases 1-6 listed on the Agenda.

PRESIDENT KNIGHT MOVED THE BOARD ADOPT THE FINDINGS OF FACT AND CONCLUSIONS OF LAW SUBMITTED BY THE ADMINISTRATIVE HEARING PANEL FOR DISCIPLINE CASES #99-015, #99-016, #99-017, #99-019, #99-020, #99-021 AS FOLLOWS: EXPEL THE PUPIL IN DISCIPLINE CASE #99-015 FOR VIOLATION OF EDUCATION CODE SECTIONS 48900 (C & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND THAT THE PUPIL BE REFERRED TO THE COMMUNITY DAY SCHOOL, OPERATED AT THE DISTRICT LEARNING CENTER. THIS CASE WILL BE REFERRED TO THE SCHOOL AND COMMUNITY OUTREACH TEAM (SCORE) FOR FOLLOW-UP. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JANUARY 19, 1999; EXPEL THE PUPIL IN DISCIPLINE CASE #99-016 FOR VIOLATION OF EDUCATION CODE SECTIONS 48900 (C & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND THE SEMESTER FOLLOWING AND THAT THE PUPIL BE REFERRED TO THE COMMUNITY DAY SCHOOL, OPERATED AT THE DISTRICT LEARNING CENTER, FOR THE PERIOD OF THE EXPULSION. THIS CASE WILL BE REFERRED TO THE SCHOOL AND COMMUNITY OUTREACH TEAM (SCORE) FOR FOLLOW-UP. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 7, 1999; EXPEL THE PUPIL IN DISCIPLINE CASE #99-017 FOR VIOLATION OF EDUCATION CODE SECTIONS 48900 (A2 & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND THE SEMESTER FOLLOWING AND THAT THE PUPIL BE REFERRED TO THE COMMUNITY DAY SCHOOL, OPERATED AT THE DISTRICT LEARNING CENTER, FOR THE PERIOD OF THE EXPULSION. THIS CASE WILL BE REFERRED TO THE SCHOOL AND COMMUNITY OUTREACH TEAM (SCORE) FOR FOLLOW-UP. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 7, 1999;

ACT ON SIX (6)
DISCIPLINE CASES:
#99-015, #99-016, #99-017, #99-019, #99-020, #99-021
-Motion #95
(CONTINUED)

EXPEL THE PUPIL IN DISCIPLINE CASE #99-019 FOR VIOLATION OF EDUCATION CODE SECTIONS 48900 (A1 & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND THE SEMESTER FOLLOWING AND THAT THE PUPIL BE REFERRED TO THE COMMUNITY DAY SCHOOL, OPERATED AT THE DISTRICT LEARNING CENTER, FOR THE PERIOD OF THE EXPULSION. THIS CASE WILL BE REFERRED TO THE SCHOOL AND COMMUNITY OUTREACH TEAM (SCORE) FOR FOLLOW-UP. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 7, 1999; EXPEL THE PUPIL IN DISCIPLINE CASE #99-020 FOR VIOLATION OF EDUCATION CODE SECTIONS 48900 (A, B & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND SEMESTER FOLLOWING AND THAT THE PUPIL BE REFERRED TO THE JURUPA COMMUNITY SCHOOL, OPERATED BY THE RIVERSIDE COUNTY OFFICE OF EDUCATION. THIS CASE WILL BE REFERRED TO THE SCHOOL AND COMMUNITY OUTREACH TEAM (SCORE) FOR FOLLOW-UP. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 7, 1999; EXPEL THE PUPIL IN DISCIPLINE CASE #99-021 FOR VIOLATION OF EDUCATION CODE SECTIONS 48900 (C, J & K) FOR THE REMAINDER OF THE CURRENT SEMESTER AND THE SEMESTER FOLLOWING AND THAT THE PUPIL BE REFERRED TO THE COMMUNITY DAY SCHOOL, OPERATED AT THE DISTRICT LEARNING CENTER, FOR THE PERIOD OF THE EXPULSION. THIS CASE WILL BE REFERRED TO THE SCHOOL AND COMMUNITY OUTREACH TEAM (SCORE) FOR FOLLOW-UP. THIS CASE SHALL BE REVIEWED FOR POSSIBLE READMISSION TO THE JURUPA UNIFIED SCHOOL DISTRICT ON OR BEFORE JUNE 7, 1999. MRS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE PERSONNEL
REPORT #10 W/INSERT
-Motion #96

The Assistant Superintendent Personnel Services requested approval of Personnel Report #10, with Insert I, Pages 8-18.

MR. TEAGARDEN MOVED THE BOARD APPROVE PERSONNEL REPORT #10, WITH INSERT I, PAGES 8-18. MR. CHAVEZ SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

REVIEW ROUTINE
INFORMATION
REPORTS

The Board reviewed Routine Information Reports as follows with no further questions: Review Report on Additional Staff Development Days, and Review Schedule to Conduct Board Meetings for the 1998-99 School Year.

ADJOURNMENT

There being no further business, President Knight adjourned the Regular Meeting from Public Session at 9:09 p.m.

**MINUTES OF THE REGULAR MEETING OF DECEMBER 7, 1998
ARE APPROVED AS**

President

Clerk

Date

REPORT: APS/APS50/01
 RUN DATE: 12/07/98
 PAGE: 1

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT OF PURCHASES

11/14/98 - 12/04/98
 PURCHASES OVER \$200

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P14413	100	622 00	FACILITIES ACQUISITION - CAPI	GLOBAL NATIONAL ORDER	WHSE-EQUIPMENT		420.12
P14423	100	178 00	GENERAL SUPPORT GROUNDS	AA EQUIPMENT	SC-EQUIPMENT RENTAL		581.85
P14427	100	178 00	GENERAL SUPPORT GROUNDS	PARKVIEW NURSERY	JMS-MAINT. SUPPLIES		598.78
P14428	100	178 00	GENERAL SUPPORT GROUNDS	ROSEBERRY TREE SERVICE	WR & TS-TREE SERVICE		4,700.00
P14429	100	178 00	GENERAL SUPPORT GROUNDS	WESTERN FARM SERVICE, INC	DISTRICT-SUPPLIES		2,254.91
P14735	100	178 88	FACILITIES ACQUISITION - CAPI	SOFTWARE CENTRE/MICROAGE	EC-COMPUTER EQUIPMENT		2,004.15
P14737	100	178 00	GENERAL SUPPORT GROUNDS	OASIS IRRIGATION & LANDSCAP	MAINT-SUPPLIES		473.51
P14743	100	178 00	GENERAL SUPPORT OPERATIONS	UT VARGAS, ED	EC/RM 11-TELEPHONE INSTALLATION		687.50
P14744	100	196 00	PLANT OPERATIONS	MC INTOSH, JOHN	EC-RM 11-TELEPHONES		512.50
P14746	100	196 00	STUDENT ACTIVITIES	PACO PUMPS	RHS-SWIMMING POOL REPAIR		224.00
P14752	100	178 00	INSTRUCTION SUPPORT	DAVE FLANAGAN	PA/LC-NETWORK WIRING REPAIR		587.50
P14810	100	178 00	Warehouse	PIONEER CHEMICAL COMPANY	CENTRAL STORES-SUPPLIES		5,532.96
P14814	100	178 00	GENERAL SUPPORT GROUNDS	WILDLIFE PEST MANAGEMENT *	GA & JVHS- PEST CONTROL		415.00
P14819	100	178 00	Warehouse	WAXIE SANITARY SUP.	CS-STORES		14,827.39
P14824	100	000 00	SELF-CONTAINED CLASSROOM	STEPHAN A.HOLT SCREEN PRINT	MB-INSTRUCTIONAL MATERIALS		579.60
P14828	100	178 00	GENERAL SUPPORT DISTR ADMIN P	MULTIGRAPHICS(DIV OF AM INT	PRINT SHOP-OFFICE SUPPLIES		327.99
P14829	100	192 00	SCHOOL ADMINISTRATION	XEROX CORP - CUST #9717887	MLMS-MAINTENANCE SERVICE FOR COPIER		3,300.00
P14830	100	196 00	VOC ED-GAINFUL HOMEMAKING	SMART & FINAL IRIS CO	RHS-OPEN PO-INSTRUCTIONAL MATERIALS		500.00
P14831	100	196 00	FINE ARTS - ART	AARDVARK CLAY	RHS-INSTRUCTIONAL MATERIALS		403.95
P14836	100	000 00	SELF-CONTAINED CLASSROOM	GPN	MLMS-INSTRUCTIONAL MATERIALS		484.88
P14840	100	178 00	GENERAL SUPP DISTR ADMIN PERS	REGENTS UC	EC-SUBSCRIPTION		231.66
P14841	100	000 00	SELF-CONTAINED CLASSROOM	SCIENCE KIT & BOREAL LABS	MLMS-INSTRUCTIONAL MATERIALS		290.76
P14842	100	178 00	GENERAL SUPPORT DISTR DISTRICT ADMI	JOSSEY-BASS, INC.	ED CENTER-OFFICE SUPPLIES		391.40
P14850	100	178 00	DISTRICT ADMINISTRATION PURCH	PRESS ENTERPRISE COMPANY	EC-ADVERTISEMENT		250.00

RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT OF PURCHASES

11/14/98 - 12/04/98
 PURCHASES OVER \$200

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
				PURCHASE ORDERS TO BE RATIFIED		
P14854	100	178	00	DISTRICT ADMINISTRATION PURCH	ROADWAY EXPRESS	IMC-UPS CHARGES 1,346.77
P14857	100	178	00	ASSESS./TEST. TRAINING ALL GR	KAY BICE	EC-CONSULTING SERVICES 2 000 00
P14858	100	197	00	GENERAL EDUCATION - SECONDARY	RIVERSIDE CO OFFICE OF EDU	JVHS-INSTRUCTIONAL MATERIALS 425.00
P14862	100	196	00	PHYSICAL EDUCATION	HL CORPORATION	RHS-INSTRUCTIONAL MATERIALS 877.77
P14864	100	196	00	ENGLISH	CORONA COMMERCIAL PRINTING	RHS-INSTRUCTIONAL MATERIALS 3,950.00
P14865	100	183	00	SELF-CONTAINED CLASSROOM	DEMCO SUPPLY INC	PED-INSTRUCTIONAL MATERIALS 382.92
P14872	100	178	00	Warehouse	PIONEER STATIONERS INC	CENTRAL STORES-OFFICE SUPPLIES & STO 2,935.81
P14881	100	197	00	MILITARY SCIENCE	AMNA WHITE	JVHS-ALTERATION OF UNIFORMS 316.00
P14886	100	196	00	STUDENT ACTIVITIES	KNORR POOL SYSTEMS INC	RHS-POOL EQUIPMENT 6,360.88
P14893	100	193	88	INSTRUCTIONAL MEDIA CENTER	VALCOM COMPUTER CENTER	LC-INSTRUCTIONAL MATERIALS 832.09
P14895	100	188	00	SELF-CONTAINED CLASSROOM	SOFTWARE CENTRE/MICROAGE	SC-INSTRUCTIONAL MATERIALS 242.39
P14898	100	196	00	GENERAL EDUCATION - SECONDARY	JUSTEN'S INC - DIPLOMA ORDE	RHS-COMMENCEMENT MATERIALS AND SUPPL 1,143.50
P14902	100	178	00	GENERAL SUPPORT OPERATIONS	UT CO-MATRIX	EC-TELEPHONE 275.84
P14905	100	000	00	SELF-CONTAINED CLASSROOM	OASIS WATERPARK *	GA-ADMISSION TO WATERPARK 945.25
P14914	100	178	00	PUPIL SERVICES HEALTH	SCHOOL HEALTH SUPPLY CO	EC/RM #15-MEDICAL SUPPLIES 256.71
P14929	100	196	00	VOC ED-GAINFUL HOMEMAKING	COSTCO	RHS-INSTRUCTIONAL MATERIALS 1,000.00
P14930	100	178	00	GEN SUPP DIST ADMIN FISCAL SE	SCHOOL SERVICES OF CALIF. I	CONFERENCE - E.C. 330.00
P14960	100	178	00	GENERAL SUPPORT OPERATIONS SE	PROTECTION SERVICES, INC.	DISTRICTWIDE-REPAIRS ON SECURITY SYS 3,000.00
P14964	100	178	00	INSTRUCTION GENERAL EDUCATION	RAINBOW END "CERAMICS +"	CENTRAL STORES-EQUIPMENT REPAIRS 200.50
P14966	100	178	00	INSTRUCTION SUPPORT	COMPUTER SERVICE & SALES	CENTRAL STORES-EQUIPMENT REPAIRS 424.37
P14972	100	186	99	INSTRUCTION GENERAL EDUCATION	LEARNING SERVICES	VB-INSTRUCTIONAL MATERIALS 312.37
P14973	100	186	99	INSTRUCTION GENERAL EDUCATION	SOFTWAREHOUSE	VB/SS-INSTRUCTIONAL MATERIALS 720.63
P14980	100	000	00	SELF-CONTAINED CLASSROOM	PERFORMANCE/RIVERSIDE	VB-ADMISSION FEES 520.00
P14987	100	178	00	GENERAL SUPP DISTR ADMIN PERS	TOP HAT TRAVEL	CONF/K. CAMPBELL 215.00

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REPORT OF PURCHASES

11/14/98 - 12/04/98
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P15000	100	622 00	FACILITIES ACQUISITION - CAPI GRANT ENTERPRISES	MOT-EQUIPMENT			461.76
P33374	100	178 00	Insurance	S M A	98/99 INSURANCE PREMIUMS		45,791.00
P33375	100	178 00	Insurance	S M A	98/99 INSURANCE PREMIUMS		65,764.60
					FUND TOTAL	181,611.77	
					TOTAL NUMBER OF PURCHASE ORDERS	51	
P14745	101	197 00	CALIFORNIA PARTNERSHIP ACADEM PHILLY STEAK & SUB COMPANY	JVHS-SUPPLIES			241.31
P14823	101	197 00	SB 1382-CA PROFESSIONAL DEVELOPMENT MARQUIS HOTEL	JVHS-CONFERENCE EXPENSES			4,000.00
P14825	101	172 00	ED TECHNOLOGY SCHOOL BASED INTELLIGENT PERIPHERAL DEVI	SA-COMPUTER EQUIPMENT			3,145.90
P14832	101	178 00	ECONOMIC OPPORTUNITY ACT PL88-4 INDIAN HILLS COUNTRY CLUB	EC-CONFERENCE ROOM RENTALS			202.50
P14834	101	180 00	E.C.I.A. TITLE 1 SUNDANCE	INA ARBUCKLE-INSTRUCTIONAL MATERIALS			\$14.25
P14844	101	187 00	E.C.I.A. TITLE 1 PENCIL POINT SOFTWARE	WR-INSTRUCTIONAL MATERIALS			272.55
P14845	101	182 00	S.I.P. (SCHOOL IMPROVEMENT PR 200-PHONICS, INC.	PA-INSTRUCTIONAL MATERIALS			600.35
P14846	101	180 00	S.I.P. (SCHOOL IMPROVEMENT PR IT'S ELEMENTARY	IA-INSTRUCTIONAL MATERIALS			549.53
P14849	101	185 00	E.C.I.A. TITLE 1 SOFTWARE CENTRE/MICROAGE	TS-SC-COMPUTER EQUIPMENT & SUPPLIES			349.11
P14853	101	183 00	S.I.P. (SCHOOL IMPROVEMENT PR SADDLEBACK EDUCATIONAL, INC	PEDLEY-INSTRUCTIONAL MATERIALS			520.22
P14863	101	178 00	C.T.E.I. WRITE TIME PUBLISHING	RHS-INSTRUCTIONAL MATERIALS			436.39
P14879	101	192 00	S.I.P. (SCHOOL IMPROVEMENT PR HUMAN COMPUTERS	MLMS-COMPUTER EQUIPMENT			\$25.37
P14883	101	178 00	TOBACCO USE PREVENTION EDUCAT BUREAU FOR AT RISK YOUTH	RL-INSTRUCTIONAL MATERIALS			634.40
P14890	101	197 00	CALIFORNIA PARTNERSHIP ACADEM NATIONAL FFA ORGANIZATION	JVHS-INSTRUCTIONAL MATERIALS			554.50
P14899	101	180 00	E.I.A. (ECONOMIC IMPACT AID) COMMUNICATION INNOVATION	IA-RADIOS			1,319.40
P14918	101	196 00	VOCATIONAL EDUCATION ACT PL94 HUMAN COMPUTERS	RHS-COMPUTER EQUIPMENT			10,440.98
P14920	101	178 00	ECONOMIC OPPORTUNITY ACT PL88-4 COSTCO WHOLESALE	EC/RM #4-SUPPLIES			500.00
P14923	101	178 00	ECONOMIC OPPORTUNITY ACT PL88-4 COSTCO WHOLESALE	EC-RM 4-INSTRUCTIONAL MATERIALS			500.00

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RIVERSIDE REGIONAL EDUCATION DATA CENTER
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 11/14/98 - 12/04/98
 PURCHASES OVER \$200

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REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P14961	101	197 00	PARTNERSHIP ACADEMIC PROGRAM	U.C. REGENTS		CONF/JVHS	464.00
P14962	101	197 00	SB 1882-CA PROFESSIONAL DEVEL MCS			CONF/JVHS	800.00
P14968	101	183 00	S.I.P. (SCHOOL IMPROVEMENT PR 17'S ELEMENTARY			PEDLEY-INSTRUCTIONAL MATERIALS	1,142.15
P14975	101	181 00	S.I.P. (SCHOOL IMPROVEMENT PR MACWORKS			MB-INSTRUCTIONAL MATERIALS	321.10
P14986	101	189 00	S.I.P. (SCHOOL IMPROVEMENT PR NISTROM			IH-INSTRUCTIONAL MATERIALS	235.97
P14989	101	176 00	S.I.P. (SCHOOL IMPROVEMENT PR TROXELL COMMUNICATIONS INC.			CR-EQUIPMENT & INSTRUCTIONAL MATERIA	725.16
P14990	101	178 00	DRUG ABUSE EDUCATION & PREVEN AIG EDUCATIONAL MEDIA			SS-INSTRUCTIONAL MATERIALS	1,453.55
P14991	101	187 00	S.I.P. (SCHOOL IMPROVEMENT PR KNOTT'S BERRY FARM, ED. PRG			WR/PROJECTS-FEES FOR ADMISSION	870.00
P14992	101	187 00	S.I.P. (SCHOOL IMPROVEMENT PR JENSEN ALVARADO RANCH			WR/PROJECTS-ADMISSION FEES	516.00
P14995	101	176 00	S.I.P. (SCHOOL IMPROVEMENT PR CM SCHOOL SUPPLY CO.			CR-INSTRUCTIONAL MATERIALS	265.55
P14996	101	187 00	S.I.P. (SCHOOL IMPROVEMENT PR AMERICAN WILDERNESS EXPERIE			WR/PROJECTS-ADMISSION FEES	330.75
P14997	101	187 00	S.I.P. (SCHOOL IMPROVEMENT PR AMERICAN WILDERNESS EXPERIE			WEST RIVERSIDE/PROJECTS-ADMISSION FE	459.00
P14998	101	188 00	S.I.P. (SCHOOL IMPROVEMENT PR ODE OFFICE SYSTEMS			SC-EQUIPMENT LEASE	3,330.00
P14999	101	189 00	S.I.P. (SCHOOL IMPROVEMENT PR BURTRONICS (MARTIN BUS. MAC			IH-EQUIPMENT LEASE	910.10
FUND TOTAL							42,740.18
TOTAL NUMBER OF PURCHASE ORDERS							32
EC-INSTRUCTIONAL SUPPLIES							528.70
FUND TOTAL							528.70
TOTAL NUMBER OF PURCHASE ORDERS							1
RHS-INSTRUCTIONAL MATERIALS							881.86
FUND TOTAL							881.86
TOTAL NUMBER OF PURCHASE ORDERS							1
JVHS-INSTRUCTIONAL MATERIALS							334.60

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REPORT OF PURCHASES

11/14/98 - 12/04/98
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P14979	106	197 00	ATHLETIC OPERATIONAL SUPPLIES	GUNTHER'S ATHLETIC SERVICE	JVHS-ATHLETIC EQUIPMENT REPAIRS	4,000.00	
					FUND TOTAL	4,334.60	
					TOTAL NUMBER OF PURCHASE ORDERS	2	
P14856	107	178 00	INSTRUCTION GENERAL EDUCATION	CULVER-NEULIN INC	TS-CHAIRS	805.13	
P14859	107	178 00	INSTRUCTION GENERAL EDUCATION	LAKESHORE LEARNING MATERIAL	1A-INSTRUCTIONAL MATERIALS AND EQUIP	1,506.67	
P14896	107	178 00	INSTRUCTION GENERAL EDUCATION	NYSTROM	PERALTA- MAP SET	347.95	
					FUND TOTAL	2,659.75	
					TOTAL NUMBER OF PURCHASE ORDERS	3	
P14231	119	178 00	GENERAL SUPPORT,	NATIONAL CONSTRUCTION RENTA	JM-EQUIPMENT RENTAL	301.95	
P14288	119	178 00	GENERAL SUPPORT,	CAMERON WELDING SUPPLY	MM-MAINT.	386.91	
P14289	119	178 00	GENERAL SUPPORT,	HOME DEPOT	MAINT-SUPPLIES	388.03	
P14322	119	178 00	GENERAL SUPPORT,	TOMARK SPORTS INC	RHS-REPAIR BLEACHERS	8,412.82	
P14323	119	178 00	GENERAL SUPPORT,	MC MAHON BUSINESS INTERIORS	WR-REPAIRS	2,943.56	
P14402	119	178 00	GENERAL SUPPORT,	BEST ACCESS SYSTEMS	MAINT-LC-SUPPLIES	1,638.72	
P14407	119	178 00	GENERAL SUPPORT,	INLAND PUMPING COMPANY	MAINT.-PUMP AND CLEAN WASTE TRAP	545.00	
P14411	119	178 00	GENERAL SUPPORT,	CAREY BUILDING SUPPLIES	MAINT-SUPPLIES	1,575.81	
P14424	119	178 00	GENERAL SUPPORT,	GRILLO FILTERS SALES		566.75	
P14734	119	178 00	GENERAL SUPPORT,	AA EQUIPMENT	JM-EQUIPMENT RENTAL	247.83	
P14736	119	178 00	GENERAL SUPPORT,	FOURTH STREET ROCK CRUSHER	MOT-MAINT. SUPPLIES	2,326.32	
P14748	119	178 00	GENERAL SUPPORT,	RIVERSIDE ELECTRIC MOTORS	MAINT.-MAINT. SUPPLIES	206.88	
P14750	119	178 00	GENERAL SUPPORT,	DC ELECTRONICS, INC	MAINT.-MAINT. SUPPLIES	420.23	
P14815	119	178 00	GENERAL SUPPORT,	FAMILIAN PIPE AND SUPPLY	RHS-MAINT. SUPPLIES	536.80	

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REPORT OF PURCHASES

11/14/98 - 12/04/98
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PURCHASE ORDERS TO BE RATIFIED						
P14927	119	178	00	GENERAL SUPPORT, MAINTENANCE	HOME DEPOT-ACCNT #7901435-9	MAINT.-MAINT. SUPPLIES
						2,500.00
P14963	119	178	00	GENERAL SUPPORT, MAINTENANCE	GRAYBAR ELECTRIC COMPANY	MOT-MAINT. SUPPLIES
						1,500.00
P14967	119	178	00	GENERAL SUPPORT, MAINTENANCE	WESTBURNE PIPE & SUPPLY	MAINT. - MAINT SUPPLIES
						3,000.00
					FUND TOTAL	27,498.59
					TOTAL NUMBER OF PURCHASE ORDERS	17
EC-TELEPHONE SYSTEM						
P14405	800	194	00	FACILITIES ACQUISITION - CAPI	CO-MATRIX	
						1,837.86
					FUND TOTAL	1,837.86
					TOTAL NUMBER OF PURCHASE ORDERS	1
JVHS-MAINT. SUPPLIES						
P14290	930	178	00	GENERAL SUPPORT, MAINTENANCE, HOWARD INDUSTRIES		1,753.14
P14420	930	178	00	PLANT MAINTENANCE	MISSION PAVING & SEALING	3,800.00
					FUND TOTAL	5,553.14
					TOTAL NUMBER OF PURCHASE ORDERS	2
IMC-OFFICE EQUIPMENT						
P14835	979	178	00	FACILITIES ACQUISITION - CAPI	GAYLORD BROTHERS	821.48
P14887	979	178	00	FACILITIES ACQUISITION - CAPI	TOTAL PLAN, INC.	4,293.19
P14891	979	178	00	FACILITIES ACQUISITION - CAPI	JOAN MAYHEW CATERING, INC.	5,591.27
P14915	979	178	00	FACILITIES ACQUISITION - CAPI	VIRCO MANUFACTURING COMPANY	859.47
					FUND TOTAL	11,565.36
					TOTAL NUMBER OF PURCHASE ORDERS	4

Recommend Approval:

Bob Cable, Director of Purchasing

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114 PURCHASE ORDERS OVER \$200.00 FOR A TOTAL AMOUNT OF 279,211.81

65 PURCHASE ORDERS UNDER \$200.00 FOR A TOTAL AMOUNT OF 6,238.82

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REPORT OF PURCHASES

11/14/98 - 12/04/98
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D89133	100	178 00	GEN SUPPORT DIST ADMIN SUPERI	WINDHAM HOTEL	D33444 CONF 12/98 1 EMP	318.24
D89164	100	178 00	GEN SUPPORT DIST ADMIN SUPERI	MUNDS, COLLEEN	D33487 REIMB FOR PAPER SUPPLIES	33.06
D89177	100	178 00	NON SPECIFIC	VIGIL JANICE	D33083 STALE DATED WARRANT	78.64
D89178	100	178 00	NON SPECIFIC	MUMPHREY LAMESHA	D33082 STALE DATED WARRANT	4.00
D89181	100	178 00	GEN SUPP DIST ADMIN FISCAL SE	CAMP USA	D33455 CONF. 11/98 3 EMP	238.00
D89182	100	178 00	INST. SUPPORT CURR. STAFF DEV	THE CENTER FOR TECHNOLOGY E	D33446 CONF. 12/98 1 EMP	95.00
D89197	100	178 00	GENERAL SUPPORT OPERATIONS	CU SAPIEN, RICHARD	D33383 UNIFORM ALLOWANCE JAN-MAY 98	100.00
D89198	100	000 00	SELF-CONTAINED CLASSROOM	BRODA, HEATHER	D33384 FIELD TRIP ADMISSION	37.50
D89199	100	000 00	SELF-CONTAINED CLASSROOM	DEBRA BARNES	D33385 FIELD TRIP ADMISSION	175.00
D89203	100	178 00	PUPIL SERVICES PSYCHOLOGISTS	COTTRELL, JEANNA	D33388 MILEAGE	18.35
D89204	100	199 00	CONTINUATION EDUCATION	HUTCHINS, DAVID	D33389 MILEAGE	47.91
D89206	100	000 00	SELF-CONTAINED CLASSROOM	GUSTAFSON, CHERIE	D33391 FIELD TRIP ADMISSION	37.50
D89210	100	178 00	GEN SUPPORT DIST ADMIN SUPERI	BANKCARD SERVICES	D33394 MEALS	58.72
D89211	100	175 00	PLANT OPERATIONS	AIRTOUCH, CELLULAR	D33395 CELL PHONE CHARGES	618.51
D89244	100	178 00	NON SPECIFIC	MURCIO ALEJANDRO	D33081 STALE DATED WARRANT	30.00
D89249	100	178 00	HEALTH & WELFARE INSURANCE	S.M.A.	D33397 REACH II MON. FIXED COST 11-9	30,527.57
D89250	100	178 00	GENERAL SUPP DISTR ADMIN PERS	ACSA/CLUE WORKSHOPS	D33450 CONF 1/99 1 EMP	115.00
D89252	100	197 00	MATHEMATICS	BUREAU OF EDUCATION & RESEA	D33452 CONF 12/98 2 EMPS	310.00
D89297	100	000 00	SELF-CONTAINED CLASSROOM	RILEY'S APPLE FARM	D33398 FIELD TRIP ADMISSION FOR 11/2	308.01
D89298	100	197 00	GENERAL EDUCATION - SECONDARY	SCHOOL CONSULTANT SERVICES	D33457 CONG 12/98 3 EMP	267.00
D89373	100	178 00	PUPIL SERVICES HEALTH	PERRICONE DONNA	D33495 MILEAGE	15.86
D89377	100	000 00	SELF-CONTAINED CLASSROOM	MUSIC CENTER	D33489 PRES AT CR	648.00
D89378	100	178 00	GENERAL SUPP DISTR ADMIN PERS	SPREEN LYNNE	D33488 PHYSICAL	120.00
D89381	100	172 00	PLANT OPERATIONS	QWEST/LCI	D33396 LONG DISTANCE CHARGES	1,714.28

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DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D89382	100	178 00	HEALTH & WELFARE INSURANCE	S M.A.	D33739 CLAIM CK REGISTER 11/19-11/25	6,635.40
D89383	100	000 00	SELF-CONTAINED CLASSROOM	IMAGINATION MACHINE	D33399 TWO ASSEMBLIES AT CR ON 12/16	575.00
D89384	100	180 00	SCHOOL ADMINISTRATION	HITE MARY	D33729 REIMB FOR SUPPLIES	18.30
D89387	100	178 00	GEN SUPPORT DISTR ADMIN FACIL	BIERWIRTH TERRI A	D33732 REIMB FOR REFRESHMENTS	40.91
D89388	100	000 00	SELF-CONTAINED CLASSROOM	KELLY, RAINBOW	D33733 REIMB FOR CLASSROOM SUPPLIES	98.00
D89390	100	178 88	FACILITIES ACQUISITION - CAPI	IVERSON, ROBERT SCOTT	D33735 REIMB FOR FILM PROCESSING	9.96
D89392	100	195 00	GENERAL SUPPORT OPERATIONS UT	SD CALIFORNIA EDISON	D33737 ELECTRIC SERVICE FOR OCT 98	85.65
D89393	100	188 00	GENERAL SUPPORT OPERATIONS UT	JURUPA COMMUNITY SERVICES	D33738 WATER SERVICE FOR OCT 98	10,401.46
D89394	100	196 00	PUPIL SERVICES	AVILA, PAUL	D33740 UNIFORM ALLOW JULY-DEC 98	80.00
D89395	100	196 00	PUPIL SERVICES	JAMES, JUDY	D33841 UNIFORM ALLOW JULY-DEC 98	80.00
D89396	100	196 00	PUPIL SERVICES	POWELL KOLLEEN	D33742 UNIFORM ALLOW JULY-DEC 98	80.00
D89397	100	196 00	PUPIL SERVICES	MOSHER, JOHN	D33743 UNIFORM ALLOW JULY-DEC 98	100.00
D89398	100	196 00	PUPIL SERVICES	COLE JR., HARRISON	D33744 UNIFORM ALLOW JULY-DEC 98	100.00
D89399	100	196 00	PUPIL SERVICES	THOMPSON, ANNETTE	D33745 UNIFORM ALLOW JULY-DEC 98	100.00
D89421	100	178 00	GEN SUPP DIST ADMIN FISCAL SE	CAROL COLLINS	D33458, CONF. 11/98 2 EMPS	27.24
D89442	100	178 00	GEN SUPP DIST ADMIN FISCAL SE	CASBO	D33502 CONF 1/99 1 EMP	135.00
D89446	100	178 00	INST. SUPPORT CURR. STAFF DEV	ANTHONY KUNS	D33503 CONF 11/98 1 EMP	638.55
D89457	100	193 00	INDEPENDENT STUDY	CHARLES WOLFE	D33504 CONF 11/98 1 EMP	33.00
D89477	100	178 00	GENERAL SUPPORT OPERATIONS CU	BRUNET, CECILIA	D33862 MILEAGE	23.00
D89514	100	197 00	PUPIL SERVICES	HOLT, NANCY	UNIFORM ALLOW JULY-DEC 98	120.00
D89520	100	197 00	PUPIL SERVICES	HUNTER, DWIGHT	UNIFORM ALLOW AUG-DEC 98	100.00
D89523	100	197 00	PUPIL SERVICES	MATHEWS, GREG	UNIFORM ALLOW AUG-DEC 98	100.00
D89524	100	197 00	PUPIL SERVICES	RUSSELL, KARIN	UNIFORM ALLOW JULY-DEC 98	120.00
D89526	100	197 00	PUPIL SERVICES	POPP, DEE	UNIFORM ALLOW JULY-DEC 98	120.00

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 PURCHASES OVER \$1

DISBURSEMENT ORDERS

COUNTY: 33 RIVERSIDE
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REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D89531	100	197 00	PUPIL SERVICES	MCINTOSH, ELLEN	UNIFORM ALLOW AUG-DEC 98	100.00
D89532	100	178 00	GENERAL SUPPORT GROUNDS	ARIAS, MARTIN	UNIFORM ALLOW JULY-DEC 98	120.00
D89533	100	178 00	GENERAL SUPPORT GROUNDS	ATAYDE, CARLOS	UNIFORM ALLOW DEC 98	20.00
D89534	100	178 00	GENERAL SUPPORT GROUNDS	BROKAR, WILBUR	UNIFORM ALLOW JULY-DEC 98	120.00
D89535	100	178 00	GENERAL SUPPORT GROUNDS	CHAVEZ, HERMAN	UNIFORM ALLOW JULY-DEC 98	120.00
D89536	100	178 00	GENERAL SUPPORT GROUNDS	EAKS, GERALD	UNIFORM ALLOW JULY-DEC 98	120.00
D89537	100	178 00	GENERAL SUPPORT GROUNDS	ENGLAND, JOHN	UNIFORM ALLOW JULY-DEC 98	120.00
D89538	100	178 00	GENERAL SUPPORT GROUNDS	GARBUTT JIM	UNIFORM ALLOW JULY-DEC 98	120.00
D89539	100	178 00	GENERAL SUPPORT GROUNDS	MARTINEZ, TONY	UNIFORM ALLOW JULY-DEC 98	120.00
D89540	100	178 00	GENERAL SUPPORT GROUNDS	MONTEZ, BILLY	UNIFORM ALLOW JULY-DEC 98	120.00
D89541	100	178 00	GENERAL SUPPORT GROUNDS	MCKELVEY, JOY	UNIFORM ALLOW JULY-DEC 98	120.00
D89542	100	178 00	GENERAL SUPPORT GROUNDS	ORTEGA, ED	UNIFORM ALLOW JULY-DEC 98	120.00
D89543	100	178 00	GENERAL SUPPORT GROUNDS	RUIZ, ROBERT	UNIFORM ALLOW JULY-DEC 98	120.00
D89544	100	178 00	GENERAL SUPPORT GROUNDS	SANDOVAL, ED	UNIFORM ALLOW JULY-DEC 98	120.00
D89545	100	178 00	GENERAL SUPPORT GROUNDS	SHINE, BRIAN	UNIFORM ALLOW JULY-DEC 98	120.00
D89546	100	178 00	GENERAL SUPPORT GROUNDS	SCHUTTERA, CHRIS	UNIFORM ALLOW JULY-DEC 98	120.00
D89547	100	178 00	GENERAL SUPPORT GROUNDS	ZIEMKE, RICHARD	UNIFORM ALLOW JULY-DEC 98	120.00
D89548	100	178 00	GENERAL SUPPORT GROUNDS	CU ABRAHAM GARY	UNIFORM ALLOW JULY-DEC 98	120.00
D89556	100	178 00	GENERAL SUPPORT OPERATIONS	CU ATENCIO, JACOBO	UNIFORM ALLOW JULY-DEC 98	120.00
D89556	100	178 00	GENERAL SUPPORT OPERATIONS	CU ATKINSON, STEVE	UNIFORM ALLOW JULY-DEC 98	120.00
D89556	100	178 00	GENERAL SUPPORT OPERATIONS	CU AYALA, RHONA	UNIFORM ALLOW JULY-DEC 98	120.00
D89556	100	178 00	GENERAL SUPPORT OPERATIONS	CU BATEMAN, BRUCE	UNIFORM ALLOW JULY-DEC 98	120.00
D89556	100	178 00	GENERAL SUPPORT OPERATIONS	CU BLAKE, JAMES E.	UNIFORM ALLOW JULY-DEC 98	120.00
D89570	100	178 00	GENERAL SUPPORT OPERATIONS	CU COX, CLARA	UNIFORM ALLOW JULY-DEC 98	120.00

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DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D89571	100	178 00	GENERAL SUPPORT OPERATIONS	CU DODD, PAM	UNIFORM ALLOW JULY-DEC 98	120.00
D89572	100	178 00	GENERAL SUPPORT OPERATIONS	CU DOMINGUEZ, JOSE	UNIFORM ALLOW JULY-DEC 98	120.00
D89573	100	178 00	GENERAL SUPPORT OPERATIONS	CU DUNAWAY, LOLA D.	UNIFORM ALLOW JULY-DEC 98	120.00
D89574	100	178 00	GENERAL SUPPORT OPERATIONS	CU FENDERSON, ANSON	UNIFORM ALLOW JULY-DEC 98	120.00
D89575	100	178 00	GENERAL SUPPORT OPERATIONS	CU HANCOCK, LAWRENCE	UNIFORM ALLOW JULY-DEC 98	120.00
D89576	100	178 00	GENERAL SUPPORT OPERATIONS	CU HITCHCOCK, ROGER	UNIFORM ALLOW JULY-DEC 98	120.00
D89577	100	178 00	GENERAL SUPPORT OPERATIONS	CU HOLGUIN, JOHNNY V.	UNIFORM ALLOW JULY-DEC 98	120.00
D89578	100	178 00	GENERAL SUPPORT OPERATIONS	CU HOULIHAN, JOHN	UNIFORM ALLOW JULY-DEC 98	120.00
D89579	100	178 00	GENERAL SUPPORT OPERATIONS	CU HUGHES JOSEPH	UNIFORM ALLOW JULY-DEC 98	120.00
D89580	100	178 00	GENERAL SUPPORT OPERATIONS	CU KATES, JACK	UNIFORM ALLOW JULY-DEC 98	120.00
D89581	100	178 00	GENERAL SUPPORT OPERATIONS	CU KELL RONALD	UNIFORM ALLOW JULY-DEC 98	120.00
D89582	100	178 00	GENERAL SUPPORT OPERATIONS	CU KELLY BRENDAN	UNIFORM ALLOW JULY-DEC 98	120.00
D89583	100	178 00	GENERAL SUPPORT OPERATIONS	CU KING, PAUL	UNIFORM ALLOW JULY-DEC 98	120.00
D89584	100	178 00	GENERAL SUPPORT OPERATIONS	CU MAREZ, RAUL	UNIFORM ALLOW JULY-DEC 98	120.00
D89585	100	178 00	GENERAL SUPPORT OPERATIONS	CU MARTINEZ, TEMOC	UNIFORM ALLOW JULY-DEC 98	120.00
D89586	100	178 00	GENERAL SUPPORT OPERATIONS	CU MASON, SANDRA	UNIFORM ALLOW JULY-DEC 98	120.00
D89587	100	178 00	GENERAL SUPPORT OPERATIONS	CU MENDEZ DIANE	UNIFORM ALLOW JULY-SEPT 98	60.00
D89588	100	178 00	GENERAL SUPPORT OPERATIONS	CU MIRANDA, PAUL	UNIFORM ALLOW JULY-DEC 98	120.00
D89589	100	178 00	GENERAL SUPPORT OPERATIONS	CU MORGAN ELIZABETH	UNIFORM ALLOW JULY-DEC 98	120.00
D89590	100	178 00	GENERAL SUPPORT OPERATIONS	CU MORSE KENNETH	UNIFORM ALLOW JULY-DEC 98	120.00
D89591	100	178 00	GENERAL SUPPORT OPERATIONS	CU MCCLAIN, PATTY	UNIFORM ALLOW JULY-DEC 98	120.00
D89592	100	178 00	GENERAL SUPPORT OPERATIONS	CU NEWTON PAMELA	UNIFORM ALLOW JULY-DEC 98	120.00
D89593	100	178 00	GENERAL SUPPORT OPERATIONS	CU PEASNALL, JERRY	UNIFORM ALLOW JULY-DEC 98	120.00
D89594	100	178 00	GENERAL SUPPORT OPERATIONS	CU PHILPOTT, KENNETH	UNIFORM ALLOW JULY-DEC 98	120.00

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D89595	100	178 00	GENERAL SUPPORT OPERATIONS	CU PIERCE, RONALD	UNIFORM ALLOW JULY-DEC 98	120.00
D89596	100	178 00	GENERAL SUPPORT OPERATIONS	CU POPOVICH, CAROL	UNIFORM ALLOW JULY-DEC 98	120.00
D89597	100	178 00	GENERAL SUPPORT OPERATIONS	CU REED CHARLES	UNIFORM ALLOW JULY-DEC 98	120.00
D89598	100	178 00	GENERAL SUPPORT OPERATIONS	CU REID, DAVID	UNIFORM ALLOW JULY-DEC 98	120.00
D89599	100	178 00	GENERAL SUPPORT OPERATIONS	CU RITCH, SHIRLEY	UNIFORM ALLOW JULY-DEC 98	120.00
D89600	100	178 00	GENERAL SUPPORT OPERATIONS	CU ROMERO, KATHY	UNIFORM ALLOW JULY-DEC 98	120.00
D89601	100	178 00	GENERAL SUPPORT OPERATIONS	CU SANDOVAL, THOMAS	UNIFORM ALLOW JULY-DEC 98	120.00
D89602	100	178 00	GENERAL SUPPORT OPERATIONS	CU SAPIEN, RICHARD	UNIFORM ALLOW JULY-DEC 98	120.00
D89603	100	178 00	GENERAL SUPPORT OPERATIONS	CU SPAND, PATRICIA	UNIFORM ALLOW JULY-DEC 98	120.00
D89604	100	178 00	GENERAL SUPPORT OPERATIONS	CU TERESIN, MARTIN JR	UNIFORM ALLOW JULY-DEC 98	120.00
D89605	100	178 00	GENERAL SUPPORT OPERATIONS	CU TERESIN, MARTIN SR	UNIFORM ALLOW JULY-DEC 98	120.00
D89606	100	178 00	GENERAL SUPPORT OPERATIONS	CU TERRELL ANITA	UNIFORM ALLOW JULY-DEC 98	120.00
D89607	100	178 00	GENERAL SUPPORT OPERATIONS	CU TILL, DONNA	UNIFORM ALLOW JULY-DEC 98	120.00
D89608	100	178 00	GENERAL SUPPORT OPERATIONS	CU TRAVILLION, KAREN	UNIFORM ALLOW JULY-DEC 98	120.00
D89609	100	178 00	GENERAL SUPPORT OPERATIONS	CU TREVINO JAVIER	UNIFORM ALLOWANCE JULY-DEC 98	120.00
D89610	100	178 00	GENERAL SUPPORT OPERATIONS	CU THAITE JESSE	UNIFORM ALLOW JULY-DEC 98	120.00
D89611	100	178 00	GENERAL SUPPORT OPERATIONS	CU WALKER, RICHARD	UNIFORM ALLOW JULY-DEC 98	120.00
D89612	100	178 00	GENERAL SUPPORT OPERATIONS	CU WEITZEL, MELINDA	UNIFORM ALLOW JULY-DEC 98	120.00
D89613	100	178 00	GENERAL SUPPORT OPERATIONS	CU WILSON, JOHN	UNIFORM ALLOW JULY-DEC 98	120.00
D89614	100	178 00	GENERAL SUPPORT OPERATIONS	CU WOODEN, RONNIE	UNIFORM ALLOW JULY-DEC 98	120.00
D89615	100	178 00	GENERAL SUPPORT OPERATIONS	CU COLOSIMO, MIKE	UNIFORM ALLOW JULY-DEC 98	120.00
D89616	100	178 00	GENERAL SUPPORT OPERATIONS	CU HANSEN DAVID L.	UNIFORM ALLOW JULY-DEC 98	120.00
D89617	100	178 00	GENERAL SUPPORT OPERATIONS	CU ROBINSON, DONALD	UNIFORM ALLOW JULY-DEC 98	120.00
D89618	100	178 00	GENERAL SUPPORT OPERATIONS	CU SHINE, GARY	UNIFORM ALLOW JULY-DEC 98	120.00

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D89619	100	178 00	GENERAL SUPPORT OPERATIONS	CU THORNTON, JOHN	UNIFORM ALLOW JULY-DEC 98	120.00
D89621	100	178 00	INSTRUCTIONAL SUPPORT	CURRICU NELSEN, GREGG	D33684 MILEAGE	249.44
D89622	100	178 00	GENERAL SUPPORT OPERATIONS	CU TREVINO JAVIER	D33680 MILEAGE	24.10
D89623	100	188 00	SCHOOL ADMINISTRATION	TEMKIN GARY	D33670 MILEAGE	119.27
D89624	100	178 00	GENERAL SUPPORT DISTR	ADMIN A PFAFF, JAN	D33666 MILEAGE	112.06
D89627	100	178 00	ASSESSMENT/TESTING	ALL GRADE ORWIG, RUSSELL	D33672 K-1 COMMITTEE SNACKS	6.10
D89628	100	197 00	SCHOOL ADMINISTRATION	MOOREHOUSE JAN	D33683 COPYING FOR OCT INCIDENT RESP	497.48
D89629	100	178 00	DISTRICT ADMIN TECHNOLOGY	MERCURIUS, NEIL	D33671 FILM PROCESSING	65.70
D89630	100	000 00	SELF-CONTAINED CLASSROOM	OLGUIN DANIEL	D33669 CLASSRM SUPPLIES	54.87
D89631	100	193 00	INDEPENDENT STUDY	LOPEZ RAMONA	D33685 REIMB FOR BOOKS	38.24
D89632	100	178 00	GEN SUPPORT DIST ADMIN	SUPERI RADOVICH, DOLLY	D33682 REIMB FOR ENVELOPES	58.38
D89633	100	000 00	SELF-CONTAINED CLASSROOM	WONG SUZANNE	D33681 SUPPLIES	89.34
D89634	100	191 00	SCHOOL ADMINISTRATION	PACE, ROBERTA	D33679 CLASSRM SUPPLIES	57.29
D89641	100	193 00	COMMUNITY DAY SCHOOL	COLLIER JOHN	D33664 UNIFORM ALLOW	100.00
D89642	100	180 00	PUPIL SERVICES	HERNANDEZ, JUAN	D33663 UNIFORM ALLOW	80.00
D89643	100	192 00	GUIDANCE/CAREER CENTER	WILBURG, PENNIOU	D33662 UNIFORM ALLOW	80.00
D89644	100	192 00	GUIDANCE/CAREER CENTER	PERKINS, VIRGINIA	D33661 UNIFORM ALLOW	100.00
D89645	100	195 00	PUPIL SERVICES	ZIEMPKA TERESA	D33660 UNIFORM ALLOW	80.00
D89646	100	190 00	PUPIL SERVICES	UMSCHEID, VICKI	D33659 UNIFORM ALLOW	80.00
D89647	100	190 00	PUPIL SERVICES	HANSEN, DARREL	D33658 UNIFORM ALLOW	80.00
D89648	100	191 00	PUPIL SERVICES	ATAYDE, CARLOS	D33656 UNIFORM ALLOW	80.00
D89649	100	191 00	PUPIL SERVICES	ROBLES, LORRAINE	D33657 UNIFORM ALLOW	80.00
D89650	100	178 00	GENERAL SUPPORT OPERATIONS	UT PACIFIC TELEPHONE	D33674 PHONE CHGS	47.54
D89651	100	178 00	GENERAL SUPPORT OPERATIONS	UT PACIFIC TELEPHONE	D33675 PHONE CHGS	27.38

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D89652	100	178 00	GENERAL SUPPORT OPERATIONS	UT PACIFIC TELEPHONE	D33587 PHONE CHGS FOR OCT	32.43
D89655	100	178 00	GENERAL SUPPORT OPERATIONS	CU BRUNET, CECILIA	D33814 UNIFORM ALLOWANCE	80.00
D89656	100	178 00	GENERAL SUPPORT OPERATIONS	CU NEILL, JIM	D33837 UNIFORM ALLOWANCE	120.00
D89657	100	178 00	GENERAL SUPPORT OPERATIONS	CU RUTLEDGE, STEVE	D33844 UNIFORM ALLOWANCE	60.00
D89658	100	178 00	GENERAL SUPPORT OPERATIONS	CU VIELMA, JO-EL	D33855 UNIFORM ALLOWANCE	80.00
D89664	100	178 00	GENERAL SUPP DISTR ADMIN PERS	WESTIN HOTEL AT HORTON PLAZ	D33511 CONF 1/99 1 EMP	431.13
D89665	100	178 00	GENERAL SUPP DISTR ADMIN PERS	ACSA'S FOUNDATION FOR	D33510 CONF 1/99 1 EMP	295.00
D89734	100	197 00	GENERAL EDUCATION - SECONDARY	FREDRIC H. JONES & ASSOC. I	D33514 CONF. JAN/FEB 1 EMP	305.00
D89735	100	178 00	HEALTH & WELFARE INSURANCE	S.M.A.	D33863 SMA CLAIM CK REGISTER 11/26-1	24,715.77
D89808	100	178 00	GENERAL SUPP DISTR ADMIN PERS	RIVERSIDE CO. OFFICE OF EDU	D33516 CONF 12/98 2 EMP	48.00
FUND TOTAL						426,960.90
TOTAL NUMBER OF DISBURSEMENTS						178
D88929	101	175 00	EISS-EARLY INTERVENTION/SCHOO	CENTRAL SCHOOL DISTRICT	D33362 SUBSTITUTE FEE	94.10
D88938	101	178 00	MENTOR TEACHER PROGRAM - SUPP	GOMEZ MARTHA	D33372 REIMB FOR REFRESHMENTS	17.27
D88939	101	185 00	E.C.I.A. TITLE I	HOLT, JULIA	D33373 REIMB FOR MATERIALS	10.95
D88980	101	178 00	ECONOMIC IMPACT AID - L E P	RIVERSIDE CO. OFFICE OF EDU	D33434 CONF 11/09 1 EMP	50.00
D88982	101	181 00	S.I.P. (SCHOOL IMPROVEMENT PR	BUREAU OF EDUCATION & RESEA	D33436 CONF 11/98 1 EMP	155.00
D88983	101	178 00	ECONOMIC IMPACT AID - L E P	RIMS-CRLP AT CSUSB	D33438 CONF 11/98 1 EMP	50.00
D88985	101	178 00	ECONOMIC IMPACT AID - L E P	MEDINA, SHEILA	D33440 CONF. 9/22/98 1 EMP	9.10
D88987	101	195 00	SB 1882-CA PROFESSIONAL DEVEL	THE CENTER FOR TECHNOLOGY E	D33437 CONF 12/98 3 EMP	285.00
D88988	101	195 00	SB 1882-CA PROFESSIONAL DEVEL	MIRAMONTE RESORT HOTEL	D33442 CONF 12/98 3 EMP	290.31
D88989	101	195 00	SB 1882-CA PROFESSIONAL DEVEL	RIVERSIDE CO OFFICE OF EDU	D33443 CONF 11/98 1 EMP	10.00
D88990	101	184 00	S.I.P. (SCHOOL IMPROVEMENT PR	TORRIE KING	D33426 CONF 11/98 1 EMP	255.58

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REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D89040	101	182 00	E.C.I.A. TITLE 1	EDMUNDS, FAYE	D33376 REIMB FOR SUPPLIES	21.52
D89041	101	185 00	E.C.I.A. TITLE 1	HORSPOOL, KELLY	D33377 REIMB FOR MATERIALS	21.49
D89043	101	184 00	S.I.P. (SCHOOL IMPROVEMENT PR	TORRIE KING	D33379 REIMB FOR SUPPLIES	185.43
D89117	101	191 00	DEMONSTRATION PROGRAMS IN REA	PATTERSON, DAN	D33086 INSTRUCT SUPPLIES	47.29
D89121	101	178 00	NON SPECIFIC	SCSBOA	D33084 STALE DATED CK	100.00
D89200	101	178 00	MENTOR TEACHER PROGRAM	GENE ERICKSON	D33386 REIMB FOR REFRESHMENTS	33.63
D89207	101	180 00	E.C.I.A. TITLE 1	IVORY, BRIDGETTE	D33392 REIMB FOR SUPPLIES	81.43
D89212	101	175 00	S.I.P. (SCHOOL IMPROVEMENT PR	ZOO-PHONICS, INC.	D33448 CONF 12/98 2/99 13 EMPS	2,799.35
D89251	101	180 00	E.I.A. (ECONOMIC IMPACT AID)	CEEA	D33451 CONF 12/98 2 EMP	358.00
D89253	101	178 00	ECONOMIC IMPACT AID - L E P	CABE	D33453 CONF 2/99 1 EMP	220.00
D89254	101	185 00	E.C.I.A. TITLE 1	BARREIRO, LAZ	D33454 CONF 11/98 1 EMP	43.83
D89255	101	185 00	E.C.I.A. TITLE 1	BOLD CHRISTINA	D33455 CONF 11/98 1 EMP	77.35
D89256	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4	JENNY EBERTH	D33567 CONF 1 EMP	42.25
D89374	101	178 00	ECONOMIC IMPACT AID - L E P	ROHAC, RON	D33492 PRES AT VB	300.00
D89375	101	179 00	E.C.I.A. TITLE 1	MERCER ROBERT	D33491 SUPPLIES FOR MTG	26.37
D89376	101	188 00	S.I.P. (SCHOOL IMPROVEMENT PR	TEMKIN GARY	D33490 SUPPLIES FOR SIP DAY	27.24
D89389	101	183 00	S.I.P. (SCHOOL IMPROVEMENT PR	JUDITH COATES	D33734 TWO PERFORMANCES AT PEDLEY	450.00
D89435	101	178 00		THE CENTER FOR TECHNOLOGY E	D33501 CONF 12/98 1 EMP	45.00
D89626	101	180 00	E.C.I.A. TITLE 1	MENDEZ, LUZ	D33673 STAFF MTG SUPPLIES	102.36
D89635	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4	WILLIS, MARSHA	D33675 STAFF MTG SUPPLIES	17.00
D89637	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4	WILLIS, MARSHA	D33678 SNACKS FOR PARENT TRAINING	210.21
D89638	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4	SCHANZ, VIRGINIA	D33677 INSTRUCT MATERIALS	15.62
D89639	101	178 00	S.I.P. (SCHOOL IMPROVEMENT PR	MORENO, TERESA	D33676 REIMB FOR BABYSITTING FEES	30.00
D89654	101	196 00	AGRICULTURE VOCATIONAL EDUCAT	SOUTHERN REGION CATA	D33505 CONF 12/98 2 EMP	20.00

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D89659	101	191 00	DEMONSTRATION PROGRAMS IN REA UC REGENTS		D33506 CONF 12/98 2 EMP	150.00
D89661	101	180 00	E.I.A. (ECONOMIC IMPACT AID) CEEA		D33507 CONF 12/98 2 EMP	358.00
D89662	101	191 00	S.I.P. (SCHOOL IMPROVEMENT PR U.C. REGENTS		D33509 CONF 12/98 3 EMPS	348.00
D89663	101	172 00	S.I.P. (SCHOOL IMPROVEMENT PR RIVERSIDE CO. OFFICE OF EDU		D33508 CONF 1/99 3 EMPS	60.00
D89717	101	187 00	E.C.I.A. TITLE 1	CEEA	D33512, CONF, 2/99, 2 EMP	358.00
D89733	101	191 00	DEMONSTRATION PROGRAMS IN REA CURRICULUM PRESS		D33513 CONF 2/99 4 EMP	620.00
D89791	101	185 00	E.C.I.A. TITLE 1	PARENT INSTITUTE FOR QUALITY	D33667 PRES AT TS	5,130.00
D89815	101	172 00	S.I.P. (SCHOOL IMPROVEMENT PR CHRISTA KISH		D33518 CONF 11/98 1 EMP	188.90
D89816	101	178 00	PL94-142 EDUC FOR ALL HANDICA EVANS, CINDY		D33517 CONF 10/98 1 EMP	150.09
D89817	101	191 00	DEMONSTRATION PROGRAMS IN REA CAMPBELL, KIM		D33519, CONF 11/98 1 EMP	13.15
FUND TOTAL						13,860.64
TOTAL NUMBER OF DISBURSEMENTS						45
D89202	102	178 00	INSTRUCTIONAL PROGRAM	JAFFE, ALISON	D33387 MILEAGE	76.84
D89385	102	180 00	INSTRUCTIONAL PROGRAM	CADIENTE, NANCY	D33730 REIMB FOR CLASSROOM REWARDS	72.26
D89814	102	179 00	INSTRUCTIONAL PROGRAM	RIVERSIDE UNIFIED SCHOOL DI	D33515 CONF 1/99 1 EMP	40.00
FUND TOTAL						189.10
TOTAL NUMBER OF DISBURSEMENTS						3
D88937	103	178 00	GEN SUPPORT TRANS-HOME TO SCH CASTO		D33370 ANNUAL MEMBERSHIP	100.00
D88981	103	178 00	INSTRUCTIONAL PROGRAM	COLLEGE BOARD	D33435 CONF 11/21/98 1 EMP	50.00
D89476	103	178 00	INSTRUCTIONAL PROGRAM	BURNS HEIDI	D33861 REIMB FOR MATERIALS	28.72
D89478	103	178 00	GEN SUPPORT TRANS-HOME TO SCH AGUIRRE, ANDREA		D33746 UNIFORM ALLOW JULY-DEC 98	100.00
D89479	103	178 00	GEN SUPPORT TRANS-HOME TO SCH ALFARO ELISA		D33747 UNIFORM ALLOW JULY-DEC 98	80.00

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D89480	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH BRADEN, LESLIE	D33773 UNIFORM ALLOW JULY-DEC 98	100.
D89481	103	172 00	GEN SUPPORT	TRANS-HOME TO SCH BROWN, KATIE L.	D33774 UNIFORM ALLOW JULY-DEC 98	100.00
D89482	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH BUTTS, MONA	D33775 UNIFORM ALLOW JULY-DEC 98	100.00
D89483	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH CALVERT, MARIA P.	D33776 UNIFORM ALLOW JULY-DEC 98	100.00
D89484	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH CANUP, ANDRIENNE S.	D33844 UNIFORM ALLOW JULY-DEC 98	100.00
D89485	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH CARRANZA, SHAREE	D33845 UNIFORM ALLOW JULY-DEC 98	100.00
D89486	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH COLBURN, STACY	D33748 UNIFORM ALLOW JULY-DEC 98	80.00
D89487	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH CONTE, SHEILA	D33749 UNIFORM ALLOW JULY-DEC 98	20.00
D89488	103	178 00	GEN SUPPORT	TRANS-SPECIAL EDU CORDOVA, JANET	D33751 UNIFORM ALLOW JULY-DEC 98	60.00
D89489	103	178 00	GEN SUPPORT	TRANS-SPECIAL EDU CRUZ, FLORA M.	D33846 UNIFORM ALLOW JULY-DEC 98	100.00
D89490	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH DEKKER, SHERON L.	D33847 UNIFORM ALLOW JULY-DEC 98	100.00
D89491	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH ELLIS, BRENDA	D33848 UNIFORM ALLOW JULY-DEC 98	100.00
D89492	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH FINE, RITA	D33849 UNIFORM ALLOW JULY-DEC 98	60.00
D89493	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH GANDY, KARLA	D33750 UNIFORM ALLOW JULY-DEC 98	80.00
D89494	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH GOODWIN, MONICA	D33752 UNIFORM ALLOW JULY-DEC 98	60.00
D89495	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH HERNANDEZ, ELMA	D33850 UNIFORM ALLOW JULY-DEC 98	100.00
D89496	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH KOPPEL, BRUCE	D33753 UNIFORM ALLOW JULY-DEC 98	40.00
D89497	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH JAMES, GLORIA J.	D33851 UNIFORM ALLOW JULY-DEC 98	100.00
D89498	103	178 00	GEN SUPPORT	TRANS-SPECIAL EDU LARA, LORENE M.	D33852 UNIFORM ALLOW JULY-DEC 98	100.
D89499	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH LARSEN, MELISSA	D33853 UNIFORM ALLOW JULY-DEC 98	100.00
D89500	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH LOGUE DEBORAH	D33754 UNIFORM ALLOW JULY-DEC 98	20.00
D89501	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH MARTINEZ, TONY	D33755 UNIFORM ALLOW JULY-DEC 98	80.00
D89502	103	178 00	GEN SUPPORT	TRANS-SPECIAL EDU MUNOZ, JOSIE	D33756 UNIFORM ALLOW JULY-DEC 98	60.00
D89503	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH MURPHY, GAIL	D33854 UNIFORM ALLOW JULY-DEC 98	100.00

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D89504	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH PAINE, CINDY	UNIFORM ALLOW JULY-DEC 98	40.00
D89505	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH PEMBERTON JAN	UNIFORM ALLOW JULY-DEC 98	80.00
D89506	103	178 00	GEN SUPPORT	TRANS-SPECIAL EDU RADFORD, CAROL	UNIFORM ALLOW JULY-DEC 98	100.00
D89507	103	178 00	GEN SUPPORT	TRANS-SPECIAL EDU REHM, SALLY	UNIFORM ALLOW JULY-DEC 98	60.00
D89508	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH RUIZ, ANNA V	UNIFORM ALLOW JULY-DEC 98	100.00
D89509	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH SIERRA, NICOLE	UNIFORM ALLOW JULY-DEC 98	80.00
D89510	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH SIERRA, PAMELA	UNIFORM ALLOW JULY-DEC 98	80.00
D89511	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH SOLIS, HIRAM	UNIFORM ALLOW JULY-DEC 98	20.00
D89512	103	178 00	GEN SUPPORT	TRANS-SPECIAL EDU SOLLOWS, KATHLEEN	UNIFORM ALLOW JULY-DEC 98	80.00
D89513	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH ST. LOUIS, JANET	UNIFORM ALLOW JULY-DEC 98	100.00
D89515	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH STEWART, DENISE J.	UNIFORM ALLOW JULY-DEC 98	100.00
D89516	103	178 00	GEN SUPPORT	TRANS-SPECIAL EDU STONES, RENEE	UNIFORM ALLOW JULY-DEC 98	80.00
D89517	103	178 00	GEN SUPPORT	TRANS-SPECIAL EDU SULLIVAN, LUCILLE A.	UNIFORM ALLOW JULY-DEC 98	100.00
D89518	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH TYSON, DEBRA	UNIFORM ALLOW JULY-DEC 98	80.00
D89519	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH WALTERS, VIRGINIA J.	UNIFORM ALLOW JULY-DEC 98	80.00
D89521	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH WIENCEK, SHANNON	UNIFORM ALLOW JULY-DEC 98	100.00
D89522	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH BERNHARD, TIMOTHY D.	UNIFORM ALLOW JULY-DEC 98	120.00
D89525	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH GREEN, RON	UNIFORM ALLOW JULY-DEC 98	120.00
D89527	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH MARTINEZ, GEORGE R.	UNIFORM ALLOW JULY-DEC 98	120.00
D89528	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH OLIVIER, JAMES C.	UNIFORM ALLOW JULY-DEC 98	120.00
D89529	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH RITCH, BRIAN	UNIFORM ALLOW JULY-DEC 98	120.00
D89530	103	178 00	GEN SUPPORT	TRANS-HOME TO SCH SARTOR, HENRY	UNIFORM ALLOW JULY-DEC 98	120.00

FUND TOTAL 4,378.72

TOTAL NUMBER OF DISBURSEMENTS 51

D89205 106 179 00 SCHOOL ADMINISTRATION ATENCIO, JACOBO 5.99

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
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REPORT OF PURCHASES
 11/14/98 - 12/04/98
 PURCHASES OVER \$1

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D89386	106	178 00	FINE ARTS ELEMENTARY MUSIC	KEATING, CLIFF	D33731 MILEAGE	29.4
D89391	106	197 00	SECURITY/ATHLETICS	TEXACO	D33736 GAS CHARGES FOR LAS VEGAS TRI	74.02
					FUND TOTAL	109.41
					TOTAL NUMBER OF DISBURSEMENTS	3
D88928	116	178 93	SB813 INSTRUCTIONAL MATERIAL	GARCIA, BARBARA	D33361 REFUND FOR SPANISH TEXTBOOK	21.45
D89379	116	178 97	SB813 INSTRUCTIONAL MATERIAL	PEREZ LEONILA	D33494 REFUND FOR BOOK	24.00
					FUND TOTAL	45.45
					TOTAL NUMBER OF DISBURSEMENTS	2
D88927	119	178 00	GENERAL SUPPORT, MAINTENANCE,	BANKCARD SERVICES	D33360 HOTEL REG & CAR RENTAL	324.13
D89549	119	178 00	GENERAL SUPPORT, MAINTENANCE	ALEXEN, CARL	UNIFORM ALLOW JULY-DEC 98	120.00
D89550	119	178 00	GENERAL SUPPORT, MAINTENANCE	BALDWIN, DAN	UNIFORM ALLOW JULY-DEC 98	120.00
D89551	119	178 00	GENERAL SUPPORT, MAINTENANCE	BANKS, JOHN	UNIFORM ALLOW JULY-DEC 98	120.00
D89552	119	178 00	GENERAL SUPPORT, MAINTENANCE	BEASON STEPHEN	UNIFORM ALLOW JULY- DEC 98	120.00
D89553	119	178 00	GENERAL SUPPORT, MAINTENANCE	CASTILLO, HUMBERTO	UNIFORM ALLOW JULY-DEC 98	120.00
D89554	119	178 00	GENERAL SUPPORT, MAINTENANCE	CASTILLO TRAVIS	UNIFORM ALLOW JULY-DEC 98	120.00
D89555	119	178 00	GENERAL SUPPORT, MAINTENANCE	CRAWFORD ROGER	UNIFORM ALLOW JULY-DEC 98	120.00
D89556	119	178 00	GENERAL SUPPORT, MAINTENANCE	DOWLING, TOM	UNIFORM ALLOW JULY-DEC 98	120.00
D89557	119	178 00	GENERAL SUPPORT, MAINTENANCE	DURAN, AL	UNIFORM ALLOW JULY-DEC 98	120.00
D89558	119	178 00	GENERAL SUPPORT, MAINTENANCE	FERRELL, RON	UNIFORM ALLOW JULY-DEC 98	120.00
D89559	119	178 00	GENERAL SUPPORT, MAINTENANCE	FOSTER, JOEL	UNIFORM ALLOW JULY-DEC 98	120.00
D89560	119	178 00	GENERAL SUPPORT, MAINTENANCE	MAREZ, PAUL	UNIFORM ALLOW JULY-DEC 98	120.00
D89561	119	178 00	GENERAL SUPPORT, MAINTENANCE	MORROW, BOB	UNIFORM ALLOW JULY-DEC 98	120.00

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

REPORT: APS/APS550/01
 RUN DATE: 12/07/98
 PAGE: 14

COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

11/14/98 - 12/04/98
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D89562	119	178 00	GENERAL SUPPORT, MAINTENANCE	MUMMERT, TOM	UNIFORM ALLOW JULY-DEC 98	120.00
D89563	119	178 00	GENERAL SUPPORT, MAINTENANCE	RAMIREZ, ED	UNIFORM ALLOW JULY-DEC 98	120.00
					FUND TOTAL	2,124.13
					TOTAL NUMBER OF DISBURSEMENTS	16
D89380	800	173 00	SELF-CONTAINED CLASSROOM	PARRA JUAN	D33496 REFUND FOR BOOK	15.00
D89640	800	194 00	GENERAL EDUCATION - ADULT	DRAKE DAMON	D33665 UNIFORM ALLOW	80.00
					FUND TOTAL	95.00
					TOTAL NUMBER OF DISBURSEMENTS	2
D89120	900	178 00	GENERAL SUPPORT DISTRICT ADMI	WARD NORTH AMERICA, INC.	D33088 PROF FEES	240.69
D89209	900	178 00	GENERAL SUPPORT DISTRICT ADMI	GARCIA NELLIE	D33393 PERSONAL LOSS	43.86
D89850	900	178 00	GENERAL SUPPORT DISTRICT ADMI	EVERARDO LOYO & PUENTE HILL	D33688 DAMAGE REIMB	2,487.95
					FUND TOTAL	2,772.50
					TOTAL NUMBER OF DISBURSEMENTS	3
303	DISBURSEMENTS OVER				\$1.00 FOR A TOTAL AMOUNT OF	450,556.05
0	DISBURSEMENT ORDERS UNDER				\$1.00 FOR A TOTAL AMOUNT OF	.00
303	DISBURSEMENT ORDERS				FOR A GRAND TOTAL OF	450,556.05
					TOTAL PURCHASES	855,533.59

Recommended for Approval:

Pam Dargatzis
 Director of Business Services

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JURUPA UNIFIED SCHOOL DISTRICT
APPROPRIATION TRANSFERS

January 4, 1999
Page 1 of 3

GENERAL FUND - FUND 100

Object	Description	Current Budget	Increase	Decrease	Revised Budget	Comments
0971	Appropriation for Contingencies	3,275,859		128,502	3,147,357	
1000	Certificated Salaries	37,803,995	5,681		37,809,676	(1)
2000	Classified Salaries	7,691,812	14,188		7,706,000	(1)
3000	Employee Benefits	9,906,532	1,777		9,908,309	(1)
4100	Textbooks	53,578		416	53,162	(2)
4300	Instructional Supplies	640,492	11,543		652,035	(2)
4500	Other Supplies	833,542		43,000	790,542	(3)
5100	Consultants	48,250	810		49,060	
5200	Travel and Conference Expenses	149,969	1,219		151,188	(2)
5500	Utilities & Housekeeping Services	1,951,350	6		1,951,356	(2)
5600	Rentals, Leases, and Repairs	300,403	5,200		305,603	(2)
5800	Other Services	1,226,176	8,691		1,234,867	(2)
6200	Building Improvements	0	5,000		5,000	(3)
6400	Equipment/Building Fixtures	317,064	58,085		375,149	(3, 4, 5, 6, 7)
6500	Equipment Replacement	50,281	1,800		52,081	(8)
	Total Fund 100	64,249,303			64,191,385	

TRANSPORTATION - FUND 103

Object	Description	Current Budget	Increase	Decrease	Revised Budget	Comments
2000	Classified Salaries	1,406,837		445	1,406,392	(1)
3000	Employee Benefits	435,123	5		435,128	(1)
5800	Other Services	737,102	440		737,542	(2)
	Total Fund 103	2,579,062			2,579,062	

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LOTTERY - FUND 106

Object	Description	Current Budget	Increase	Decrease	Revised Budget	Comments
0971	Contingencies	471,148		617	470,531	(2)
4300	Instructional Supplies	39,760	617		40,377	(2)
	Total Fund 106	510,908			510,908	

CLASS SIZE REDUCTION - FUND 107

Object	Description	Current Budget	Increase	Decrease	Revised Budget	Comments
4100	Textbooks	0	33,837		33,837	(9)
6400	Equipment/Building Fixtures	67,000	9,424		76,424	(10)
	Total Fund 107	67,000			110,261	

MAINTENANCE - FUND 119

Object	Description	Current Budget	Increase	Decrease	Revised Budget	Comments
5600	Rentals, Leases and Repairs	98,153	14,657		112,810	(2)
	Total Fund 119	98,153			112,810	

ADULT EDUCATION - FUND 800


Object	Description	Current Budget	Increase	Decrease	Revised Budget	Comments
0971		383,539		19,655	363,884	
2000	Classified Salaries	31,965	4,104		36,069	(1)
3000	Employee Benefits	12,099	2,817		14,916	(1)
4300	Instructional Supplies	3,335		80	3,255	(2)
5200	Travel & Conference Expenses	750	552		1,302	(2)
5800	Other Services	16,130	7,035		23,165	(11)
6100	Site & Improvement of Sites	0	1,130		1,130	(11)
6200	Building Improvement	33,025	2,065		35,090	(11)
6400	Equipment/Building Fixtures	5,000	2,032		7,032	(11)
	Total Fund 800	485,843			485,843	

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Comments:

- (1) Salary Adjustments
- (2) Includes small dollar amount to match appropriation needs with program needs
- (3) Technology Grant Inter Program Transfer
- (4) Phone System (JMS)
- (5) Computer (MLMS)
- (6) Pool Chemistry Controller (RHS)
- (7) 2-computers (Purchasing)
- (8) 1-computer (SS)
- (9) CSR Textbooks
- (10) Equipment CSR
- (11) New Portable Costs

Recommended Approval: _____


Director of Business Services

Jurupa Unified School District

1998/1999 AGREEMENTS

AGREEMENT NUMBER	CONTRACTOR	AMOUNT	FUND/PROGRAM TO BE CHARGED	PURPOSE
99-1 99-1-RRR	<i>Consultant or Personal Service Agreements</i> Imperial Knights	\$1,000.00	SIP	Drug abuse prevention assembly for students of Ina Arbuckle Elementary School.
99-1-SSS	Paul & Carla Roberts	\$450.00	SIP	Assembly on "A World of Music" for students of Ina Arbuckle Elementary School.
99-1-TTT	Dr. Reba Page	\$3,600.00	Staff Development	Prepare ethnographic study for WASC report for area entitled "Powerful Teaching and Learning" and report findings at staff inservice at Rubidoux High School.
99-1-UUU	Buckaroo Farms Pony Rides and Petting Zoo	\$250.00	PTA	Farm fun day for students of Sky Country Elementary School.
99-1-VVV	Imagination Machine	\$510.00 Travel NTE \$40.00	Title I	Writing workshop on "Who, What, Where" for students of West Riverside Elementary School.
99-1-WWW	Imagination Machine	\$585.00 Travel NTE \$40.00	SIP	Performance of student writings for students of Pedley Elementary School.
99-2	<i>Interdistrict Attendance Agreements</i>			
99-2-C	Mountain Empire Unified School District	NA	NA	9/1/98 - 6/30/99
99-2-D	Claremont Unified School District	NA	NA	9/1/98 - 6/30/03

Riverside County Schools Agreements

99-3				
99-3-G	NeTel SchoolNet Student System - Memorandum of Understanding	As per fee schedule	Centralized Data Processing	1998 - Ongoing
99-8	<i>Other Agreements</i>			
99-8-M	California Department of Education	NA	NA	Preschool program for 1998/1999.

The Assistant Superintendent Business Services will have copies of agreements available for review by the Board.

RE/dc

11/4/99

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Jurupa Unified School District

RESOLUTION #99/11, AUTHORIZATION TO CONDUCT SURPLUS SALE

WHEREAS, Education Code Section 39520, 39512, and 39521 allows for disposition of surplus personal property, and,

WHEREAS, The Board of Education has declared the obsolete District property at the District Warehouse, 4740 Pedley Road, surplus; and,

WHEREAS, in past sales, some property has remained unsold;

NOW THEREFORE BE IT RESOLVED, that pursuant to Education Code Section 39512, 39520, 39521 and 39522, the Director of Purchasing is empowered to sell the property to the highest bidder in a public sale and then to sell any remaining property at private sale and deposit funds from both sales in the account of the Jurupa Unified School District; and,

THEREFORE BE IT RESOLVED, that if any property remains from the private sale, it will be disposed of at the discretion of the Director of Purchasing, either by subsequent private sale, donation to a charitable organization, or disposal at a local public dump pursuant to Education Code Section 39521.

Passed and adopted this 4th day of January, 1999.

BOARD OF EDUCATION

Carolyn Adams
Clerk of the Board

Date

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
1 each	#265673	Apple 2E Computer - Model #A2S52064
1 each	#386002275/025198	Infiniti Systems - CPU Model #38625
1 each	TF3311XC00940/508G	Apple Imagewriter - Model #G0010
1 each	AHE006462/025203	Citizen 24 W Printr - Model #AH50M01
1 each	E7445PLAZS2128	Apple Ile Computer - Model #AZS2128
1 each	3247A76609/025815	HP Desk Jet 550C - Model C2121A
1 each	CY3152ML0B7/50165	Apple Color Monitor - Model M1595LLA
1 each	F944FEN502/024171	Computer - Model M5011
1 each	KAM11198060/025201	Infiniti Monitor -Model IN84283V
1 each	T083433/039089	Apple Color Monitor - Model AZM6021
1 each	12483181/025197	Computer Keyboard - Model RT101
1 each	806931/024868	Son6 Ext. CD Rom - Model CDW-620H0
1 each	E125355M0442LL-A/025181	Apple LC CPU - Model - M0350
1 each	#025206	Z-NIX Inc. Mouse
1 each	#C-35803	Buhl Overhead Projector - Model 90ED
1 each		Table
3 each		Office Chairs - Brown
3 each		AV Carts
1 each		Brother EM511 Typewriter
1 each	A61939062	Model 511 Brother
1 each	00008002/018945	Apple Monitor - Model A2M6017
1 each	E6474FHA2S2128	Apple Ile Computer - A2S2128
1 each	214809/003802	Apple Monitor - Model A3M0039
2 each		2 Drawer File Boxes

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
3 each		2 Roll Rodex Files
1 each	073618/026093	Xerox 630 Memorywriter - Model X080
1 each	KFA2509197	Panasonic Tabletop Copier-Model FP-1520
1 each	618800	Audiotronics Record Player
1 each	038049	3M Thermo Fax
1 each	020023	Standard Ditto Machine-Model #8520
1 each	MY413259427/51109	Apple MAC LC 575 - Model M1640
1 each	OH618662 - 022580	Canon 7550 Copier
25 each	Assorted Sizes, Plastic	Chairs - #41848
1 each	232202498/026010	IBM PS Note LapTop Computer
1 each	US4B81H179/026663	H.P. DeskJet - Model C2162A - 540
1 each	SG152HN5D22/025638	Apple MacClassic II, Model M4150
1 each	202-6933319	Emerson VHS VCR - Model VCR951A
1 each	S/N #M27002243/50051	Zenith VCR - Model VR221800
1 each	41221384/016417	Zenith VCR - Model VR2000
1 each	47221853/51142	Sharp Fax & Answering Machine-Model ALA-254
1 each	0632710/018985	ImageWriter II Printer - Model #A9M0310
1 each	D420MMSA2S2064	Apple Ile Computer - Model #A2S2064
1 each	309884	Apple Printer - Model A9M0303
1 each	0154006/022633	Apple Ile Monitor - Model #A2M6017
1 each	69473	EIKI Projector - Model #560
1 each	68572	EIKI Projector - Model #560
1 each	69476	EIKI Projector - Model #560
1 each	1160030/036191	DuKane Film Strip Projector-Model #28A81A

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
1 each	1159785/036192	
1 each	RGCO 8678/003970	Refrigerator - Westinghouse
1 each	RGCO 8746/003972	
1 each	73010642	Zenith Model #VR4156 VCR
1 each	3310S43269/50073	HP Deskwriter - Model C2279A
1 each	3BBHB025390	Panasonic KX-F230-Therma Fax Machine
1 each	M140100593/026276	Hi-Com Monitor-Model #SHC14V1
1 each	3B19421/026277	Premio "Compu-Trend" CPU (IBM Clone)
1 each	9311-034357/026278	Mitsumi Electric Co. Keyboard #KPQ-E99XC
1 each	01556/036096	Apple Monitor-Model A2M2010
1 each	1765537/036227	Apple Disk Drive 2-Model A21M0003
1 each	1100506/036095	
1 each	632922/016282	Sharp 25" TV - Model #25KT15
1 each	07826557	Commodor Monitor - Model #1701
1 each	0A50177822	Epson IX810 Printer
1 each	1457372/009143	Apple Disk Drive - Model A2M0003
1 each	D521D6VA2S2064	Apple IIe Computer-Model #A2S2064
1 each	3013070001	Star Printer -Model GMMI10X
1 each	3738469	NEC Color Monitor - Model JC1215MA
1 each	0131499/022222	Apple Monitor - Model #A2M6017
1 each	30032488	Gemmi 10X Printer
1 each	3014170196/038040	Star Memorix Gemini .10 Printer
1 each	010212	O'Keef & Merritt Electric Stove

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
1 each	010213	
1 each	010216	Gas Stove
1 each	010218	Magic Chef Gas Stove
1 each	4455708	IBM Selectric Typewriter
1 each	27-670593-5332195/003353	IBM Correcting Selectric III Typewriter
1 each	006635	Philco Refrigerator
1 each	FP1-16B-JTQ	Frigidare
1 each	3454693456	Unisys Laser Printer
1 each	60165	Ronco Ditto Machine - Model L-330
1 each	608838/009222	3M Therma Fax Model 45FGA
1 each	9-0307359J	Hitachi Sound Projector - SPR-771
1 each	5240152	IBM Selectric Typewriter
1 each	1001949	Sony CFD-V35 CD Boom Box
1 each	CY3262C2Y0B7/50490	Apple Basic Color Monitor #M1595LLA
1 each	KF0096/018824	Califone Tape Recorder - Model #3130
1 each	808225/012739	Audiotronics Tuterette - Model 800
1 each	470049	Audiotronics Cassette - Model 244
1 each	AG1596/036976	Califone Tape Recorder - Model 3130
1 each	347125	Panasonic Tape Recorder - Model RQ2103
1 each	346586	
1 each	J51632045/039018	Brother Typewriter - Model EM-511
1 each	A2S2-188258/025246	Apple IIe Computer - Model A2S1048
1 each	D450J25A2S2064	Apple IIe Computer -Model A2S2064
1 each	A2S218728/05244	Apple IIe Computer - Model 11040B

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
1 each	10055007 LTA1783/011236	Texas Instrument Computer-Model PHC004A
1 each	01551/011214	Apple Monitor - Model A2M2010
1 each	0283710/011224	Apple Monitor - Model A2M2010
1 each	0897827/016996	Apple Monitor - Model A2M2010
1 each	0254534/011223	Apple Monitor - Model A2M2010
1 each	0343889/025256	Apple Monitor - Model A2M2010
1 each	0989422/018453	Apple Monitor - Model A2M2010
1 each	T177259/039814	Apple Color Monitor Iie-Model A2M6021
1 each	P5599840/016955	Commodore 64 Computer - Model 64
1 each	JA1245609/036921	Commodore Foppy Drive - Model 1541
1 each	15027952	Sharp Compact Adding Machine-Model CS-1181
1 each	080350501617/ID#016422	Star Printer - Model SG-10C
1 each	1397295/ID#017864	Commodore Monitor - Model 1702
1 each	TDKAAD35805	Panosonic Printer - Model KX-P10921
1 each	12774-8525	VCR - Model 56453072451
1 each	2728A15319	HP Paint Jet Printer - Model 3630A
1 each	0MA81001049	Leading Edge Monitor - Model DR-1240
1 each	1337729/ID#025257	NEC Monitor - Model JB-1201M
1 each	66-0044941/ID#036144	Olympia Typewriter
1 each	80923296	Leading Edge Computer
1 each	1401278/ID#025270	Apple Disk Drive - Model #A2M0003
1 each	577924/ID#025271	Apple Disk Drive - Model #A2M0003
1 each	611908/ID#008261	Apple Disk Drive - Model #A2M0003
1 each	594992/ID#025264	Apple Disk Drive - Model #A2M0003

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
1 each	1615925/ID#011228	Apple Disk Drive - Model #A2M0003
1 each	80700804	Leading Edge Keyboard - Model DC-2014
1 each	H81481540/ID#024193	Brother Typewriter - Model EM-750
1 each	813/016825	True Date Micro Mark II
1 each	889/ID#039059	True Date Micro Mark II
1 each	524/ID#011216	True Date Mac Mark I
2 each		Chart Rack
1 each		Teacher Desk
1 each	C40-128849	Xerox Copier - Model 1048
1 each		World Globe on Stand
1 each		World Globe without Stand
1 each		Gray Desk Chair
1 each	0212674	Apple Monitor - Model A2M210
1 each	274035	Apple Printer - Model A9M0303
1 each	10822	Apple IIe Computer - Model A2S2064
1 each	265171308	IBM Selectric II Typewriter
1 each	26-2828669	IBM Selectric II Typewriter
1 each	26-3657277	IBM Selectric II Typewriter
1 each	21-929340	IBM Selectric II Typewriter
1 each		Boston Electric Pencil Sharpener
2 each	040066/ID #016743	Windmaker Fan - 17" Classroom
1 each		Computer Cart
1 each		Blue AV Cart
1 each	ID #025453	Nurses Scale - Kilo Powered

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
1 set	9 piece (Choral Shell)	Wenger Acoustical Shell
1 set	9 Section	Wenger Stage w/Rail, Steps & Cart
1 set	8 Section Stage	w/Cart
181 each		12" Student Chairs
1 each	039861/ID #012455	Apple Keyboard
1 each	50141/AP308170	Apple Keyboard
1 each	025046/040436	Apple Keyboard
1 each	50139/AP3081E5	Apple Keyboard
1 each	100-1860	Zenith Keyboard
1 each	2GS-024566/E9411SZ8A0012	Apple Computer
1 each		Apple Two Plus Computer
1 each	002769	Vision Tester
1 each	039740/07036	Apple Sheet Feeder
1 each	FKN61231	Apple Laser Writer
1 each	018324/892	Mirce Mark 2
1 each	N-1551	Scantron
1 each	319392	Dukane Projector
1 each		Spot Light
1 each		Xylaphone
1 each	006059	Auto Harp
1 each	7WX-0248-62/928AD058414	Zenith Data System
1 each	15822-84/JH10330	Canon NP155 Copier
2 each	015242-015241/49702-88	Canon NP3725 Copier
1 each	015244/JBG07642	Canon F21971 Copier

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
1 each	006046/646767	Wurlitzer Paino
1 each	036524/0653360	Apple Printer Image Writer II
1 each	0071966	Apple Printer Image Writer II
1 each	025042/TF12LOYO	Apple Printer Image Writer II
1 each	024582/TF0070YV	Apple Printer Image Writer II
1 each	036521/0649445	Apple Printer Image Writer II
1 each	024581/TF0070YH	Apple Printer Image Writer II
1 each	0649403	Apple Printer Image Writer II
1 each	039742/1184968	Apple Printer Image Writer II
1 each	022978/1939621	Apple Printer Image Writer II
1 each	036523/0653353	Apple Printer Image Writer II
1 each	036518/0648398	Apple Printer Image Writer II
1 each	039995/1257705	Apple Printer Image Writer II
1 each	037000/0910944	Apple Printer Image Writer II
1 each	039999/1258709	Apple Printer Image Writer II
1 each	036517/0657732	Apple Printer Image Writer II
1 each	021656/1255738	Apple Printer Image Writer II
1 each	018469/0394257	Apple Printer Image Writer II
1 each	039764/1184965	Apple Printer Image Writer II
1 each	016911/0075612	Apple Printer Image Writer II
1 each	024600/TF0101BF	Apple Printer Image Writer II
1 each	042798/06437	Apple Printer Image Writer II
1 each	042211	Apple Printer Image Writer II
1 each	005889	Apple Printer Image Writer II

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
1 each	042577	Apple Printer Image Writer II
1 each	036105	Apple Printer Image Writer II
1 each	ASP1000	Alps Printer
1 each	011062	IBM Typewriter
1 each		IBM Typewriter
1 each	039864/T055472	Apple Monitor
1 each	ZEM-1390-Z	Zenith Monitor
1 each	0507408	Apple Monitor
1 each	025048/U1237229	Apple Monitor
1 each	039865/TO56573	Apple Monitor
1 each	01550	Apple Monitor
1 each	3738339	NEC Monitor
1 each	018459/068939	Apple Monitor
1 each	004027/0283732	Apple Monitor
1 each	1954258	Apple Drive I
1 each	1941070	Apple Drive I
1 each	1954260	Apple Drive I
1 each	1954919	Apple Drive I
1 each	1954921	Apple Drive I
1 each	1941074	Apple Drive I
1 each	1954924	Apple Drive I
1 each	1941073	Apple Drive I
1 each	1954922	Apple Drive I
1 each	334231	Apple Drive I

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
1 each	1126663	Apple Drive I
1 each	1954262	Apple Drive I
1 each	1941077	Apple Drive I
1 each	1797330	Apple Drive I
1 each	005891/1617259	Apple Drive I
1 each	1734032	Apple Drive I
1 each	042294/1787378	Apple Drive I
1 each	KAC8513	Apple Unidisk
1 each	016941/KAC8514	Apple Unidisk
1 each	KAD0205	Apple Unidisk
1 each	016980/KAD8303	Apple Unidisk
1 each	017321/K360657	Apple Unidisk
1 each	016942/KAC8519	Apple Unidisk
1 each	017322/K185434	Apple Unidisk
1 each	S880E3U	Apple 3.5 Drive
1 each	024567/SS9361KX00J	Apple 3.5 Drive
1 each	039858/Y7A121Y	Apple 3.5 Drive
1 each	025043/SS1051N30QJ	Apple 3.5 Drive
1 each	039993/Y7BOSH2	Apple 3.5 Drive
1 each	024573/SS9361L400J	Apple 3.5 Drive
1 each	024568/KJT6882	Apple 5.25 Drive
1 each	039111/KFO2897	Apple 5.25 Drive
1 each	039101/KFO2867	Apple 5.25 Drive

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
1 each	039859/KFW3933	Apple 5.25 Drive
1 each	024574/KJT6883	Apple 5.25 Drive
1 each	02557/K127487	Apple 5.25 Drive
1 each	02703/K158888	Apple 5.25 Drive
1 each	025701/K158890	Apple 5.25 Drive
1 each	025036/KKN8711	Apple 5.25 Drive
1 each	KE24676	Apple 5.25 Drive
1 each	022971/KHT4962	Apple 5.25 Drive
1 each	022644/KHM0514	Apple 5.25 Drive
1 each	022645/KHM0513	Apple 5.25 Drive
1 each	036546/KE26627	Apple 5.25 Drive
1 each	K127488	Apple 5.25 Drive
1 each	K158889	Apple 5.25 Drive
1 each	03179	Apple Joysticks
1 each	039171	Apple Joysticks
1 each	039179	Apple Joysticks
1 each	039185	Apple Joysticks
1 each	039180	Apple Joysticks
1 each	039169	Apple Joysticks
1 each	039186	Apple Joysticks
1 each	039176	Apple Joysticks
1 each	039184	Apple Joysticks
1 each	039183	Apple Joysticks
1 each	039157	Apple Joysticks

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
1 each	039159	Apple Joysticks
1 each	039172	Apple Joysticks
1 each	039182	Apple Joysticks
1 each	039160	Apple Joysticks
7 each	No Form or I.D. Number	Apple Joysticks
1 each	039325/820574	IMED Overhead Projector
1 each	8861/608036	Visual Overhead Projector
1 each	036706/960779	Elmo Overhead Projector
1 each	003671/9043	Porta Scribe Overhead Projector
1 each	005760/921	Porta Scribe Overhead Projector
1 each	00057368	Wollensak Cassette Recorder
1 each	003721/25205535	Wollensak Cassette Recorder
1 each	003630	Centennial Cassette Recorder
1 each	472820	Audiotronics Cassette Recorder
1 each	003633	Centennial Cassette Recorder
1 each	10436-83	General Electric Cassette Recorder
1 each	003632	Centennial Cassette Recorder
1 each	003641/30803718	Sharp Cassette Recorder
1 each	005764	General Electric Cassette Recorder
1 each	003644/D109496	Concord Cassette Recorder
1 each	005763	General Electric Cassette Recorder
1 each	003621/30803507	Sharp Cassette Recorder
1 each	0253034	Bell & Howell Language Master
1 each	003652	Telex Listening Center

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
1 each	003651	Telex Listening Center
1 each	003648	Telex Listening Center
1 each	005774	Audiotronics Listening Center
1 each		Rheem Listening Center
1 each	005929	Listening Center
1 each	In a black case with no I.D.	Listening Center
1 each	003678/618728	Audiotronics Record Player
1 each	15463	Realistic Record Player
1 each	014256/8-877-2	Rheem Record Player
1 each	003682/759654	Audiotronics Record Player
1 each	003676/721976	Audiotronics Record Player
1 each	779764	Audiotronics Record Player
1 each	1420-7590	Rheem Record Player
1 each	004023/1410-07923	Rheem Record Player
1 each	317868	Audiotronics Record Player
1 each	003573/03604	Singer Film Strip Monitor
1 each	003698/03713	Singer Film Strip Monitor
1 each	04157	Singer Film Strip Monitor
1 each	003688/03541	Singer Film Strip Monitor
1 each	003690/03995	Singer Film Strip Monitor
1 each	005935/01708	Singer Film Strip Monitor
1 each	SM400	Graflex Slide Projector
1 each	003653/SM400	Singer Slide Projector
1 each	003628/SM400	Graflex Slide Projector

SURPLUS SALES ITEMS

Qty	Serial/Tag NO. and/or Size	Description
1 each	1595254	Dukane Slide Projector
1 each	005933/8644	Bell & Howell Film Strip Projector
1 each	6795	Graflex Film Strip Projector
1 each	005931 & 039635/33544	C.V.E. Film Strip Projector
1 each	47140-87/2010	Telex Film Strip Projector
1 each	005930/1115A14697	Singer Film Strip Projector
1 each		Singer Film Strip Projector
1 each		Keystone Film Strip Projector
1 each	005950/482213	Technicolor Film Strip Projector
1 each	1595265	Dukane Film Strip Projector
1 each	003629	Singer Film Strip Projector

PROMOTION/ACCELERATION/RETENTION

The Board of Education expects students to progress through a grade within one school year. To accomplish this, classroom instruction should accommodate the varying interests and growth patterns of individual students and include strategies to assist pupils to attain acceptable levels of academic achievement.

Students shall progress through the grade levels by demonstrating growth in learning and meeting adopted grade-level standards. Progress toward high school graduation shall be based on the student's ability to pass the subjects necessary to earn the required number of credits. The student must also meet the minimum proficiency requirements set by the Board.

Acceleration

When high academic achievement is evident the Superintendent or designee may recommend a student for acceleration into a higher grade level. When making a determination to accelerate a student, the student's social and emotional growth shall be taken into consideration.

Retention

As early as possible in the school year and in a students' school career, the Principal or designee shall identify students at each grade level who are at risk of being retained in accordance with law, Board policy, and administrative regulation. When a student is identified as at risk of retention, parental notification shall be provided.

The following criteria shall be used for identification and decision making regarding retention of students:

Students shall be identified on the basis of (a) grades and other indicators of academic achievement including District criterion-referenced tests and teacher direct assessments; (b) physical, social, and emotional factors; and (c) teacher, principal, and/or parent recommendations. Such identification at grades 2 and 3 shall be based primarily on the level of the pupil's proficiency in reading, English language arts, and mathematics.

Promotion or retention decisions for students performing below the minimum standards for promotion shall be based on a written recommendation by a teacher(s) outlining the rationale for the decision and its appropriateness for a particular student. At the middle grades, such decisions shall be based primarily on the recommendations of the language arts and mathematics teachers. Recommendation shall include suggestions for interventions that, in the opinion of the teacher, are necessary to assist the pupil to attain acceptable levels of academic achievement.

The teacher(s') written recommendation shall be provided and discussed with the parent(s) or guardian and the school principal before any final determination is made for promotion or retention.

When a student is recommended for retention or is identified as being at risk of retention, the Principal or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include but are not limited to tutorial programs, after-school programs, and/or summer school programs.

If the teacher(s') recommendation to promote is contingent upon the pupil's participation in summer school or another interim session remediation program, the pupil's academic performance shall be reassessed at the end of the summer school or remediation program. After such reassessment, a decision shall be made to retain or promote.

Promotion or retention decisions may be appealed to the Assistant Superintendent of Education Services or designee. It shall be the burden of the appealing party to show why the decision should not be upheld. If the appeal is not sustained, an appeal may be made to the Superintendent. The Superintendent's decision is final.

Legal References:

EDUCATION CODE

37252-37253

46300

48011

48070-48070.5

48431.6

51215

51216

51217

51218

56345

60641-60647

60648

Adopted:



Jurupa Unified School District

NON-ROUTINE STUDENT FIELD TRIP/EXCURSION - REQUEST FOR APPROVAL

DATE(S): February 25, 1999

LOCATION: Orange County Marine Institute, Dana Point Harbor, CA

TYPE OF ACTIVITY: Educational Field Trip

PURPOSE/OBJECTIVE: Culmination of Oceanography Science Unit

NAMES OF ADULT SUPERVISORS (Note job title: principal, volunteer, etc.) _____

Mr. Brian Long, Teacher; Mrs. Lorraine Schweizer, Teacher; Mrs. Amy Weidman, Teacher

EXPENSES:	Transportation	\$ <u>220.00</u>	Number of Students <u>80</u>
	Lodging	\$ _____	
	Meals	\$ _____	
	All Other (admission)	\$ <u>1826.00</u>	(80 students + 3 adults)
	TOTAL EXPENSE	\$ <u>2046.00</u>	Cost Per Student <u>22.00</u> (Total Cost ÷ # of Students)

INCOME: List All Income By Source and Indicate Amount Now on Hand:


Source	Expected Income	Income Now On Hand
<u>PTA (bus)</u>	<u>220.00</u>	_____
<u>Sixth Grade Booster Club (admission)</u>	<u>1826.00</u>	_____
TOTAL:	\$ <u>2046.00</u>	_____

Arrangements for Transportation: District School Bus

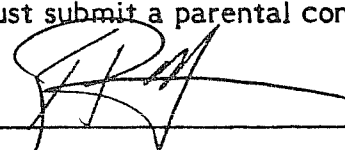
Arrangements for Accommodations and Meals: Students will bring a sack lunch.

Planned Disposition of Unexpended Funds: _____

I hereby certify that all other requirements of District regulations will be complete and on file in the District Office ten days prior to departure.

Signature:  (Instructor) Date: 11/16/98 School: Mission Bell

All persons making the field trip shall be determined to have waived all claims against the District, the teachers, and the Board of Education for injury, accident, illness, or death occurring during or by reason of the field trip. All adult volunteers taking out-of-state field trips shall sign a statement waiving such claims. All student participants must submit a parental consent for medical and dental care and waiver of liability form.

Approvals: Principal:  Date: 11/16/98
Date approved by the Board of Education _____ Date: _____

Distribution: White copy to Assistant Superintendent Education Services
Yellow copy to Originator
Pink copy to Principal

(A-9)

NON-ROUTINE STUDENT FIELD TRIP/EXCURSION - REQUEST FOR APPROVAL

DATE(S): May 13, 1999LOCATION: Sea World, San Diego, CATYPE OF ACTIVITY: Educational Field TripPURPOSE/OBJECTIVE: Study of Marine Life

NAMES OF ADULT SUPERVISORS (Note job title: principal, volunteer, etc.)

Mr. Brian Long, Teacher; Mrs. Lorraine Schweizer, Teacher; Mrs. Amy Weidman, Teacher

EXPENSES:	Transportation	\$ 335.00	Number of Students	<u>80</u>
	Lodging	\$		
	Meals	\$		
	All Other (admission)	\$ 1336.30	(80 students + 3 adults)	
	TOTAL EXPENSE	\$ 1671.30	Cost Per Student	<u>16.10</u>
			(Total Cost ÷ # of Students)	


INCOME: List All Income By Source and Indicate Amount Now on Hand:

Source	Expected Income	Income Now On Hand
<u>PTA Donation (bus)</u>	<u>335.00</u>	
<u>Sixth Grade Booster Club (admission)</u>	<u>1336.30</u>	
TOTAL:	<u>\$ 1671.30</u>	

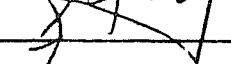
Arrangements for Transportation: District School BusArrangements for Accommodations and Meals: Students will bring a sack lunch

Planned Disposition of Unexpended Funds: _____

I hereby certify that all other requirements of District regulations will be complete and on file in the District Office ten days prior to departure.

Signature:  Date: 11/16/98 School: Mission Bell
(Instructor)

All persons making the field trip shall be determined to have waived all claims against the District, the teachers, and the Board of Education for injury, accident, illness, or death occurring during or by reason of the field trip. All adult volunteers taking out-of-state field trips shall sign a statement waiving such claims. All student participants must submit a parental consent for medical and dental care and waiver of liability form.

Approvals:	Principal: <u></u>	Date: <u>11/16/98</u>
	Date approved by the Board of Education	Date: _____

Distribution: White copy to Assistant Superintendent Education Services
 Yellow copy to Originator
 Pink copy to Principal

A-10

A-11

Resolution #99/16

January 1999

School Board Recognition Month

WHEREAS, an excellent public education system is vital to the quality of life for all California citizens and communities; and

WHEREAS, school board members are locally elected officials who provide educational leadership and respond to the needs of their communities based on varying local conditions; and

WHEREAS, school boards are the voice of their communities, serving the interests of students and preparing them for the future; and

WHEREAS, school board members must deal with complex educational and social issues and are dedicated to upholding public education policies and principles; and

WHEREAS, members of local school boards deserve recognition and thanks for their countless hours of service to the students of California's public schools;

NOW, THEREFORE, BE IT RESOLVED, that the Jurupa Unified School District Board of Trustees proclaims January, 1999 as School Board Recognition Month.

Passed and adopted by the Governing Board of Education at a regular meeting held on January 4, 1999.

BOARD OF EDUCATION

Sam D. Knight, Sr., President

John J. Chavez, Member

Carolyn A. Adams, Clerk

Ray E. Teagarden, Member

Mary L. Burns, Member

Benita B. Roberts, Superintendent

Resolution #99/17
Supporting School Site Libraries

WHEREAS, the Board of Education has placed a high priority on early literacy;
WHEREAS, the Board of Education recognizes that learning to read requires access to a rich array of books, magazines and other print and electronic media;
WHEREAS, the Board of Education is committed to providing students with an enriched, diverse and multicultural selection of reading material which exposes students to the brightest, most illuminating talents from all areas of the human experience;
WHEREAS, the Board of Education recognizes that not all children have equal access in their home or community environments to such material and media and that the public schools play a crucial role in providing all children with equitable opportunities to succeed;
WHEREAS, providing a rich reading environment for children in school is most cost-effectively done through school-site library media centers through which a wide range of books and materials are shared throughout the school, and through which research and reference materials, including those available on video, CD-ROM and over the Internet, are provided to support the curriculum of the school;
WHEREAS, school-site library media centers staffed with credentialed library media teachers contribute additional teaching space in the school where students learn to conduct research as well as strengthen their reading skills;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby adopts the goal of bringing the Jurupa Unified School District's school-site libraries up to the state average in terms of staffing, technology, books and other materials over the next five years;

BE IT FURTHER RESOLVED, that the Board of Education direct the Superintendent to establish an advisory committee for the purpose of making recommendations regarding potential funding mechanisms and collaboration opportunities with community-based organizations, foundations, government agencies and private industry in order to work toward these long-range goals for school-site libraries;

BE IT FURTHER RESOLVED, that the Board of Education direct the Superintendent to make it a priority to place at least one half-time credentialed library media teacher in every elementary school site and the alternative program, and at least one full-time credentialed library media teacher at every middle school and high school site and as soon as appropriate sources of funding can be identified.

Passed and adopted by the Governing Board of Education at a regular meeting held on January 4, 1999.

BOARD OF EDUCATION

Sam D. Knight, Sr., President

Carolyn A. Adams, Clerk

Mary L. Burns, Member

John J. Chavez, Member

Ray E. Teagarden, Member

Benita B. Roberts, Superintendent

C

UNIFORM COMPLAINT PROCEDURE

The Board of Education recognizes that the district has a primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level whenever possible.

Pursuant to California Code of Regulations, Title 5, Section 4610 et seq., the district shall follow this Uniform Complaint Procedure whenever a complaint is received alleging:

- unlawful discrimination based on, ethnic group identification, religion, age, sex, color or physical or mental disability in any program or activity which is state or federally funded; or
- failure to comply with requirements of Title II of the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973;
- failure to comply with the legal requirements pertaining to:
 - Adult Basic Education (Educ. Code sections 8500-8538, 52500-52616.6)
 - Consolidated Categorical Aid Programs (Educ. Code section 64000)
 - Migrant Education (Educ. Code sections 54440-54445)
 - Vocational Education (Educ. Code sections 52300-52480)
 - Child Care and Development programs (Educ. Code sections 8200-8493)
 - Child Nutrition programs (Educ. Code section 49490)
 - Special Education programs (Educ. Code sections 56000-56885, 59000-59300)

This Uniform Complaint Procedure does not apply to the following complaints which pursuant to Title 5, Section 4611 of the California Code of Regulations should be referred by the State Department of Education to the proper designated outside agency for investigation:

- Child abuse allegations (referred to County Department of Social Services ("DSS"), Child Protective Services or local law enforcement)
- Health and Safety in a Child Development Program (referred to DSS)
- Title IX (sex discrimination in educational programs receiving federal funds) complaints (referred to U.S. Office of Civil Rights ("OCR") unless a state discrimination law/regulation is at issue.
- Discrimination in Child Nutrition Programs (referred to U.S. Department of Agriculture, Food and Nutrition Service)
- Employment discrimination complaints (referred to California Department of Fair Employment and Housing ("DFEH"))

Although a complaint listed immediately above may be ultimately referred by the State Department of Education to the other stated agency appropriate for

enforcement, this State procedure does not in any way limit the District's ability to investigate such matters itself and attempt resolution in any manner deemed reasonable under the circumstances.

Accordingly, all complaints filed with the District under this Policy and Regulation will be completely investigated.

The Board prohibits retaliation in any form for the filing of any complaint, or the reporting of any type of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, work assignments, or other status within the district of the complainant.

The Board acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects these rights to the fullest extent possible.

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

The Board recognizes that a neutral mediator may, in some cases, facilitate an early solution agreeable to all parties in a dispute. The Superintendent or designee may initiate a mediation process before beginning a formal compliance investigation, provided that all parties to the complaint agree to try resolving the problem through such a process.

Legal Reference:

EDUCATION CODE
200-262.3
8200-8498
8500-8538
18100-18179
35146
35160
44670.1-44671.5
48985
49060-49079
49490-49560
51513
52000-52049.1
52160-52178
52300-52483
52500-52616.24
52800-52863
54000-54041
54100-54145
54400-54425
54440-54445
54460-54529
56000-56885
59000-59300

64000
GOVERNMENT CODE
54957-54597.8
CODE OF REGULATIONS, TITLE 5
3080
4600-4671
UNITED STATES CODE, TITLE 20
1221 et seq
1231g, 1681 et seq
3801
UNITED STATES CODE, TITLE 29
721, 761
UNITED STATES CODE, TITLE 42
2000c et seq
CODE OF FEDERAL REGULATIONS, TITLE 34
100.7(e)

Adopted 12/7/92
Revised

UNIFORM COMPLAINT PROCEDURES

Compliance Officer

The Board of Education designates the following compliance officers to receive and investigate Uniform Complaints and ensure district compliance with applicable law:

Section 504/Americans With Disabilities Act, Special Education, Title II complaints:

Administrator, Education Support Services
3924 Riverview Drive, Riverside, CA 92509
(909) 222-7718

Title IX and other complaints:

Director, Administrative Services
3924 Riverview Drive
Riverside, CA 92509
(909) 222-7831

Notifications

The Superintendent or designee shall ensure the notification requirements of the Code of Regulations, Title 5, Section 4622 are met, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies, and conditions under which a complaint may be submitted directly to the California Department of Education.

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632.

To the fullest extent possible, investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and the facts. (Title 5, Section 4630) The results of the investigation shall be communicated to the complaining party, accused employee, and if appropriate to others directly concerned on a need-to-know basis.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Filing a Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance with the compliance officer named above.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (Title 5, Section 4600)

Complaints alleging any form of unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to any form of unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4630)

Mediation

Upon receipt of a complaint, the district may offer the complainant the possibility of using mediation. If all parties agree to mediation, the district will make all arrangements for this process.

If the mediation process does not resolve the problem, or is deemed inappropriate due to the nature of the complaint, the compliance officer shall proceed with his/her investigation of the complaint.

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

Investigation of Complaint

The compliance officer shall hold an investigation meeting within five days of receiving the complaint or attempting to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative and the district's representatives to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (Title 5, Section 4631)

To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

Written Decision

Within 60 days of receiving the complaint, the compliance officer or designee shall prepare and send to the complainant a written decision on behalf of the district, including:

1. The findings and disposition with rationale reached concerning the complaint, including any corrective remedies if such are determined appropriate.
2. Notice of the complainant's right to appeal the district's decision to the California Department of Education, and the procedures to be followed for initiating such an appeal. All complainants have the right to appeal any district decision. Complainants may also avail themselves of appropriate civil remedies in the appropriate state or federal administrative agency or court.

Appeal to the Board

A complainant dissatisfied with the compliance officer's decision may, within five (5) days of the receipt of the findings/conclusions, file an appeal in writing with the Board of Education. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may also decide not to hear the complaint, in which case the decision of the compliance officer shall be the district's final written decision. If the Board hears the complaint, the compliance officer or designee shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant.

The Board's written decision shall be the District's final decision.

Appeals to the California Department of Education

A complainant dissatisfied with the district's decision, may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the State Superintendent of Public Instruction may grant an extension for filing appeals. (Title 5, Section 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision.

If a complainant is not satisfied with the District processing of a complaint of discrimination, the complainant may also seek remedies with the following other state or federal agencies which may have jurisdiction:

California Department of Fair Employment & Housing

Equal Employment Opportunity Commission

U.S. Department of Education - Office of Civil Rights

These agencies are listed in the white pages of the telephone book and the World Wide Web.

Adopted 9/21/92
Technical Change 7/20/94
Revised 4/3/95
Technical Change (Renumbering) 12/11/96
Revised



UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow this Uniform Complaint Procedure whenever a complaint is received alleging:

- unlawful discrimination based on race, sex, age or disability;
- sexual harassment/gender equity per Title IX;
- failure to comply with requirements of the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973;
- failure to comply with the legal requirements pertaining to:

- adult basic education
- consolidated categorical aid programs
- migrant education
- vocational education
- child care and development programs
- child nutrition programs
- special education programs

The Board prohibits retaliation in any form for the filing of any complaint, or the reporting of any type of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The identity of any complainant alleging discrimination shall be kept confidential as appropriate.

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

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. The Superintendent or designee may initiate a mediation process before beginning a formal compliance investigation, provided that all parties to the complaint agree to try resolving their problem through such a process.

Legal Reference:

EDUCATION CODE

200-262.3

8200-8498

8500-8538

18100-18179

35146

35160



CURRENT

Community Relations
Policy 1902
Page 2 of 2

44670.1-44671.5
48985
49060-49079
49490-49560
51513
52000-52049.1
52160-52178
52300-52483
52500-52616.24
52800-52863
54000-54041
54100-54145
54400-54425
54440-54445
54460-54529
56000-56885
59000-59300
64000
GOVERNMENT CODE
54957-54957.8
CODE OF REGULATIONS, TITLE 5
3080
4600-4671
UNITED STATES CODE, TITLE 20
1221 et seq
1231g, 1681 et seq
3801
UNITED STATES CODE, TITLE 29
721, 761
UNITED STATES CODE, TITLE 42
2000c et seq
CODE OF FEDERAL REGULATIONS, TITLE 34
100.7(e)

Adopted 9/21/92
Technical Change 7/20/94
Technical Change and renumbered 12/11/96



UNIFORM COMPLAINT PROCEDURES

Compliance Officer

The Board of Education designates the following compliance officer to receive and investigate complaints and ensure district compliance with law:

Administrator of Education Support Services/Title IX/Section
504/Americans With Disabilities Act Coordinator
3924 Riverview Drive, Riverside, CA 92509
(909) 222-7769

Notifications

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education.

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632.

Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and the facts. (Title 5, Section 4630)

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Filing a Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance with the compliance officer named above.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (Title 5, Section 4600)



UNIFORM COMPLAINT PROCEDURES

Complaints alleging any form of unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to any form of unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4630)

Mediation

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

If the mediation process does not resolve the problem, or is deemed inappropriate due to the nature of the complaint, the compliance officer shall proceed with his/her investigation of the complaint.

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

Investigation of Complaint

The compliance officer shall hold an investigation meeting within five days of receiving the complaint or attempting to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative and the district's representatives to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (Title 5, Section 4631)

To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

Written Decision

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, including:



UNIFORM COMPLAINT PROCEDURES

1. The findings of fact(s) and conclusions reached concerning the complaint and any corrective remedies if such are determined appropriate.
2. Notice of the complainant's right to appeal the findings of fact and conclusions to the California Department of Education, and the procedures to be followed for initiating such an appeal. All complainants have the right to appeal any finding of fact and conclusion. Procedures to be followed for initiating such an appeal, including appropriate civil law remedies, may be obtained from the compliance officer.

Appeal to the Board

If a complainant is dissatisfied with the compliance officer's findings of fact and conclusions, he/she may, within five days of the receipt of the findings/conclusions, file his/her complaint in writing with the Board of Education. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the decision of the compliance officer shall be the district's final written decision. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant.

Appeals to the California Department of Education

If a complainant is dissatisfied with the district's decision, he/she may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. (Title 5, Section 4652)

If dissatisfied with the California Department of Education's resolution of a complaint regarding a Chapter I program, the complainant may request its review by the U.S. Secretary of Education. (34 Code of Federal Regulations, 200.74).

Adopted 9/21/92

Technical Change 7/20/94

Revised 4/3/95

Technical Change (Renumbering) 12/11/96



-Revised-

Certificated Bargaining
Unit Members
Policy 4110
Page 1 of 2

SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5 and other federal and state laws, unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Examples of sexual harassment include, but are not limited to:

- a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
- b. Continuing to express sexual interest after being informed that the interest is unwelcome.
- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.

- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4110 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509.

The District assures that all complaints of harassment will be promptly, immediately, thoroughly, objectively and confidentially investigated to the fullest extent possible.

The District prohibits retaliation in any form for the filing of any complaint, or the reporting of any type of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status or work assignments of the complainant.

The District acknowledges and respects employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The results of the investigation will be communicated to the complaining employee, to the alleged harasser, and if appropriate to others directly concerned on a need-to-know basis.

Appropriate disciplinary action up to and including termination will be imposed for individuals found to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Legal Reference:

EDUCATION CODE

200-240

212.5

212.6

230

GOVERNMENT CODE

12900-12996

Labor Code

1101

1102.1

UNITED STATES CODE, TITLE 42

2000d-2000d-7

2000e-2000e-17

2000h-2000h-6

Adopted 12/7/92

Revised



SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

Sexual harassment of any person in the workplace by any District employee will not be tolerated. Employees who feel they are being subjected to sexual harassment should advise the District as soon as possible.

Appropriate disciplinary action up to and including termination will be imposed upon any employee who violates this policy.

Definition:

1. Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature which may occur in any of the following circumstances:
 - a. Submission is made either explicitly or implicitly as a term or condition of employment.
 - b. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - c. Such conduct has the potential to negatively affect an employee's work performance and/or create an intimidating, hostile or otherwise offensive working environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs or other activities available through the District.
2. For the purpose of further clarification, examples of sexual harassment include, but are not limited to:
 - a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome.

- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Informal Complaint Process

To accommodate the sensitive nature of sexual harassment complaints, an informal complaint process is provided for the primary purpose of resolving a complaint at the earliest possible date.

Employees who allege that they have been harassed should inform their supervisor or an appropriate management employee within a reasonable time following the incident (generally not to exceed 30 days). The complainant should contact his/her supervisor if a co-worker is alleged to have done the harassing. If the immediate supervisor is alleged to have done the harassing, the next highest level of management should be contacted. If an employee feels uncomfortable discussing a complaint with either of these persons, another manager or the District Assistant Superintendent, Personnel Services, may be contacted.

The complaining employee should make a factual written statement of his/her complaint. This statement shall be provided to the management employee receiving the complaint, who shall provide a factual summary of the complaint to the accused employee.

Once a complaint has been received, an immediate impartial investigation shall be conducted by the appropriate supervisor, manager, personnel office representative or qualified investigative designee. The investigator may request to interview the complaining party, the accused employee and any witnesses. The investigator shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred.

Based on the investigator's findings, the Assistant Superintendent of the division, or designee, to which the accused employee is assigned shall take and/or recommend appropriate action. The results of the investigation shall be communicated to the complaining party, accused employee, and if appropriate to others directly concerned on a need-to-know basis.

Confidentiality:

Efforts will be made to protect the privacy of all parties involved in a complaint. All information and records pertaining to complaints handled under this policy shall be kept confidential to the fullest extent possible under law.

Formal Complaint Process

Level I

1. A formal complaint should be submitted in writing on the form provided by the District (which may be supplemented by other documentation) to the complainant's immediate supervisor within a reasonable period (generally not to exceed 30 days) after the incident or within 10 days after the receipt of the written response at the informal level.
2. The written complaint should include: A) a complete description of the complaint; B) the names of any witnesses or other persons to be interviewed; C) any previous attempts at resolution; and, D) any remedy sought.
3. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
4. The administrator receiving a complaint will meet with the complainant and/or any other involved party prior to preparing the response.

Level II

1. Within ten (10) days of receiving the Level I determination, the complainant may appeal the Level I decision to the Assistant Superintendent, Personnel Services. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint will meet with the complainant and/or other involved parties prior to rendering a decision.

3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

Level III

1. Within ten (10) days of receiving the Level II determination, the complainant may file a written letter of appeal. The appeal should be addressed to the Board of Education and submitted through the Superintendent. Copies of all documents related to the appeal should be attached.
2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentation.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. To the fullest extent possible, all complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint, with the exception of a written reprimand or other counseling memoranda given to an accused employee, will be filed separately from the personnel files of the participants.
3. The time limits specified in these procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. A day is defined as a regular business day when the administrative offices at the Education Center are open.
5. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next highest level of management.
6. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically will proceed to the next level.

7. If the a complainant fails to complete a required act within the specified time, the complaint will be considered resolved at the highest level completed.
8. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
9. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.
10. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.
11. Any employee found to be in violation of any District policy, rule, or other directive or state or federal law may be subject to disciplinary action up to and including termination from employment. Violation of these policies may also expose the District, individual officer and/or employee to civil liability.

A complainant not satisfied with the District's processing of any complaint of discrimination or harassment may pursue one or more of the following state or federal agencies:

California Department of Fair Employment & Housing

U.S. Equal Employment Opportunity Commission

Local offices of these agencies are listed in the white pages of the telephone book and on the World Wide Web.

Extension of Time Requirements:

Time limits specified in the formal complaint procedure may be extended if an informal complaint was initiated within the applicable time limits for filing a formal complaint. In these instances, if the informal complaint is not resolved to the satisfaction of the employee, the time limits for filing a formal complaint should begin as of the date of response by the appropriate supervisor, manager, or personnel office representative.

If the employee did not initiate an informal complaint within the time limits of the formal complaint procedure, the District's personnel officer may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

Waiver of Informal Complaint Process:

Preliminary informal steps to resolve a complaint may, depending on circumstances of the complaint, be waived and the formal complaint initiated at an appropriate higher step in the process.

Adopted 12/7/92
Revised

CURRENT

Certificated Bargaining
Unit Members
Policy 4110

SEXUAL HARASSMENT

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4110 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509. Appropriate disciplinary action up to and including termination will be instituted for individuals proven to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Adopted 12/7/92

SEXUAL HARASSMENT

Sexual harassment of an employee by a supervisor, manager or co-worker will not be tolerated. The District wishes to be advised of any complaint alleging sexual harassment as soon as possible after it occurs.

Disciplinary action up to and including termination will be instituted for behavior described in the following definition of sexual harassment.

Definition:

1. Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature which occurs under any one of four circumstances:
 - a. Submission is made either explicitly or implicitly as a term or condition of employment.
 - b. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - c. Such conduct has the potential to affect an employee's work performance negatively and/or create an intimidating, hostile or otherwise offensive working environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs or other activities available.
2. For the purpose of further clarification, sexual harassment includes, but is not limited to:
 - a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
 - c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.

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SEXUAL HARASSMENT

Definition (Continued):

- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Informal Complaint Process:

To accommodate the sensitive nature of sexual harassment complaints, an informal complaint process is provided herein for the primary purpose of resolving a complaint at the earliest possible date.

An employee who believes that s/he has been harassed should inform his/her supervisor or an appropriate management employee within a reasonable number of hours of this incident (48 hours). The complainant should contact his/her supervisor if a co-worker is alleged to have done the harassing. If the immediate supervisor is alleged to have done the harassing, the next level of management should be contacted. As an alternative, the complainant may contact a management employee other than those indicated above.

The complaining employee should make a factual written statement of his/her complaint. This statement shall be provided to the management employee receiving the complaint, and to the accused employee.

Once a complaint has been received, an immediate impartial investigation shall be conducted by the appropriate supervisor, manager, personnel office representative or qualified investigative designee. The investigator should speak to the complaining party, the accused employee and all witnesses. The investigator shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred.

Based on the investigator's findings, the Assistant Superintendent of the division to which the accused employee is assigned shall take and/or recommend appropriate action. The results of the investigation shall be communicated to the complaining party.

Confidentiality:

Effort will be made to protect the privacy of parties involved in a complaint. All information and records pertaining to complaints handled under the informal Complaint Process shall be kept confidential.

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SEXUAL HARASSMENT

Formal Complaint Process:

The Individual Employee Complaint Procedure of the District (Policy 4211¹) is available for resolution of complaints alleging sexual harassment if the complaint is not resolved to the satisfaction of the employee in the above Informal Complaint Process.

Extension of Time Requirements:

Time limits specified in the formal complaint procedure may be extended if an informal complaint was initiated within the applicable time limits for filing a formal complaint. In these instances, if the informal complaint is not resolved to the satisfaction of the employee, the time limits for filing a formal complaint should begin as of the date of response by the appropriate supervisor, manager, or personnel office representative.

If the employee did not initiate an informal complaint within the time limits of the formal complaint procedure, the District's personnel officer may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

Waiver of Informal Complaint Process:

Preliminary informal steps to resolve a complaint may, depending on circumstances of the complaint, be waived and the formal complaint initiated at an appropriate higher step in the process.

PLEASE NOTE: Sexual harassment as defined above violates Title VII of the Civil Rights Act of 1964, the California Government Code, and regulatory guidelines of the Equal Employment Opportunity Commission, and the California Fair Employment and Housing Commission.

Violation of this policy shall generally constitute just and reasonable cause for discipline, up to and including termination.

Adopted 12/7/92



INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

PURPOSE

1. The purpose of this policy is to provide an effective means of resolving difficulties which may arise outside the scope of the collective bargaining agreement, to reduce potential problems and to establish and maintain two-way channels of communication between the administration and employees of the District.
2. This Complaint Procedure is based upon the premise that both the employee and the employer have a sincere desire for a fair and timely settlement, thereby eliminating the source of discontent. Emphasis should be on an early and equitable solution of a complaint to the mutual satisfaction of the concerned persons.
3. This Complaint Procedure is intended to be the exclusive District remedy for complaints that meet the definition stated below. If the employee has also filed the matter with an external governmental authority having jurisdiction, it shall be assumed that the employee has decided to seek remedy elsewhere. Such matters shall not be subject to this procedure concurrently, except as required by law.

DEFINITIONS

1. A complaint is an allegation that there has been a misinterpretation or inequitable application of a statute, policy, regulation, procedure or good practice. Complaints regarding sexual harassment should be pursued under the applicable district Sexual Harassment Investigation and Complaint Procedure.
2. An administrative representative, hereafter called "administrator," for purposes of this policy, is an employee designated by the Board of Education as in a Management/Leadership position.
3. Days shall mean days when the administrative offices at the Education Center are open.

PROCEDURE

Informal Level

The complainant should attempt informal resolution of a complaint in conference with the appropriate administrator prior to initiating a formal complaint. The complainant may request a written response at the time of the

informal conference. Such response should be received by the complainant within ten (10) days.

Formal Complaint Level I

1. The complainant may begin the complaint procedure at Level I.
2. A formal complaint should be submitted in writing on the form provided by the District (which may be supplemented by other documentation) to the complainant's immediate supervisor within ten (10) days (unless the complaint is regarding unlawful discrimination, in which case the complaint must be submitted within a reasonable time, generally not to exceed 30 days) after the incident or after the receipt of the written response at the informal level.
3. The written complaint shall include the following: A) a complete description of the complaint; B) the law, policy, regulation, procedure or good practice allegedly violated, misinterpreted or inequitably applied; C) the names of any witnesses; D) previous attempts at resolution; and, E) remedy sought.
4. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
5. The administrator receiving a complaint may meet with the complainant and/or any other involved party prior to preparing the response.

Level II

1. Within ten (10) days of receiving the Level I determination, the complainant may appeal to the appropriate Assistant Superintendent. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint may meet with the complainant and/or other involved parties prior to rendering a decision.
3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

Level III

1. Within ten (10) days of receiving the Level II determination, the complainant may file a written letter of appeal. The appeal should be addressed to the Board of Education and submitted through the

Superintendent. Copies of all documents related to the appeal should be attached.

2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentation.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. All complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint, with the exception of a written reprimand or other counseling memoranda given to an accused employee, will be filed separately from the personnel files of the participants.
3. The time limit specified in the procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next higher level of management.
5. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically proceeds to the next level.
6. If a complainant fails to complete a required act within the specified time, the complaint will be considered resolved at the highest level completed.
7. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
8. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.

9. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.

Legal Reference:

GOVERNMENT CODE

3543

53296

53297

53298

53298.5

Adopted 11/1/76

Revised 9/19/77

Readopted 1/2/90

Technical Change 10/28/91

Revised 2/3/97

Revised:



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INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

PURPOSE

1. The purpose of this policy is to provide an effective means of resolving difficulties which may arise outside the collective bargaining agreements, to reduce potential problems and to establish and maintain two-way channels of communication between the administration and employees of the District.
2. This Complaint Procedure is based upon the premise that both the employee and the employer have a sincere desire for a fair and timely settlement, thereby eliminating the source of discontent. Emphasis should be on an early and equitable solution of a complaint to the mutual satisfaction of the concerned persons.
3. This Complaint Procedure is intended to be the exclusive District remedy for complaints that meet the definition stated below. If the employee has also filed the matter with an external governmental authority having jurisdiction, it shall be assumed that the employee has decided to seek remedy elsewhere. Such matters shall not be subject to this procedure concurrently, except as required by law.

DEFINITIONS

1. A complaint is an allegation that there has been a misinterpretation or inequitable application of a statute, policy, regulation, good practice or procedure. Title IX and Section 504 of the Rehabilitation Act of 1973 should be considered included under this definition.
2. An administrative representative, hereafter called "administrator," for purposes of this policy, is an employee designated by the Board of Education as in a Management/Leadership position.
3. A complainant is an employee of the District, except designated management leadership representatives of the employer Board of Education, who wishes to resolve a complaint.
4. Days shall mean days when the administrative offices at the Education Center are open.

PROCEDURE

Informal Level

The complainant should attempt informal resolution of a complaint in conference with the appropriate administrator prior to initiating a formal complaint. The complainant

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INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Informal Level

may request a written response at the time of the informal conference. Such response should be received by the complainant within ten (10) days.

Formal Complaint Level I

1. The complainant may begin the complaint procedure at Level I.
2. A formal complaint should be submitted in writing on the form provided by the District to the complainant's immediate supervisor within ten (10) days after the incident or after the receipt of the written response at the informal level.
3. The written complaint shall include the following: A) a description of the complaint; B) the law, policy, regulation, procedure or good practice allegedly violated, misinterpreted or inequitably applied; C) any previous solutions attempted; and, D) remedies sought.
4. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
5. The administrator receiving a complaint may confer with the complainant and/or any other involved party prior to preparing the response.

Level II

1. The complainant may appeal the Level I decision within ten (10) days to the appropriate Assistant Superintendent. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint may confer with the complainant and/or other involved parties prior to rendering a decision.
3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Level III

1. The complainant may file a written letter of appeal of the Level II decision within ten (10) days. The appeal should be addressed to the Board of Education and submitted through the Superintendent. Copies of all documents related to the appeal should be attached.
2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentations.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. All complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint will be filed separately from the personnel files of the participants.
3. The time limit specified in the procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next higher level.
5. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically proceeds to the next level.
6. If the procedure is not completed within the specified time by the complainant, the complaint will be considered resolved at the highest level at which the procedure has been completed.

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Guidelines Applicable to all Complaints

7. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
8. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.
9. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.

Legal Reference:

GOVERNMENT CODE

3543

3543.1

53296

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Adopted 11/1/76

Revised 9/19/77

Readopted 1/2/90

Technical Change 10/28/91

Revised 2/3/97



-Revised-

Classified Bargaining
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SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5 and other federal and state laws, unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Examples of sexual harassment include, but are not limited to:

- a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
- b. Continuing to express sexual interest after being informed that the interest is unwelcome.
- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.

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- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4110 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509.

The District assures that all complaints of harassment will be promptly, immediately, thoroughly, objectively and confidentially investigated to the fullest extent possible.

The District prohibits retaliation in any form for the filing of any complaint, or the reporting of any type of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status or work assignments of the complainant.

The District acknowledges and respects employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The results of the investigation will be communicated to the complaining employee, to the alleged harasser, and if appropriate to others directly concerned on a need-to-know basis.

Appropriate disciplinary action up to and including termination will be imposed for individuals found to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Legal Reference:

EDUCATION CODE

200-240

212.5

212.6

230

GOVERNMENT CODE

12900-12996

Labor Code

1101

1102.1

UNITED STATES CODE, TITLE 42

2000d-2000d-7

2000e-2000e-17

2000h-2000h-6

Adopted 12/7/92

Revised



SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

Sexual harassment of any person in the workplace by any District employee will not be tolerated. Employees who feel they are being subjected to sexual harassment should advise the District as soon as possible.

Appropriate disciplinary action up to and including termination will be imposed upon any employee who violates this policy.

Definition:

1. Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature which may occur in any of the following circumstances:
 - a. Submission is made either explicitly or implicitly as a term or condition of employment.
 - b. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - c. Such conduct has the potential to negatively affect an employee's work performance and/or create an intimidating, hostile or otherwise offensive working environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs or other activities available through the District.
2. For the purpose of further clarification, examples of sexual harassment include, but are not limited to:
 - a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome.

- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Informal Complaint Process

To accommodate the sensitive nature of sexual harassment complaints, an informal complaint process is provided for the primary purpose of resolving a complaint at the earliest possible date.

Employees who allege that they have been harassed should inform their supervisor or an appropriate management employee within a reasonable time following the incident (generally not to exceed 30 days): The complainant should contact his/her supervisor if a co-worker is alleged to have done the harassing. If the immediate supervisor is alleged to have done the harassing, the next highest level of management should be contacted. If an employee feels uncomfortable discussing a complaint with either of these persons, another manager or the District Assistant Superintendent, Personnel Services, may be contacted.

The complaining employee should make a factual written statement of his/her complaint. This statement shall be provided to the management employee receiving the complaint, who shall provide a factual summary of the complaint to the accused employee.

Once a complaint has been received, an immediate impartial investigation shall be conducted by the appropriate supervisor, manager, personnel office representative or qualified investigative designee. The investigator may request to interview the complaining party, the accused employee and any witnesses. The investigator shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred.



Based on the investigator's findings, the Assistant Superintendent of the division, or designee, to which the accused employee is assigned shall take and/or recommend appropriate action. The results of the investigation shall be communicated to the complaining party, accused employee, and if appropriate to others directly concerned on a need-to-know basis.

Confidentiality:

Efforts will be made to protect the privacy of all parties involved in a complaint. All information and records pertaining to complaints handled under this policy shall be kept confidential to the fullest extent possible under law.

Formal Complaint Process

Level I

1. A formal complaint should be submitted in writing on the form provided by the District (which may be supplemented by other documentation) to the complainant's immediate supervisor within a reasonable period (generally not to exceed 30 days) after the incident or within 10 days after the receipt of the written response at the informal level.
2. The written complaint should include: A) a complete description of the complaint; B) the names of any witnesses or other persons to be interviewed; C) any previous attempts at resolution; and, D) any remedy sought.
3. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
4. The administrator receiving a complaint will meet with the complainant and/or any other involved party prior to preparing the response.

Level II

1. Within ten (10) days of receiving the Level I determination, the complainant may appeal the Level I decision to the Assistant Superintendent, Personnel Services. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint will meet with the complainant and/or other involved parties prior to rendering a decision.

3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

Level III

1. Within ten (10) days of receiving the Level II determination, the complainant may file a written letter of appeal. The appeal should be addressed to the Board of Education and submitted through the Superintendent. Copies of all documents related to the appeal should be attached.
2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentation.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. To the fullest extent possible, all complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint, with the exception of a written reprimand or other counseling memoranda given to an accused employee, will be filed separately from the personnel files of the participants.
3. The time limits specified in these procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. A day is defined as a regular business day when the administrative offices at the Education Center are open.
5. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next highest level of management.
6. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically will proceed to the next level.

7. If the a complainant fails to complete a required act within the specified time, the complaint will be considered resolved at the highest level completed.
8. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
9. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.
10. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.
11. Any employee found to be in violation of any District policy, rule, or other directive or state or federal law may be subject to disciplinary action up to and including termination from employment. Violation of these policies may also expose the District, individual officer and/or employee to civil liability.

A complainant not satisfied with the District's processing of any complaint of discrimination or harassment may pursue one or more of the following state or federal agencies:

California Department of Fair Employment & Housing

U.S. Equal Employment Opportunity Commission

Local offices of these agencies are listed in the white pages of the telephone book and on the World Wide Web.

Extension of Time Requirements:

Time limits specified in the formal complaint procedure may be extended if an informal complaint was initiated within the applicable time limits for filing a formal complaint. In these instances, if the informal complaint is not resolved to the satisfaction of the employee, the time limits for filing a formal complaint should begin as of the date of response by the appropriate supervisor, manager, or personnel office representative.



If the employee did not initiate an informal complaint within the time limits of the formal complaint procedure, the District's personnel officer may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

Waiver of Informal Complaint Process:

Preliminary informal steps to resolve a complaint may, depending on circumstances of the complaint, be waived and the formal complaint initiated at an appropriate higher step in the process.

Adopted 12/7/92
Revised

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Classified Bargaining
Unit Members
Policy 4210

SEXUAL HARASSMENT

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4210 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509. Appropriate disciplinary action up to and including termination will be instituted for individuals proven to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Adopted 12/7/92

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INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

PURPOSE

1. The purpose of this policy is to provide an effective means of resolving difficulties which may arise outside the scope of the collective bargaining agreement, to reduce potential problems and to establish and maintain two-way channels of communication between the administration and employees of the District.
2. This Complaint Procedure is based upon the premise that both the employee and the employer have a sincere desire for a fair and timely settlement, thereby eliminating the source of discontent. Emphasis should be on an early and equitable solution of a complaint to the mutual satisfaction of the concerned persons.
3. This Complaint Procedure is intended to be the exclusive District remedy for complaints that meet the definition stated below. If the employee has also filed the matter with an external governmental authority having jurisdiction, it shall be assumed that the employee has decided to seek remedy elsewhere. Such matters shall not be subject to this procedure concurrently, except as required by law.

DEFINITIONS

1. A complaint is an allegation that there has been a misinterpretation or inequitable application of a statute, policy, regulation, procedure or good practice. Complaints regarding sexual harassment should be pursued under the applicable district Sexual Harassment Investigation and Complaint Procedure.
2. An administrative representative, hereafter called "administrator," for purposes of this policy, is an employee designated by the Board of Education as in a Management/Leadership position.
3. Days shall mean days when the administrative offices at the Education Center are open.

PROCEDURE

Informal Level

The complainant should attempt informal resolution of a complaint in conference with the appropriate administrator prior to initiating a formal complaint. The complainant may request a written response at the time of the

informal conference. Such response should be received by the complainant within ten (10) days.

Formal Complaint Level I

1. The complainant may begin the complaint procedure at Level I.
2. A formal complaint should be submitted in writing on the form provided by the District (which may be supplemented by other documentation) to the complainant's immediate supervisor within ten (10) days (unless the complaint is regarding unlawful discrimination, in which case the complaint must be submitted within a reasonable time, generally not to exceed 30 days) after the incident or after the receipt of the written response at the informal level.
3. The written complaint shall include the following: A) a complete description of the complaint; B) the law, policy, regulation, procedure or good practice allegedly violated, misinterpreted or inequitably applied; C) the names of any witnesses; D) previous attempts at resolution; and, E) remedy sought.
4. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
5. The administrator receiving a complaint may meet with the complainant and/or any other involved party prior to preparing the response.

Level II

1. Within ten (10) days of receiving the Level I determination, the complainant may appeal to the appropriate Assistant Superintendent. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint may meet with the complainant and/or other involved parties prior to rendering a decision.
3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

Level III

1. Within ten (10) days of receiving the Level II determination, the complainant may file a written letter of appeal. The appeal should be addressed to the Board of Education and submitted through the

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Superintendent. Copies of all documents related to the appeal should be attached.

2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentation.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. All complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint, with the exception of a written reprimand or other counseling memoranda given to an accused employee, will be filed separately from the personnel files of the participants.
3. The time limit specified in the procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next higher level of management.
5. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically proceeds to the next level.
6. If a complainant fails to complete a required act within the specified time, the complaint will be considered resolved at the highest level completed.
7. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
8. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.



9. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.

Legal Reference:

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Adopted 11/1/76

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Revised 2/3/97

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INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

PURPOSE

1. The purpose of this policy is to provide an effective means of resolving difficulties which may arise outside the collective bargaining agreements, to reduce potential problems and to establish and maintain two-way channels of communication between the administration and employees of the District.
2. This Complaint Procedure is based upon the premise that both the employee and the employer have a sincere desire for a fair and timely settlement, thereby eliminating the source of discontent. Emphasis should be on an early and equitable solution of a complaint to the mutual satisfaction of the concerned persons.
3. This Complaint Procedure is intended to be the exclusive District remedy for complaints that meet the definition stated below. If the employee has also filed the matter with an external governmental authority having jurisdiction, it shall be assumed that the employee has decided to seek remedy elsewhere. Such matters shall not be subject to this procedure concurrently, except as required by law.

DEFINITIONS

1. A complaint is an allegation that there has been a misinterpretation or inequitable application of a statute, policy, regulation, good practice or procedure. Title IX and Section 504 of the Rehabilitation Act of 1973 should be considered included under this definition.
2. An administrative representative, hereafter called "administrator," for purposes of this policy, is an employee designated by the Board of Education as in a Management/Leadership position.
3. A complainant is an employee of the District, except designated management leadership representatives of the employer Board of Education, who wishes to resolve a complaint.
4. Days shall mean days when the administrative offices at the Education Center are open.

PROCEDURE

Informal Level

The complainant should attempt informal resolution of a complaint in conference with the appropriate administrator prior to initiating a formal complaint. The complainant

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INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Informal Level

may request a written response at the time of the informal conference. Such response should be received by the complainant within ten (10) days.

Formal Complaint Level I

1. The complainant may begin the complaint procedure at Level I.
2. A formal complaint should be submitted in writing on the form provided by the District to the complainant's immediate supervisor within ten (10) days after the incident or after the receipt of the written response at the informal level.
3. The written complaint shall include the following: A) a description of the complaint; B) the law, policy, regulation, procedure or good practice allegedly violated, misinterpreted or inequitably applied; C) any previous solutions attempted; and, D) remedies sought.
4. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
5. The administrator receiving a complaint may confer with the complainant and/or any other involved party prior to preparing the response.

Level II

1. The complainant may appeal the Level I decision within ten (10) days to the appropriate Assistant Superintendent. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint may confer with the complainant and/or other involved parties prior to rendering a decision.
3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Level III

1. The complainant may file a written letter of appeal of the Level II decision within ten (10) days. The appeal should be addressed to the Board of Education and submitted through the Superintendent. Copies of all documents related to the appeal should be attached.
2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentations.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. All complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint will be filed separately from the personnel files of the participants.
3. The time limit specified in the procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next higher level.
5. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically proceeds to the next level.
6. If the procedure is not completed within the specified time by the complainant, the complaint will be considered resolved at the highest level at which the procedure has been completed.

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INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Guidelines Applicable to all Complaints

7. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
8. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.
9. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.

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Revised 2/3/97



SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5 and other federal and state laws, unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Examples of sexual harassment include, but are not limited to:

- a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
- b. Continuing to express sexual interest after being informed that the interest is unwelcome.
- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.

- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4110 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509.

The District assures that all complaints of harassment will be promptly, immediately, thoroughly, objectively and confidentially investigated to the fullest extent possible.

The District prohibits retaliation in any form for the filing of any complaint, or the reporting of any type of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status or work assignments of the complainant.

The District acknowledges and respects employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The results of the investigation will be communicated to the complaining employee, to the alleged harasser, and if appropriate to others directly concerned on a need-to-know basis.

Appropriate disciplinary action up to and including termination will be imposed for individuals found to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Legal Reference:

EDUCATION CODE
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212.5
212.6
230
GOVERNMENT CODE
12900-12996

Labor Code
1101
1102.1
UNITED STATES CODE, TITLE 42
2000d-2000d-7
2000e-2000e-17
2000h-2000h-6

Adopted 12/7/92
Revised

SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

Sexual harassment of any person in the workplace by any District employee will not be tolerated. Employees who feel they are being subjected to sexual harassment should advise the District as soon as possible.

Appropriate disciplinary action up to and including termination will be imposed upon any employee who violates this policy.

Definition:

1. Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature which may occur in any of the following circumstances:
 - a. Submission is made either explicitly or implicitly as a term or condition of employment.
 - b. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - c. Such conduct has the potential to negatively affect an employee's work performance and/or create an intimidating, hostile or otherwise offensive working environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs or other activities available through the District.
2. For the purpose of further clarification, examples of sexual harassment include, but are not limited to:
 - a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome.

- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Informal Complaint Process

To accommodate the sensitive nature of sexual harassment complaints, an informal complaint process is provided for the primary purpose of resolving a complaint at the earliest possible date.

Employees who allege that they have been harassed should inform their supervisor or an appropriate management employee within a reasonable time following the incident (generally not to exceed 30 days). The complainant should contact his/her supervisor if a co-worker is alleged to have done the harassing. If the immediate supervisor is alleged to have done the harassing, the next highest level of management should be contacted. If an employee feels uncomfortable discussing a complaint with either of these persons, another manager or the District Assistant Superintendent, Personnel Services, may be contacted.

The complaining employee should make a factual written statement of his/her complaint. This statement shall be provided to the management employee receiving the complaint, who shall provide a factual summary of the complaint to the accused employee.

Once a complaint has been received, an immediate impartial investigation shall be conducted by the appropriate supervisor, manager, personnel office representative or qualified investigative designee. The investigator may request to interview the complaining party, the accused employee and any witnesses. The investigator shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred.

Based on the investigator's findings, the Assistant Superintendent of the division, or designee, to which the accused employee is assigned shall take and/or recommend appropriate action. The results of the investigation shall be communicated to the complaining party, accused employee, and if appropriate to others directly concerned on a need-to-know basis.

Confidentiality:

Efforts will be made to protect the privacy of all parties involved in a complaint. All information and records pertaining to complaints handled under this policy shall be kept confidential to the fullest extent possible under law.

Formal Complaint Process

Level I

1. A formal complaint should be submitted in writing on the form provided by the District (which may be supplemented by other documentation) to the complainant's immediate supervisor within a reasonable period (generally not to exceed 30 days) after the incident or within 10 days after the receipt of the written response at the informal level.
2. The written complaint should include: A) a complete description of the complaint; B) the names of any witnesses or other persons to be interviewed; C) any previous attempts at resolution; and, D) any remedy sought.
3. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
4. The administrator receiving a complaint will meet with the complainant and/or any other involved party prior to preparing the response.

Level II

1. Within ten (10) days of receiving the Level I determination, the complainant may appeal the Level I decision to the Assistant Superintendent, Personnel Services. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint will meet with the complainant and/or other involved parties prior to rendering a decision.



3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

Level III

1. Within ten (10) days of receiving the Level II determination, the complainant may file a written letter of appeal. The appeal should be addressed to the Board of Education and submitted through the Superintendent. Copies of all documents related to the appeal should be attached.
2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentation.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. To the fullest extent possible, all complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint, with the exception of a written reprimand or other counseling memoranda given to an accused employee, will be filed separately from the personnel files of the participants.
3. The time limits specified in these procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. A day is defined as a regular business day when the administrative offices at the Education Center are open.
5. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next highest level of management.
6. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically will proceed to the next level.

7. If the a complainant fails to complete a required act within the specified time, the complaint will be considered resolved at the highest level completed.
8. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
9. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.
10. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.
11. Any employee found to be in violation of any District policy, rule, or other directive or state or federal law may be subject to disciplinary action up to and including termination from employment. Violation of these policies may also expose the District, individual officer and/or employee to civil liability.

A complainant not satisfied with the District's processing of any complaint of discrimination or harassment may pursue one or more of the following state or federal agencies:

California Department of Fair Employment & Housing

U.S. Equal Employment Opportunity Commission

Local offices of these agencies are listed in the white pages of the telephone book and on the World Wide Web.

Extension of Time Requirements:

Time limits specified in the formal complaint procedure may be extended if an informal complaint was initiated within the applicable time limits for filing a formal complaint. In these instances, if the informal complaint is not resolved to the satisfaction of the employee, the time limits for filing a formal complaint should begin as of the date of response by the appropriate supervisor, manager, or personnel office representative.



If the employee did not initiate an informal complaint within the time limits of the formal complaint procedure, the District's personnel officer may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

Waiver of Informal Complaint Process:

Preliminary informal steps to resolve a complaint may, depending on circumstances of the complaint, be waived and the formal complaint initiated at an appropriate higher step in the process.

Adopted 12/7/92
Revised



SEXUAL HARASSMENT

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4310 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509. Appropriate disciplinary action up to and including termination will be instituted for individuals proven to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Adopted 12/7/92



SEXUAL HARASSMENT

Sexual harassment of an employee by a supervisor, manager or co-worker will not be tolerated. The District wishes to be advised of any complaint alleging sexual harassment as soon as possible after it occurs.

Disciplinary action up to and including termination will be instituted for behavior described in the following definition of sexual harassment.

Definition:

1. Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature which occurs under any one of four circumstances:
 - a. Submission is made either explicitly or implicitly as a term or condition of employment.
 - b. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - c. Such conduct has the potential to affect an employee's work performance negatively and/or create an intimidating, hostile or otherwise offensive working environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs or other activities available.
2. For the purpose of further clarification, sexual harassment includes, but is not limited to:
 - a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
 - c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.

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SEXUAL HARASSMENTDefinition (Continued):

- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Informal Complaint Process:

To accommodate the sensitive nature of sexual harassment complaints, an informal complaint process is provided herein for the primary purpose of resolving a complaint at the earliest possible date.

An employee who believes that s/he has been harassed should inform his/her supervisor or an appropriate management employee within a reasonable number of hours of this incident (48 hours). The complainant should contact his/her supervisor if a co-worker is alleged to have done the harassing. If the immediate supervisor is alleged to have done the harassing, the next level of management should be contacted. As an alternative, the complainant may contact a management employee other than those indicated above.

The complaining employee should make a factual written statement of his/her complaint. This statement shall be provided to the management employee receiving the complaint, and to the accused employee.

Once a complaint has been received, an immediate impartial investigation shall be conducted by the appropriate supervisor, manager, personnel office representative or qualified investigative designee. The investigator should speak to the complaining party, the accused employee and all witnesses. The investigator shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred.

Based on the investigator's findings, the Assistant Superintendent of the division to which the accused employee is assigned shall take and/or recommend appropriate action. The results of the investigation shall be communicated to the complaining party.

Confidentiality:

Effort will be made to protect the privacy of parties involved in a complaint. All information and records pertaining to complaints handled under the informal Complaint Process shall be kept confidential.



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SEXUAL HARASSMENT

Formal Complaint Process:

The Individual Employee Complaint Procedure of the District (Policy 4211) is available for resolution of complaints alleging sexual harassment if the complaint is not resolved to the satisfaction of the employee in the above Informal Complaint Process.

Extension of Time Requirements:

Time limits specified in the formal complaint procedure may be extended if an informal complaint was initiated within the applicable time limits for filing a formal complaint. In these instances, if the informal complaint is not resolved to the satisfaction of the employee, the time limits for filing a formal complaint should begin as of the date of response by the appropriate supervisor, manager, or personnel office representative.

If the employee did not initiate an informal complaint within the time limits of the formal complaint procedure, the District's personnel officer may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

Waiver of Informal Complaint Process:

Preliminary informal steps to resolve a complaint may, depending on circumstances of the complaint, be waived and the formal complaint initiated at an appropriate higher step in the process.

PLEASE NOTE: Sexual harassment as defined above violates Title VII of the Civil Rights Act of 1964, the California Government Code, and regulatory guidelines of the Equal Employment Opportunity Commission, and the California Fair Employment and Housing Commission.

Violation of this policy shall generally constitute just and reasonable cause for discipline, up to and including termination.

Adopted 12/7/92

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INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

PURPOSE

1. The purpose of this policy is to provide an effective means of resolving difficulties which may arise outside the scope of the collective bargaining agreement, to reduce potential problems and to establish and maintain two-way channels of communication between the administration and employees of the District.
2. This Complaint Procedure is based upon the premise that both the employee and the employer have a sincere desire for a fair and timely settlement, thereby eliminating the source of discontent. Emphasis should be on an early and equitable solution of a complaint to the mutual satisfaction of the concerned persons.
3. This Complaint Procedure is intended to be the exclusive District remedy for complaints that meet the definition stated below. If the employee has also filed the matter with an external governmental authority having jurisdiction, it shall be assumed that the employee has decided to seek remedy elsewhere. Such matters shall not be subject to this procedure concurrently, except as required by law.

DEFINITIONS

1. A complaint is an allegation that there has been a misinterpretation or inequitable application of a statute, policy, regulation, procedure or good practice. Complaints regarding sexual harassment should be pursued under the applicable district Sexual Harassment Investigation and Complaint Procedure.
2. An administrative representative, hereafter called "administrator," for purposes of this policy, is an employee designated by the Board of Education as in a Management/Leadership position.
3. Days shall mean days when the administrative offices at the Education Center are open.

PROCEDURE

Informal Level

The complainant should attempt informal resolution of a complaint in conference with the appropriate administrator prior to initiating a formal complaint. The complainant may request a written response at the time of the

informal conference. Such response should be received by the complainant within ten (10) days.

Formal Complaint Level I

1. The complainant may begin the complaint procedure at Level I.
2. A formal complaint should be submitted in writing on the form provided by the District (which may be supplemented by other documentation) to the complainant's immediate supervisor within ten (10) days (unless the complaint is regarding unlawful discrimination, in which case the complaint must be submitted within a reasonable time, generally not to exceed 30 days) after the incident or after the receipt of the written response at the informal level.
3. The written complaint shall include the following: A) a complete description of the complaint; B) the law, policy, regulation, procedure or good practice allegedly violated, misinterpreted or inequitably applied; C) the names of any witnesses; D) previous attempts at resolution; and, E) remedy sought.
4. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
5. The administrator receiving a complaint may meet with the complainant and/or any other involved party prior to preparing the response.

Level II

1. Within ten (10) days of receiving the Level I determination, the complainant may appeal to the appropriate Assistant Superintendent. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint may meet with the complainant and/or other involved parties prior to rendering a decision.
3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

Level III

1. Within ten (10) days of receiving the Level II determination, the complainant may file a written letter of appeal. The appeal should be addressed to the Board of Education and submitted through the

Superintendent. Copies of all documents related to the appeal should be attached.

2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentation.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. All complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint, with the exception of a written reprimand or other counseling memoranda given to an accused employee, will be filed separately from the personnel files of the participants.
3. The time limit specified in the procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next higher level of management.
5. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically proceeds to the next level.
6. If a complainant fails to complete a required act within the specified time, the complaint will be considered resolved at the highest level completed.
7. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.

8. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.
9. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.

Legal Reference:

GOVERNMENT CODE

3543

53296

53297

53298

53298.5

Adopted 11/1/76

Revised 9/19/77

Readopted 1/2/90

Technical Change 10/28/91

Revised 2/3/97



INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

PURPOSE

1. The purpose of this policy is to provide an effective means of resolving difficulties which may arise outside the collective bargaining agreements, to reduce potential problems and to establish and maintain two-way channels of communication between the administration and employees of the District.
2. This Complaint Procedure is based upon the premise that both the employee and the employer have a sincere desire for a fair and timely settlement, thereby eliminating the source of discontent. Emphasis should be on an early and equitable solution of a complaint to the mutual satisfaction of the concerned persons.
3. This Complaint Procedure is intended to be the exclusive District remedy for complaints that meet the definition stated below. If the employee has also filed the matter with an external governmental authority having jurisdiction, it shall be assumed that the employee has decided to seek remedy elsewhere. Such matters shall not be subject to this procedure concurrently, except as required by law.

DEFINITIONS

1. A complaint is an allegation that there has been a misinterpretation or inequitable application of a statute, policy, regulation, good practice or procedure. Title IX and Section 504 of the Rehabilitation Act of 1973 should be considered included under this definition.
2. An administrative representative, hereafter called "administrator," for purposes of this policy, is an employee designated by the Board of Education as in a Management/Leadership position.
3. A complainant is an employee of the District, except designated management leadership representatives of the employer Board of Education, who wishes to resolve a complaint.
4. Days shall mean days when the administrative offices at the Education Center are open.

PROCEDURE

Informal Level

The complainant should attempt informal resolution of a complaint in conference with the appropriate administrator prior to initiating a formal complaint. The complainant

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INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Informal Level

may request a written response at the time of the informal conference. Such response should be received by the complainant within ten (10) days.

Formal Complaint Level I

1. The complainant may begin the complaint procedure at Level I.
2. A formal complaint should be submitted in writing on the form provided by the District to the complainant's immediate supervisor within ten (10) days after the incident or after the receipt of the written response at the informal level.
3. The written complaint shall include the following: A) a description of the complaint; B) the law, policy, regulation, procedure or good practice allegedly violated, misinterpreted or inequitably applied; C) any previous solutions attempted; and, D) remedies sought.
4. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
5. The administrator receiving a complaint may confer with the complainant and/or any other involved party prior to preparing the response.

Level II

1. The complainant may appeal the Level I decision within ten (10) days to the appropriate Assistant Superintendent. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint may confer with the complainant and/or other involved parties prior to rendering a decision.
3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Level III

1. The complainant may file a written letter of appeal of the Level II decision within ten (10) days. The appeal should be addressed to the Board of Education and submitted through the Superintendent. Copies of all documents related to the appeal should be attached.
2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentations.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. All complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint will be filed separately from the personnel files of the participants.
3. The time limit specified in the procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next higher level.
5. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically proceeds to the next level.
6. If the procedure is not completed within the specified time by the complainant, the complaint will be considered resolved at the highest level at which the procedure has been completed.

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INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Guidelines Applicable to all Complaints

7. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
8. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.
9. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.

Legal Reference:

GOVERNMENT CODE

3543

3543.1

53296

53297

53298

53298.5

Adopted 11/1/76

Revised 9/19/77

Readopted 1/2/90

Technical Change 10/28/91

Revised 2/3/97



-Revised-

Management/Leadership Team
Classified Employees
Policy 4410
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SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5 and other federal and state laws, unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Examples of sexual harassment include, but are not limited to:

- a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
- b. Continuing to express sexual interest after being informed that the interest is unwelcome.
- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.

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- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4110 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509.

The District assures that all complaints of harassment will be promptly, immediately, thoroughly, objectively and confidentially investigated to the fullest extent possible.

The District prohibits retaliation in any form for the filing of any complaint, or the reporting of any type of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status or work assignments of the complainant.

The District acknowledges and respects employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The results of the investigation will be communicated to the complaining employee, to the alleged harasser, and if appropriate to others directly concerned on a need-to-know basis.

Appropriate disciplinary action up to and including termination will be imposed for individuals found to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Legal Reference:

EDUCATION CODE
200-240
212.5
212.6
230
GOVERNMENT CODE
12900-12996

Labor Code
1101
1102.1
UNITED STATES CODE, TITLE 42
2000d-2000d-7
2000e-2000e-17
2000h-2000h-6

Adopted 12/7/92
Revised



SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

Sexual harassment of any person in the workplace by any District employee will not be tolerated. Employees who feel they are being subjected to sexual harassment should advise the District as soon as possible.

Appropriate disciplinary action up to and including termination will be imposed upon any employee who violates this policy.

Definition:

1. Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature which may occur in any of the following circumstances:
 - a. Submission is made either explicitly or implicitly as a term or condition of employment.
 - b. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - c. Such conduct has the potential to negatively affect an employee's work performance and/or create an intimidating, hostile or otherwise offensive working environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs or other activities available through the District.
2. For the purpose of further clarification, examples of sexual harassment include, but are not limited to:
 - a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome.

- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Informal Complaint Process

To accommodate the sensitive nature of sexual harassment complaints, an informal complaint process is provided for the primary purpose of resolving a complaint at the earliest possible date.

Employees who allege that they have been harassed should inform their supervisor or an appropriate management employee within a reasonable time following the incident (generally not to exceed 30 days). The complainant should contact his/her supervisor if a co-worker is alleged to have done the harassing. If the immediate supervisor is alleged to have done the harassing, the next highest level of management should be contacted. If an employee feels uncomfortable discussing a complaint with either of these persons, another manager or the District Assistant Superintendent, Personnel Services, may be contacted.

The complaining employee should make a factual written statement of his/her complaint. This statement shall be provided to the management employee receiving the complaint, who shall provide a factual summary of the complaint to the accused employee.

Once a complaint has been received, an immediate impartial investigation shall be conducted by the appropriate supervisor, manager, personnel office representative or qualified investigative designee. The investigator may request to interview the complaining party, the accused employee and any witnesses. The investigator shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred.

Based on the investigator's findings, the Assistant Superintendent of the division, or designee, to which the accused employee is assigned shall take and/or recommend appropriate action. The results of the investigation shall be communicated to the complaining party, accused employee, and if appropriate to others directly concerned on a need-to-know basis.

Confidentiality:

Efforts will be made to protect the privacy of all parties involved in a complaint. All information and records pertaining to complaints handled under this policy shall be kept confidential to the fullest extent possible under law.

Formal Complaint Process

Level I

1. A formal complaint should be submitted in writing on the form provided by the District (which may be supplemented by other documentation) to the complainant's immediate supervisor within a reasonable period (generally not to exceed 30 days) after the incident or within 10 days after the receipt of the written response at the informal level.
2. The written complaint should include: A) a complete description of the complaint; B) the names of any witnesses or other persons to be interviewed; C) any previous attempts at resolution; and, D) any remedy sought.
3. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
4. The administrator receiving a complaint will meet with the complainant and/or any other involved party prior to preparing the response.

Level II

1. Within ten (10) days of receiving the Level I determination, the complainant may appeal the Level I decision to the Assistant Superintendent, Personnel Services. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint will meet with the complainant and/or other involved parties prior to rendering a decision.



3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

Level III

1. Within ten (10) days of receiving the Level II determination, the complainant may file a written letter of appeal. The appeal should be addressed to the Board of Education and submitted through the Superintendent. Copies of all documents related to the appeal should be attached.
2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentation.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. To the fullest extent possible, all complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint, with the exception of a written reprimand or other counseling memoranda given to an accused employee, will be filed separately from the personnel files of the participants.
3. The time limits specified in these procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. A day is defined as a regular business day when the administrative offices at the Education Center are open.
5. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next highest level of management.
6. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically will proceed to the next level.



7. If the a complainant fails to complete a required act within the specified time, the complaint will be considered resolved at the highest level completed.
8. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
9. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.
10. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.
11. Any employee found to be in violation of any District policy, rule, or other directive or state or federal law may be subject to disciplinary action up to and including termination from employment. Violation of these policies may also expose the District, individual officer and/or employee to civil liability.

A complainant not satisfied with the District's processing of any complaint of discrimination or harassment may pursue one or more of the following state or federal agencies:

California Department of Fair Employment & Housing

U.S. Equal Employment Opportunity Commission

Local offices of these agencies are listed in the white pages of the telephone book and on the World Wide Web.

Extension of Time Requirements:

Time limits specified in the formal complaint procedure may be extended if an informal complaint was initiated within the applicable time limits for filing a formal complaint. In these instances, if the informal complaint is not resolved to the satisfaction of the employee, the time limits for filing a formal complaint should begin as of the date of response by the appropriate supervisor, manager, or personnel office representative.



If the employee did not initiate an informal complaint within the time limits of the formal complaint procedure, the District's personnel officer may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

Waiver of Informal Complaint Process:

Preliminary informal steps to resolve a complaint may, depending on circumstances of the complaint, be waived and the formal complaint initiated at an appropriate higher step in the process.

Adopted 12/7/92
Revised

CURRENT

Management/Leadership Team
Classified Employees
Policy 4410

SEXUAL HARASSMENT

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4410 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509. Appropriate disciplinary action up to and including termination will be instituted for individuals proven to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Adopted 12/7/92



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Management/Leadership Team
Classified Employees
Regulation 4410
Page 1 of 3

SEXUAL HARASSMENT

Sexual harassment of an employee by a supervisor, manager or co-worker will not be tolerated. The District wishes to be advised of any complaint alleging sexual harassment as soon as possible after it occurs.

Disciplinary action up to and including termination will be instituted for behavior described in the following definition of sexual harassment.

Definition:

1. Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature which occurs under any one of four circumstances:
 - a. Submission is made either explicitly or implicitly as a term or condition of employment.
 - b. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - c. Such conduct has the potential to affect an employee's work performance negatively and/or create an intimidating, hostile or otherwise offensive working environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs or other activities available.
2. For the purpose of further clarification, sexual harassment includes, but is not limited to:
 - a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
 - c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.

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SEXUAL HARASSMENT

Definition (Continued):

- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Informal Complaint Process:

To accommodate the sensitive nature of sexual harassment complaints, an informal complaint process is provided herein for the primary purpose of resolving a complaint at the earliest possible date.

An employee who believes that s/he has been harassed should inform his/her supervisor or an appropriate management employee within a reasonable number of hours of this incident (48 hours). The complainant should contact his/her supervisor if a co-worker is alleged to have done the harassing. If the immediate supervisor is alleged to have done the harassing, the next level of management should be contacted. As an alternative, the complainant may contact a management employee other than those indicated above.

The complaining employee should make a factual written statement of his/her complaint. This statement shall be provided to the management employee receiving the complaint, and to the accused employee.

Once a complaint has been received, an immediate impartial investigation shall be conducted by the appropriate supervisor, manager, personnel office representative or qualified investigative designee. The investigator should speak to the complaining party, the accused employee and all witnesses. The investigator shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred.

Based on the investigator's findings, the Assistant Superintendent of the division to which the accused employee is assigned shall take and/or recommend appropriate action. The results of the investigation shall be communicated to the complaining party.

Confidentiality:

Effort will be made to protect the privacy of parties involved in a complaint. All information and records pertaining to complaints handled under the informal Complaint Process shall be kept confidential.

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SEXUAL HARASSMENT

Formal Complaint Process:

The Individual Employee Complaint Procedure of the District (Policy 4211) is available for resolution of complaints alleging sexual harassment if the complaint is not resolved to the satisfaction of the employee in the above Informal Complaint Process.

Extension of Time Requirements:

Time limits specified in the formal complaint procedure may be extended if an informal complaint was initiated within the applicable time limits for filing a formal complaint. In these instances, if the informal complaint is not resolved to the satisfaction of the employee, the time limits for filing a formal complaint should begin as of the date of response by the appropriate supervisor, manager, or personnel office representative.

If the employee did not initiate an informal complaint within the time limits of the formal complaint procedure, the District's personnel officer may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

Waiver of Informal Complaint Process:

Preliminary informal steps to resolve a complaint may, depending on circumstances of the complaint, be waived and the formal complaint initiated at an appropriate higher step in the process.

PLEASE NOTE: Sexual harassment as defined above violates Title VII of the Civil Rights Act of 1964, the California Government Code, and regulatory guidelines of the Equal Employment Opportunity Commission, and the California Fair Employment and Housing Commission.

Violation of this policy shall generally constitute just and reasonable cause for discipline, up to and including termination.

Adopted 12/7/92

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-Revised-

Management/Leadership Team
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SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5 and other federal and state laws, unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Examples of sexual harassment include, but are not limited to:

- a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
- b. Continuing to express sexual interest after being informed that the interest is unwelcome.
- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.

- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4110 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509.

The District assures that all complaints of harassment will be promptly, immediately, thoroughly, objectively and confidentially investigated to the fullest extent possible.

The District prohibits retaliation in any form for the filing of any complaint, or the reporting of any type of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status or work assignments of the complainant.

The District acknowledges and respects employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The results of the investigation will be communicated to the complaining employee, to the alleged harasser, and if appropriate to others directly concerned on a need-to-know basis.

Appropriate disciplinary action up to and including termination will be imposed for individuals found to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Legal Reference:

EDUCATION CODE
200-240
212.5
212.6
230
GOVERNMENT CODE
12900-12996

Labor Code
1101
1102.1
UNITED STATES CODE, TITLE 42
2000d-2000d-7
2000e-2000e-17
2000h-2000h-6

Adopted 12/7/92
Revised



SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

Sexual harassment of any person in the workplace by any District employee will not be tolerated. Employees who feel they are being subjected to sexual harassment should advise the District as soon as possible.

Appropriate disciplinary action up to and including termination will be imposed upon any employee who violates this policy.

Definition:

1. Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature which may occur in any of the following circumstances:
 - a. Submission is made either explicitly or implicitly as a term or condition of employment.
 - b. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - c. Such conduct has the potential to negatively affect an employee's work performance and/or create an intimidating, hostile or otherwise offensive working environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs or other activities available through the District.
2. For the purpose of further clarification, examples of sexual harassment include, but are not limited to:
 - a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome.

- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Informal Complaint Process

To accommodate the sensitive nature of sexual harassment complaints, an informal complaint process is provided for the primary purpose of resolving a complaint at the earliest possible date.

Employees who allege that they have been harassed should inform their supervisor or an appropriate management employee within a reasonable time following the incident (generally not to exceed 30 days). The complainant should contact his/her supervisor if a co-worker is alleged to have done the harassing. If the immediate supervisor is alleged to have done the harassing, the next highest level of management should be contacted. If an employee feels uncomfortable discussing a complaint with either of these persons, another manager or the District Assistant Superintendent, Personnel Services, may be contacted.

The complaining employee should make a factual written statement of his/her complaint. This statement shall be provided to the management employee receiving the complaint, who shall provide a factual summary of the complaint to the accused employee.

Once a complaint has been received, an immediate impartial investigation shall be conducted by the appropriate supervisor, manager, personnel office representative or qualified investigative designee. The investigator may request to interview the complaining party, the accused employee and any witnesses. The investigator shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred.

Based on the investigator's findings, the Assistant Superintendent of the division, or designee, to which the accused employee is assigned shall take and/or recommend appropriate action. The results of the investigation shall be communicated to the complaining party, accused employee, and if appropriate to others directly concerned on a need-to-know basis.

Confidentiality:

Efforts will be made to protect the privacy of all parties involved in a complaint. All information and records pertaining to complaints handled under this policy shall be kept confidential to the fullest extent possible under law.

Formal Complaint Process

Level I

1. A formal complaint should be submitted in writing on the form provided by the District (which may be supplemented by other documentation) to the complainant's immediate supervisor within a reasonable period (generally not to exceed 30 days) after the incident or within 10 days after the receipt of the written response at the informal level.
2. The written complaint should include: A) a complete description of the complaint; B) the names of any witnesses or other persons to be interviewed; C) any previous attempts at resolution; and, D) any remedy sought.
3. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
4. The administrator receiving a complaint will meet with the complainant and/or any other involved party prior to preparing the response.

Level II

1. Within ten (10) days of receiving the Level I determination, the complainant may appeal the Level I decision to the Assistant Superintendent, Personnel Services. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint will meet with the complainant and/or other involved parties prior to rendering a decision.

3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

Level III

1. Within ten (10) days of receiving the Level II determination, the complainant may file a written letter of appeal. The appeal should be addressed to the Board of Education and submitted through the Superintendent. Copies of all documents related to the appeal should be attached.
2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentation.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. To the fullest extent possible, all complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint, with the exception of a written reprimand or other counseling memoranda given to an accused employee, will be filed separately from the personnel files of the participants.
3. The time limits specified in these procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. A day is defined as a regular business day when the administrative offices at the Education Center are open.
5. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next highest level of management.
6. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically will proceed to the next level.

7. If the a complainant fails to complete a required act within the specified time, the complaint will be considered resolved at the highest level completed.
8. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
9. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.
10. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.
11. Any employee found to be in violation of any District policy, rule, or other directive or state or federal law may be subject to disciplinary action up to and including termination from employment. Violation of these policies may also expose the District, individual officer and/or employee to civil liability.

A complainant not satisfied with the District's processing of any complaint of discrimination or harassment may pursue one or more of the following state or federal agencies:

California Department of Fair Employment & Housing

U.S. Equal Employment Opportunity Commission

Local offices of these agencies are listed in the white pages of the telephone book and on the World Wide Web.

Extension of Time Requirements:

Time limits specified in the formal complaint procedure may be extended if an informal complaint was initiated within the applicable time limits for filing a formal complaint. In these instances, if the informal complaint is not resolved to the satisfaction of the employee, the time limits for filing a formal complaint should begin as of the date of response by the appropriate supervisor, manager, or personnel office representative.

If the employee did not initiate an informal complaint within the time limits of the formal complaint procedure, the District's personnel officer may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

Waiver of Informal Complaint Process:

Preliminary informal steps to resolve a complaint may, depending on circumstances of the complaint, be waived and the formal complaint initiated at an appropriate higher step in the process.

Adopted 12/7/92
Revised

SEXUAL HARASSMENT

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4510 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509. Appropriate disciplinary action up to and including termination will be instituted for individuals proven to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Adopted 12/7/92

SEXUAL HARASSMENT

Sexual harassment of an employee by a supervisor, manager or co-worker will not be tolerated. The District wishes to be advised of any complaint alleging sexual harassment as soon as possible after it occurs.

Disciplinary action up to and including termination will be instituted for behavior described in the following definition of sexual harassment.

Definition:

1. Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature which occurs under any one of four circumstances:
 - a. Submission is made either explicitly or implicitly as a term or condition of employment.
 - b. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - c. Such conduct has the potential to affect an employee's work performance negatively and/or create an intimidating, hostile or otherwise offensive working environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs or other activities available.
2. For the purpose of further clarification, sexual harassment includes, but is not limited to:
 - a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
 - c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.

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SEXUAL HARASSMENT

Definition (Continued):

- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Informal Complaint Process:

To accommodate the sensitive nature of sexual harassment complaints, an informal complaint process is provided herein for the primary purpose of resolving a complaint at the earliest possible date.

An employee who believes that s/he has been harassed should inform his/her supervisor or an appropriate management employee within a reasonable number of hours of this incident (48 hours). The complainant should contact his/her supervisor if a co-worker is alleged to have done the harassing. If the immediate supervisor is alleged to have done the harassing, the next level of management should be contacted. As an alternative, the complainant may contact a management employee other than those indicated above.

The complaining employee should make a factual written statement of his/her complaint. This statement shall be provided to the management employee receiving the complaint, and to the accused employee.

Once a complaint has been received, an immediate impartial investigation shall be conducted by the appropriate supervisor, manager, personnel office representative or qualified investigative designee. The investigator should speak to the complaining party, the accused employee and all witnesses. The investigator shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred.

Based on the investigator's findings, the Assistant Superintendent of the division to which the accused employee is assigned shall take and/or recommend appropriate action. The results of the investigation shall be communicated to the complaining party.

Confidentiality:

Effort will be made to protect the privacy of parties involved in a complaint. All information and records pertaining to complaints handled under the informal Complaint Process shall be kept confidential.

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SEXUAL HARASSMENT

Formal Complaint Process:

The Individual Employee Complaint Procedure of the District (Policy 4211) is available for resolution of complaints alleging sexual harassment if the complaint is not resolved to the satisfaction of the employee in the above Informal Complaint Process.

Extension of Time Requirements:

Time limits specified in the formal complaint procedure may be extended if an informal complaint was initiated within the applicable time limits for filing a formal complaint. In these instances, if the informal complaint is not resolved to the satisfaction of the employee, the time limits for filing a formal complaint should begin as of the date of response by the appropriate supervisor, manager, or personnel office representative.

If the employee did not initiate an informal complaint within the time limits of the formal complaint procedure, the District's personnel officer may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

Waiver of Informal Complaint Process:

Preliminary informal steps to resolve a complaint may, depending on circumstances of the complaint, be waived and the formal complaint initiated at an appropriate higher step in the process.

PLEASE NOTE: Sexual harassment as defined above violates Title VII of the Civil Rights Act of 1964, the California Government Code, and regulatory guidelines of the Equal Employment Opportunity Commission, and the California Fair Employment and Housing Commission.

Violation of this policy shall generally constitute just and reasonable cause for discipline, up to and including termination.

Adopted 12/7/92



SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5 and other federal and state laws, unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Examples of sexual harassment include, but are not limited to:

- a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
- b. Continuing to express sexual interest after being informed that the interest is unwelcome.
- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.

- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4110 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509.

The District assures that all complaints of harassment will be promptly, immediately, thoroughly, objectively and confidentially investigated to the fullest extent possible.

The District prohibits retaliation in any form for the filing of any complaint, or the reporting of any type of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status or work assignments of the complainant.

The District acknowledges and respects employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The results of the investigation will be communicated to the complaining employee, to the alleged harasser, and if appropriate to others directly concerned on a need-to-know basis.

Appropriate disciplinary action up to and including termination will be imposed for individuals found to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Legal Reference:

EDUCATION CODE

200-240

212.5

212.6

230

GOVERNMENT CODE

12900-12996

Labor Code

1101

1102.1

UNITED STATES CODE, TITLE 42

2000d-2000d-7

2000e-2000e-17

2000h-2000h-6

Adopted 12/7/92

Revised



SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

Sexual harassment of any person in the workplace by any District employee will not be tolerated. Employees who feel they are being subjected to sexual harassment should advise the District as soon as possible.

Appropriate disciplinary action up to and including termination will be imposed upon any employee who violates this policy.

Definition:

1. Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature which may occur in any of the following circumstances:
 - a. Submission is made either explicitly or implicitly as a term or condition of employment.
 - b. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - c. Such conduct has the potential to negatively affect an employee's work performance and/or create an intimidating, hostile or otherwise offensive working environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs or other activities available through the District.
2. For the purpose of further clarification, examples of sexual harassment include, but are not limited to:
 - a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome.

- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Informal Complaint Process

To accommodate the sensitive nature of sexual harassment complaints, an informal complaint process is provided for the primary purpose of resolving a complaint at the earliest possible date.

Employees who allege that they have been harassed should inform their supervisor or an appropriate management employee within a reasonable time following the incident (generally not to exceed 30 days). The complainant should contact his/her supervisor if a co-worker is alleged to have done the harassing. If the immediate supervisor is alleged to have done the harassing, the next highest level of management should be contacted. If an employee feels uncomfortable discussing a complaint with either of these persons, another manager or the District Assistant Superintendent, Personnel Services, may be contacted.

The complaining employee should make a factual written statement of his/her complaint. This statement shall be provided to the management employee receiving the complaint, who shall provide a factual summary of the complaint to the accused employee.

Once a complaint has been received, an immediate impartial investigation shall be conducted by the appropriate supervisor, manager, personnel office representative or qualified investigative designee. The investigator may request to interview the complaining party, the accused employee and any witnesses. The investigator shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred.

Based on the investigator's findings, the Assistant Superintendent of the division, or designee, to which the accused employee is assigned shall take and/or recommend appropriate action. The results of the investigation shall be communicated to the complaining party, accused employee, and if appropriate to others directly concerned on a need-to-know basis.

Confidentiality:

Efforts will be made to protect the privacy of all parties involved in a complaint. All information and records pertaining to complaints handled under this policy shall be kept confidential to the fullest extent possible under law.

Formal Complaint Process

Level I

1. A formal complaint should be submitted in writing on the form provided by the District (which may be supplemented by other documentation) to the complainant's immediate supervisor within a reasonable period (generally not to exceed 30 days) after the incident or within 10 days after the receipt of the written response at the informal level.
2. The written complaint should include: A) a complete description of the complaint; B) the names of any witnesses or other persons to be interviewed; C) any previous attempts at resolution; and, D) any remedy sought.
3. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
4. The administrator receiving a complaint will meet with the complainant and/or any other involved party prior to preparing the response.

Level II

1. Within ten (10) days of receiving the Level I determination, the complainant may appeal the Level I decision to the Assistant Superintendent, Personnel Services. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint will meet with the complainant and/or other involved parties prior to rendering a decision.

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3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

Level III

1. Within ten (10) days of receiving the Level II determination, the complainant may file a written letter of appeal. The appeal should be addressed to the Board of Education and submitted through the Superintendent. Copies of all documents related to the appeal should be attached.
2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentation.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. To the fullest extent possible, all complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint, with the exception of a written reprimand or other counseling memoranda given to an accused employee, will be filed separately from the personnel files of the participants.
3. The time limits specified in these procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. A day is defined as a regular business day when the administrative offices at the Education Center are open.
5. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next highest level of management.
6. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically will proceed to the next level.

7. If the a complainant fails to complete a required act within the specified time, the complaint will be considered resolved at the highest level completed.
8. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
9. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.
10. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.
11. Any employee found to be in violation of any District policy, rule, or other directive or state or federal law may be subject to disciplinary action up to and including termination from employment. Violation of these policies may also expose the District, individual officer and/or employee to civil liability.

A complainant not satisfied with the District's processing of any complaint of discrimination or harassment may pursue one or more of the following state or federal agencies:

California Department of Fair Employment & Housing

U.S. Equal Employment Opportunity Commission

Local offices of these agencies are listed in the white pages of the telephone book and on the World Wide Web.

Extension of Time Requirements:

Time limits specified in the formal complaint procedure may be extended if an informal complaint was initiated within the applicable time limits for filing a formal complaint. In these instances, if the informal complaint is not resolved to the satisfaction of the employee, the time limits for filing a formal complaint should begin as of the date of response by the appropriate supervisor, manager, or personnel office representative.

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If the employee did not initiate an informal complaint within the time limits of the formal complaint procedure, the District's personnel officer may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

Waiver of Informal Complaint Process:

Preliminary informal steps to resolve a complaint may, depending on circumstances of the complaint, be waived and the formal complaint initiated at an appropriate higher step in the process.

Adopted 12/7/92
Revised

SEXUAL HARASSMENT

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4610 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509. Appropriate disciplinary action up to and including termination will be instituted for individuals proven to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Adopted 12/7/92



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SEXUAL HARASSMENT

Sexual harassment of an employee by a supervisor, manager or co-worker will not be tolerated. The District wishes to be advised of any complaint alleging sexual harassment as soon as possible after it occurs.

Disciplinary action up to and including termination will be instituted for behavior described in the following definition of sexual harassment.

Definition:

1. Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature which occurs under any one of four circumstances:
 - a. Submission is made either explicitly or implicitly as a term or condition of employment.
 - b. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - c. Such conduct has the potential to affect an employee's work performance negatively and/or create an intimidating, hostile or otherwise offensive working environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs or other activities available.
2. For the purpose of further clarification, sexual harassment includes, but is not limited to:
 - a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
 - c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.

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SEXUAL HARASSMENT

Definition (Continued):

- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Informal Complaint Process:

To accommodate the sensitive nature of sexual harassment complaints, an informal complaint process is provided herein for the primary purpose of resolving a complaint at the earliest possible date.

An employee who believes that s/he has been harassed should inform his/her supervisor or an appropriate management employee within a reasonable number of hours of this incident (48 hours). The complainant should contact his/her supervisor if a co-worker is alleged to have done the harassing. If the immediate supervisor is alleged to have done the harassing, the next level of management should be contacted. As an alternative, the complainant may contact a management employee other than those indicated above.

The complaining employee should make a factual written statement of his/her complaint. This statement shall be provided to the management employee receiving the complaint, and to the accused employee.

Once a complaint has been received, an immediate impartial investigation shall be conducted by the appropriate supervisor, manager, personnel office representative or qualified investigative designee. The investigator should speak to the complaining party, the accused employee and all witnesses. The investigator shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred.

Based on the investigator's findings, the Assistant Superintendent of the division to which the accused employee is assigned shall take and/or recommend appropriate action. The results of the investigation shall be communicated to the complaining party.

Confidentiality:

Effort will be made to protect the privacy of parties involved in a complaint. All information and records pertaining to complaints handled under the informal Complaint Process shall be kept confidential.

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SEXUAL HARASSMENT

Formal Complaint Process:

The Individual Employee Complaint Procedure of the District (Policy 4211) is available for resolution of complaints alleging sexual harassment if the complaint is not resolved to the satisfaction of the employee in the above Informal Complaint Process.

Extension of Time Requirements:

Time limits specified in the formal complaint procedure may be extended if an informal complaint was initiated within the applicable time limits for filing a formal complaint. In these instances, if the informal complaint is not resolved to the satisfaction of the employee, the time limits for filing a formal complaint should begin as of the date of response by the appropriate supervisor, manager, or personnel office representative.

If the employee did not initiate an informal complaint within the time limits of the formal complaint procedure, the District's personnel officer may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

Waiver of Informal Complaint Process:

Preliminary informal steps to resolve a complaint may, depending on circumstances of the complaint, be waived and the formal complaint initiated at an appropriate higher step in the process.

PLEASE NOTE: Sexual harassment as defined above violates Title VII of the Civil Rights Act of 1964, the California Government Code, and regulatory guidelines of the Equal Employment Opportunity Commission, and the California Fair Employment and Housing Commission.

Violation of this policy shall generally constitute just and reasonable cause for discipline, up to and including termination.

Adopted 12/7/92

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SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5 and other federal and state laws, unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Examples of sexual harassment include, but are not limited to:

- a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
- b. Continuing to express sexual interest after being informed that the interest is unwelcome.
- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.

- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4110 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509.

The District assures that all complaints of harassment will be promptly, immediately, thoroughly, objectively and confidentially investigated to the fullest extent possible.

The District prohibits retaliation in any form for the filing of any complaint, or the reporting of any type of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status or work assignments of the complainant.

The District acknowledges and respects employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The results of the investigation will be communicated to the complaining employee, to the alleged harasser, and if appropriate to others directly concerned on a need-to-know basis.

Appropriate disciplinary action up to and including termination will be imposed for individuals found to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Legal Reference:

EDUCATION CODE
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Labor Code
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1102.1
UNITED STATES CODE, TITLE 42
2000d-2000d-7
2000e-2000e-17
2000h-2000h-6

Adopted 12/7/92
Revised

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SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

Sexual harassment of any person in the workplace by any District employee will not be tolerated. Employees who feel they are being subjected to sexual harassment should advise the District as soon as possible.

Appropriate disciplinary action up to and including termination will be imposed upon any employee who violates this policy.

Definition:

1. Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature which may occur in any of the following circumstances:
 - a. Submission is made either explicitly or implicitly as a term or condition of employment.
 - b. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - c. Such conduct has the potential to negatively affect an employee's work performance and/or create an intimidating, hostile or otherwise offensive working environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs or other activities available through the District.
2. For the purpose of further clarification, examples of sexual harassment include, but are not limited to:
 - a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: making or using sexual derogatory, or other offensive comments, epithets, slurs and jokes, sexual advances or propositions. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome.

- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Informal Complaint Process

To accommodate the sensitive nature of sexual harassment complaints, an informal complaint process is provided for the primary purpose of resolving a complaint at the earliest possible date.

Employees who allege that they have been harassed should inform their supervisor or an appropriate management employee within a reasonable time following the incident (generally not to exceed 30 days). The complainant should contact his/her supervisor if a co-worker is alleged to have done the harassing. If the immediate supervisor is alleged to have done the harassing, the next highest level of management should be contacted. If an employee feels uncomfortable discussing a complaint with either of these persons, another manager or the District Assistant Superintendent, Personnel Services, may be contacted.

The complaining employee should make a factual written statement of his/her complaint. This statement shall be provided to the management employee receiving the complaint, who shall provide a factual summary of the complaint to the accused employee.

Once a complaint has been received, an immediate impartial investigation shall be conducted by the appropriate supervisor, manager, personnel office representative or qualified investigative designee. The investigator may request to interview the complaining party, the accused employee and any witnesses. The investigator shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred.

Based on the investigator's findings, the Assistant Superintendent of the division, or designee, to which the accused employee is assigned shall take

and/or recommend appropriate action. The results of the investigation shall be communicated to the complaining party, accused employee, and if appropriate to others directly concerned on a need-to-know basis.

Confidentiality:

Efforts will be made to protect the privacy of all parties involved in a complaint. All information and records pertaining to complaints handled under this policy shall be kept confidential to the fullest extent possible under law.

Formal Complaint Process

Level I

1. A formal complaint should be submitted in writing on the form provided by the District (which may be supplemented by other documentation) to the complainant's immediate supervisor within a reasonable period (generally not to exceed 30 days) after the incident or within 10 days after the receipt of the written response at the informal level.
2. The written complaint should include: A) a complete description of the complaint; B) the names of any witnesses or other persons to be interviewed; C) any previous attempts at resolution; and, D) any remedy sought.
3. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
4. The administrator receiving a complaint will meet with the complainant and/or any other involved party prior to preparing the response.

Level II

1. Within ten (10) days of receiving the Level I determination, the complainant may appeal the Level I decision to the Assistant Superintendent, Personnel Services. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint will meet with the complainant and/or other involved parties prior to rendering a decision.
3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

Level III

1. Within ten (10) days of receiving the Level II determination, the complainant may file a written letter of appeal. The appeal should be addressed to the Board of Education and submitted through the Superintendent. Copies of all documents related to the appeal should be attached.
2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentation.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. To the fullest extent possible, all complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint, with the exception of a written reprimand or other counseling memoranda given to an accused employee, will be filed separately from the personnel files of the participants.
3. The time limits specified in these procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. A day is defined as a regular business day when the administrative offices at the Education Center are open.
5. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next highest level of management.
6. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically will proceed to the next level.
7. If the a complainant fails to complete a required act within the specified time, the complaint will be considered resolved at the highest level completed.

8. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
9. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.
10. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.
11. Any employee found to be in violation of any District policy, rule, or other directive or state or federal law may be subject to disciplinary action up to and including termination from employment. Violation of these policies may also expose the District, individual officer and/or employee to civil liability.

A complainant not satisfied with the District's processing of any complaint of discrimination or harassment may pursue one or more of the following state or federal agencies:

California Department of Fair Employment & Housing

U.S. Equal Employment Opportunity Commission

Local offices of these agencies are listed in the white pages of the telephone book and on the World Wide Web.

Extension of Time Requirements:

Time limits specified in the formal complaint procedure may be extended if an informal complaint was initiated within the applicable time limits for filing a formal complaint. In these instances, if the informal complaint is not resolved to the satisfaction of the employee, the time limits for filing a formal complaint should begin as of the date of response by the appropriate supervisor, manager, or personnel office representative.

If the employee did not initiate an informal complaint within the time limits of the formal complaint procedure, the District's personnel officer may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.



Waiver of Informal Complaint Process:

Preliminary informal steps to resolve a complaint may, depending on circumstances of the complaint, be waived and the formal complaint initiated at an appropriate higher step in the process.

Adopted 12/7/92
Revised

CURRENT

Other Employees
Policy 4710

SEXUAL HARASSMENT

It is the intent of the Jurupa Unified School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature as defined below.

Pursuant to California Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

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

Any person who believes that they have been subject to sexual harassment should advise the District as soon as possible after the alleged harassment. The specific procedures for reporting charges of sexual harassment and for pursuing the available remedies are detailed in Board Regulation 4710 and are available in the Superintendent's Office or in the District Personnel Office, 3924 Riverview Drive, Riverside CA 92509. Appropriate disciplinary action up to and including termination will be instituted for individuals proven to be in violation of this policy.

Pursuant to Education Code Section 212.6, all employees of the District shall annually receive a copy of this policy prohibiting sexual harassment. It shall also be provided to each new employee at the time of employment, and posted prominently at each school or worksite.

Adopted 12/7/92

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B9

SEXUAL HARASSMENT

Sexual harassment of an employee by a supervisor, manager or co-worker will not be tolerated. The District wishes to be advised of any complaint alleging sexual harassment as soon as possible after it occurs.

Disciplinary action up to and including termination will be instituted for behavior described in the following definition of sexual harassment.

Definition:

1. Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature which occurs under any one of four circumstances:
 - a. Submission is made either explicitly or implicitly as a term or condition of employment.
 - b. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - c. Such conduct has the potential to affect an employee's work performance negatively and/or create an intimidating, hostile or otherwise offensive working environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs or other activities available.
2. For the purpose of further clarification, sexual harassment includes, but is not limited to:
 - a. Making unsolicited written, verbal, visual and/or physical contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters, etc. Physical examples: unwelcome touching or interfering with or blocking movement.)
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
 - c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. Examples of such reprisal would be either implying or actually withholding support for an appointment, promotion, or change of assignment or suggesting a poor performance evaluation report will be prepared.

SEXUAL HARASSMENT

Definition (Continued):

- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee.
- e. Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

Informal Complaint Process:

To accommodate the sensitive nature of sexual harassment complaints, an informal complaint process is provided herein for the primary purpose of resolving a complaint at the earliest possible date.

An employee who believes that s/he has been harassed should inform his/her supervisor or an appropriate management employee within a reasonable number of hours of this incident (48 hours). The complainant should contact his/her supervisor if a co-worker is alleged to have done the harassing. If the immediate supervisor is alleged to have done the harassing, the next level of management should be contacted. As an alternative, the complainant may contact a management employee other than those indicated above.

The complaining employee should make a factual written statement of his/her complaint. This statement shall be provided to the management employee receiving the complaint, and to the accused employee.

Once a complaint has been received, an immediate impartial investigation shall be conducted by the appropriate supervisor, manager, personnel office representative or qualified investigative designee. The investigator should speak to the complaining party, the accused employee and all witnesses. The investigator shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred.

Based on the investigator's findings, the Assistant Superintendent of the division to which the accused employee is assigned shall take and/or recommend appropriate action. The results of the investigation shall be communicated to the complaining party.

Confidentiality:

Effort will be made to protect the privacy of parties involved in a complaint. All information and records pertaining to complaints handled under the informal Complaint Process shall be kept confidential.

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PS11

SEXUAL HARASSMENT

Formal Complaint Process:

The Individual Employee Complaint Procedure of the District (Policy 4211) is available for resolution of complaints alleging sexual harassment if the complaint is not resolved to the satisfaction of the employee in the above Informal Complaint Process.

Extension of Time Requirements:

Time limits specified in the formal complaint procedure may be extended if an informal complaint was initiated within the applicable time limits for filing a formal complaint. In these instances, if the informal complaint is not resolved to the satisfaction of the employee, the time limits for filing a formal complaint should begin as of the date of response by the appropriate supervisor, manager, or personnel office representative.

If the employee did not initiate an informal complaint within the time limits of the formal complaint procedure, the District's personnel officer may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

Waiver of Informal Complaint Process:

Preliminary informal steps to resolve a complaint may, depending on circumstances of the complaint, be waived and the formal complaint initiated at an appropriate higher step in the process.

PLEASE NOTE: Sexual harassment as defined above violates Title VII of the Civil Rights Act of 1964, the California Government Code, and regulatory guidelines of the Equal Employment Opportunity Commission, and the California Fair Employment and Housing Commission.

Violation of this policy shall generally constitute just and reasonable cause for discipline, up to and including termination.

Adopted 12/7/92

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INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

PURPOSE

1. The purpose of this policy is to provide an effective means of resolving difficulties which may arise outside the scope of the collective bargaining agreement, to reduce potential problems and to establish and maintain two-way channels of communication between the administration and employees of the District.
2. This Complaint Procedure is based upon the premise that both the employee and the employer have a sincere desire for a fair and timely settlement, thereby eliminating the source of discontent. Emphasis should be on an early and equitable solution of a complaint to the mutual satisfaction of the concerned persons.
3. This Complaint Procedure is intended to be the exclusive District remedy for complaints that meet the definition stated below. If the employee has also filed the matter with an external governmental authority having jurisdiction, it shall be assumed that the employee has decided to seek remedy elsewhere. Such matters shall not be subject to this procedure concurrently, except as required by law.

DEFINITIONS

1. A complaint is an allegation that there has been a misinterpretation or inequitable application of a statute, policy, regulation, procedure or good practice. Complaints regarding sexual harassment should be pursued under the applicable district Sexual Harassment Investigation and Complaint Procedure.
2. An administrative representative, hereafter called "administrator," for purposes of this policy, is an employee designated by the Board of Education as in a Management/Leadership position.
3. Days shall mean days when the administrative offices at the Education Center are open.

PROCEDURE

Informal Level

The complainant should attempt informal resolution of a complaint in conference with the appropriate administrator prior to initiating a formal complaint. The complainant may request a written response at the time of the

informal conference. Such response should be received by the complainant within ten (10) days.

Formal Complaint Level I

1. The complainant may begin the complaint procedure at Level I.
2. A formal complaint should be submitted in writing on the form provided by the District (which may be supplemented by other documentation) to the complainant's immediate supervisor within ten (10) days (unless the complaint is regarding unlawful discrimination, in which case the complaint must be submitted within a reasonable time, generally not to exceed 30 days) after the incident or after the receipt of the written response at the informal level.
3. The written complaint shall include the following: A) a complete description of the complaint; B) the law, policy, regulation, procedure or good practice allegedly violated, misinterpreted or inequitably applied; C) the names of any witnesses; D) previous attempts at resolution; and, E) remedy sought.
4. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
5. The administrator receiving a complaint may meet with the complainant and/or any other involved party prior to preparing the response.

Level II

1. Within ten (10) days of receiving the Level I determination, the complainant may appeal to the appropriate Assistant Superintendent. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint may meet with the complainant and/or other involved parties prior to rendering a decision.
3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

Level III

1. Within ten (10) days of receiving the Level II determination, the complainant may file a written letter of appeal. The appeal should be addressed to the Board of Education and submitted through the

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Superintendent. Copies of all documents related to the appeal should be attached.

2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentation.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. All complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint, with the exception of a written reprimand or other counseling memoranda given to an accused employee, will be filed separately from the personnel files of the participants.
3. The time limit specified in the procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next higher level of management.
5. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically proceeds to the next level.
6. If a complainant fails to complete a required act within the specified time, the complaint will be considered resolved at the highest level completed.
7. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
8. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.

9. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.

Legal Reference:

GOVERNMENT CODE

3543

53296

53297

53298

53298.5

Adopted 11/1/76

Revised 9/19/77

Readopted 1/2/90

Technical Change 10/28/91

Revised 2/3/97

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

PURPOSE

1. The purpose of this policy is to provide an effective means of resolving difficulties which may arise outside the collective bargaining agreements, to reduce potential problems and to establish and maintain two-way channels of communication between the administration and employees of the District.
2. This Complaint Procedure is based upon the premise that both the employee and the employer have a sincere desire for a fair and timely settlement, thereby eliminating the source of discontent. Emphasis should be on an early and equitable solution of a complaint to the mutual satisfaction of the concerned persons.
3. This Complaint Procedure is intended to be the exclusive District remedy for complaints that meet the definition stated below. If the employee has also filed the matter with an external governmental authority having jurisdiction, it shall be assumed that the employee has decided to seek remedy elsewhere. Such matters shall not be subject to this procedure concurrently, except as required by law.

DEFINITIONS

1. A complaint is an allegation that there has been a misinterpretation or inequitable application of a statute, policy, regulation, good practice or procedure. Title IX and Section 504 of the Rehabilitation Act of 1973 should be considered included under this definition.
2. An administrative representative, hereafter called "administrator," for purposes of this policy, is an employee designated by the Board of Education as in a Management/Leadership position.
3. A complainant is an employee of the District, except designated management leadership representatives of the employer Board of Education, who wishes to resolve a complaint.
4. Days shall mean days when the administrative offices at the Education Center are open.

PROCEDURE

Informal Level

The complainant should attempt informal resolution of a complaint in conference with the appropriate administrator prior to initiating a formal complaint. The complainant



INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Informal Level

may request a written response at the time of the informal conference. Such response should be received by the complainant within ten (10) days.

Formal Complaint Level I

1. The complainant may begin the complaint procedure at Level I.
2. A formal complaint should be submitted in writing on the form provided by the District to the complainant's immediate supervisor within ten (10) days after the incident or after the receipt of the written response at the informal level.
3. The written complaint shall include the following: A) a description of the complaint; B) the law, policy, regulation, procedure or good practice allegedly violated, misinterpreted or inequitably applied; C) any previous solutions attempted; and, D) remedies sought.
4. The administrator receiving the complaint shall communicate in writing his/her decision to the complainant within ten (10) days after receiving the complaint. A copy of the administrator's reply shall be appended to a copy of the original complaint and be sent to the personnel officer on the day the reply is made to the complainant.
5. The administrator receiving a complaint may confer with the complainant and/or any other involved party prior to preparing the response.

Level II

1. The complainant may appeal the Level I decision within ten (10) days to the appropriate Assistant Superintendent. The appeal shall be submitted in writing on the District Level II form.
2. The Assistant Superintendent receiving the complaint may confer with the complainant and/or other involved parties prior to rendering a decision.
3. The Assistant Superintendent will communicate the decision in writing to the complainant, the Level I administrator and the Superintendent within ten (10) days of receiving the appeal.

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Level III

1. The complainant may file a written letter of appeal of the Level II decision within ten (10) days. The appeal should be addressed to the Board of Education and submitted through the Superintendent. Copies of all documents related to the appeal should be attached.
2. The complainant may request to address the Board, with representation if so desired, in closed session. Such requests shall be made at the time the appeal is submitted to the Superintendent. If the Board grants such a request, all involved parties shall be notified and have the right to make presentations. The Board may question the parties after the presentations.
3. The Board of Education will arrive at a formal decision, after reviewing the record, no later than the second next regularly scheduled Board meeting following the presentation of the appeal. The decision of the Board shall be final and end the appeal process.

Guidelines Applicable to all Complaints

1. All complaint proceedings shall be kept confidential, as may be appropriate, at all levels of the procedure by all parties involved.
2. All records dealing with the processing of a complaint will be filed separately from the personnel files of the participants.
3. The time limit specified in the procedures may be extended in any specific instance by written agreement of both parties, at any level.
4. If a complaint arises from the action of an authority above the principal or supervisor level, the employee may present his/her complaint at the next higher level.
5. If the procedure is not completed within the specified time by the administrator handling it, the complaint automatically proceeds to the next level.
6. If the procedure is not completed within the specified time by the complainant, the complaint will be considered resolved at the highest level at which the procedure has been completed.

INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE

Guidelines Applicable to all Complaints

7. No complainant shall be penalized for exercising his/her right to submit a complaint or participate in the complaint proceedings. If a retaliation complaint arises, the employee may submit a new complaint to the next higher level of authority.
8. If the inappropriate circumstance(s) sustained through the complaint procedure continues, the complainant may submit a new complaint at the next higher level of authority.
9. No complainant or other involved party at any stage of the complaint procedure will be required to meet with any administrator concerning the complaint without a representative of his/her choice present.

Legal Reference:

GOVERNMENT CODE

3543
3543.1
53296
53297
53298
53298.5

Adopted 11/1/76
Revised 9/19/77
Readopted 1/2/90
Technical Change 10/28/91
Revised 2/3/97



SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

The Board of Education is committed to maintaining a learning environment free from harassment, intimidation or insult. Further, the Board believes that all persons, regardless of their sex, should enjoy freedom from discrimination of any kind, including sexual harassment in the district's schools. Sexual harassment constitutes a violation of the California Education Code Sections 210 through 214, 230 and 48900.2 as well as Federal law, including Title IX. As such, sexual harassment may constitute just cause for disciplinary action against pupils or employees committing such an offense.

Compliance Officer

The Board of Education designates the following compliance officer to receive and investigate complaints and ensure district compliance with law:

Director, Administrative Services
Title Coordinator
3924 Riverview Drive, Riverside, CA 92509
(909) 222-7831

Notification

The district's policy on sexual harassment as it pertains to pupils shall be included in the annual notification to parents along with the specific rules and procedures for reporting allegations of sexual harassment and for pursuing available remedies. A copy of the policy on sexual harassment shall be posted in the district office, at all schools and any other area where notice regarding district rules, regulations, procedures and standards of conduct are posted.

Definition

Sexual harassment is defined as unwelcome and offensive sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature made by someone from or in the educational setting. The conduct must be considered by a person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile or offensive educational environment.

As used in this policy and regulation "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by anyone in or from the district, under any of the following conditions:

- a) Submission to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status, or progress.

- b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d) 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, honor, programs, or activities available at or through the educational institution.

Examples of Sexual Harassment

Sexual harassment includes but is not limited to the following examples:

- a) Unwanted sexual advances.
- b) Offering educational benefits in exchange for sexual favors.
- c) Making or threatening reprisals after a negative response to sexual advances.
- d) Visual conduct: Leering, making sexual gestures, displaying of sexually suggestive objects or pictures, graffiti cartoons, or posters.
- e) Verbal conduct: Making or using derogatory or other comments, epithets, slurs, and/or jokes of a sexual nature.
- f) Verbal sexual advances or propositions.
- g) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
- h) Physical conduct: Touching, assault, impeding or blocking movements.
- i) Retaliating against an individual after the individual makes a sexual harassment complaint.

Complaint Process and Informal Site Investigation Procedures

Any student who alleges that he/she has been the victim of sexual harassment by another student, staff member or other person should report this alleged violation of Board Policy to any staff member. When a staff member receives such a complaint or observes an incident even if the student does not complain, the staff member shall notify the site administrator or his/her

designee as soon as possible (within 24 hours) and provide pertinent information so that an investigation of the allegation can be completed.

The complaining student should make a factual written statement of his/her complaint. It may be dictated and signed by the student, if desired. The statement should be provided to the person(s) investigating the complaint, and, within a reasonable time, a factual summary of the complaint shall be provided to the accused student or employee.

Once a complaint has been received, an immediate impartial investigation commencing not later than two (2) school days after receiving the written complaint shall be conducted by the site administrator/designee and/or other qualified investigator(s) chosen by the District. The investigators should interview the complaining party, the accused student/employee, and all identified witnesses. The investigator(s) shall then review the factual information to determine whether the alleged conduct constitutes harassment as designed above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred. The investigation shall be completed within forty-five (45) school days after the complaint is received unless circumstances require a longer period. In such case, all concerned parties will be notified.

Based on the investigators' findings, the principal of the accused student or the assistant superintendent of the division to which the accused employee is assigned shall take or recommend appropriate action to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. The results of the investigation shall be communicated in writing to the student(s) allegedly harassed and his/her parents, the accused person(s), and if appropriate, to others directly concerned on a need-to-know basis.

Appeal

If a student complainant or other alleged victim of harassment is dissatisfied with the resolution of the situation, the principal (or designee) or compliance officer shall give the student a copy of Board Policy and Regulation 5161 which contains instructions on how to initiate a formal complaint.

Discipline

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion. K-3 students shall not be subject to suspension or expulsion for sexual harassment.

Any employee who engages in, permits or fails to timely report sexual harassment in accordance with this policy shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges

may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

Confidentiality

It is essential that the principal ensures confidentiality throughout the investigation of allegations of sexual harassment. The actual facts of the complaint and the sensitive nature of specific allegations may require special efforts to maintain confidentiality. The principal should inform all parties to a sexual harassment investigation, including witnesses, not to discuss the matter with others.

Information to Students

The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.

Information regarding the serious nature of sexual harassment, the impact upon a victim and the consequences of violation of this policy shall be conveyed to students in the regular rules and regulations distributed to students at the beginning of the school year, or upon initial enrollment.

Legal Reference:

CIVIL CODE

51.9

1714.1

EDUCATION CODE

200-240

212.5

212.6

230

48900.2

48904

48980

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, 1972

UNITED STATES CODE, TITLE 42

2000d-2000-7 Title VI

2000e-2000e-17 Title VII

Revised:

SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE

1. The Principal or designee ("investigator") shall promptly investigate all complaints of sexual harassment. In so doing, the investigator may speak individually with:
 - a. The student or other person who raised the complaint ("complainant").
 - b. The person accused of harassment
 - c. The alleged victim(s)
 - d. Anyone who saw the harassment take place
 - e. Anyone mentioned as having related information or any other person
2. The complainant shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.
3. The investigator will only discuss or share the complaint with necessary persons on a need-to-know basis. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the investigator may discuss the complaint with the following persons:
 - a. The Superintendent or designee
 - b. The parent/guardian of the student who complained
 - c. The parent/guardian of student accused of harassment
 - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
 - e. Child protective and/or law enforcement agencies responsible for investigating child abuse reports if appropriate
 - f. Legal counsel for the district
4. When the complainant and the person accused of harassment so agree, the district may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. A complainant will not be required to work out a situation directly with the accused person.
5. The investigator shall inform a student complainant that he/she has the right to file a formal complaint at any time in accordance with the district's student complaint Policy 5161.



If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.

6. In reaching a decision about the complaint, the principal or designee may take into account:
 - a. Statements made by the persons identified above;
 - b. The details and consistency of each person's account;
 - c. Evidence of how the complaining student reacted to the incident;
 - d. Evidence of past instances of harassment by the accused person;
 - e. Evidence of past harassment complaints that were found to be untrue.
7. To judge the severity of the harassment, the principal or designee may take into consideration:
 - a. How the misconduct affected one or more students' education;
 - b. The type, frequency and duration of the misconduct;
 - c. The number of persons involved;
 - d. The age and sex of the person accused of harassment;
 - e. The subject(s) of harassment;
 - f. The place and situation where the incident occurred;
 - g. Other incidents at the school, including incidents of harassment that were not related to sex.
8. The principal or other district representative shall inform the student complainant and the person accused in writing of the findings of the investigation at its completion.
9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.

Enforcement

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 offensive graffiti;
2. Providing staff inservice and student instruction or counseling;



3. Taking appropriate disciplinary action. In addition, the district may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

Any violation of District policies prohibiting sexual harassment by students and/or staff may result in appropriate disciplinary action, up to and including expulsion of student(s) and/or termination of staff. In addition, violation of these policies may also expose the District, individual officers employees and/or student(s) to civil liability.

If the complainant is not satisfied with the District processing of a complaint of discrimination, the complainant may also seek remedies with the following other state or federal agencies which may have jurisdiction:

U.S. Department of Education - Office of Civil Rights

California Department of Education - Superintendent of Public Instruction

These agencies are listed in the white pages of the telephone book and on the World Wide Web.

Adopted:

SEXUAL HARASSMENT

The Board of Education is committed to maintaining a learning environment free from harassment, intimidation or insult. Further, the Board believes that all persons, regardless of their sex, should enjoy freedom from discrimination of any kind, including sexual harassment in the district's schools. Sexual harassment constitutes a violation of the California Education Code Section 212.6 and 48900 as well as Federal law, Section 703 of Title VII. As such, sexual harassment may constitute just cause for disciplinary action against pupils committing such an offense.

Compliance Officer

The Board of Education designates the following compliance officer to receive and investigate complaints and ensure district compliance with law:

Administrator of Education Support Services
Title IX/Section 504/Americans with Disabilities Act Coordinator
3924 Riverview Drive, Riverside, CA 92509
(909) 222-7769

Notification

The district's policy on sexual harassment as it pertains to pupils shall be included in the annual notification to parents along with the specific rules and procedures for reporting allegations of sexual harassment and for pursuing available remedies. A copy of the policy on sexual harassment shall be posted in the district office, at all schools and any other area where notice regarding district rules, regulations, procedures and standards of conduct are posted.

Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature made by someone from or in the educational setting. The conduct must be considered by a person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile or offensive educational environment.

In general, the following conduct is considered sexual harassment:

- a. Sexual assault
- b. Physical abuse (unnecessary touching, pinching or cornering)
- c. Verbal abuse (propositions, lewd comments, or sexual insults)
- d. Visual abuse (leering, or display of pornographic material designed to embarrass or intimidate), or
- e. Subtle or overt pressure for sexual favors accompanied by an implied or overt threat.

SEXUAL HARASSMENT**Complaint Process and Informal Site Investigation Procedures**

Any student who feels that he/she has been the victim of sexual harassment either by another student or a staff person should report this violation of Board Policy to any staff member. When a staff member receives such a complaint, he/she should notify the principal or his/her designee and provide pertinent information so that an investigation of the allegation can be completed.

The complaining student should make a factual written statement of his/her complaint. It may be dictated and signed by the student, if desired. The statement should be provided to the person(s) investigating the complaint, and, within a reasonable time, to the accused student or employee.

Once a complaint has been received, an immediate impartial investigation commencing not later than two (2) school days of receiving the written complaint shall be conducted by the principal/designee and/or other qualified investigator(s). At least one of the investigators shall be of the same sex as the complaining student. The investigators should interview the complaining party, the accused student/employee, and all identified witnesses. The investigator(s) shall then review the factual information to determine whether the alleged conduct constitutes harassment as defined above, giving consideration to the record as a whole and the totality of circumstances, including the nature of the alleged conduct and the context in which the alleged incident(s) occurred. The investigation shall be completed within forty-five (45) school days after the complaint is received.

Based on the investigators' findings, the principal of the accused student or the assistant superintendent of the division to which the accused employee is assigned shall take or recommend appropriate action. The results of the investigation shall be communicated to the complaining party and his/her parents.

Appeal

If the complainant is dissatisfied with the resolution of the situation, the principal or designee shall give the student a copy of Board Policy 5164, Uniform Complaint Procedures, and instructions on how to initiate a formal complaint.

Procedures to be followed for initiating such an appeal, including appropriate civil law remedies, may be obtained from the compliance officer.

Discipline

When a determination is made that sexual harassment occurred and the accused student or employee committed the violation, the principal or designee shall proceed in the same manner as any student suspension or suspension with a recommendation for expulsion. If the harassment was committed by an employee, discipline shall be administered consistent with established procedures for employee discipline.

E-13
P39

SEXUAL HARASSMENT

Confidentiality

It is essential that the principal ensures confidentiality throughout the investigation of allegations of sexual harassment. The actual facts of the complaint and the sensitive nature of specific allegations may require special efforts to maintain confidentiality. The principal should inform all parties to a sexual harassment investigation, including witnesses, not to discuss the matter with others.

Information to Students

Information regarding the serious nature of sexual harassment, the impact upon a victim and the consequences of violation of this policy shall be conveyed to students in the regular rules and regulations distributed to students at the beginning of the school year, or upon initial enrollment.



-Revised-

Students
Policy 5161
Page 1 of 1

STUDENT COMPLAINT AND PROBLEM RESOLUTION

The Board recognizes the desirability of having a clear channel of communication between the students and the schools for resolving complaints.

The purposes of this policy and regulation are to provide an effective means of resolving concerns of students, reduce potential problems, protect the rights of students and open and maintain effective channels of communication.

This policy is based upon the premise that students and district employees have a sincere desire to be fair to each other and to arrive at fair resolutions of problems. Emphasis should be on early and equitable resolution of complaints to the maximum satisfaction possible for all parties.

Legal Reference:

EDUCATION CODE

35146

GOVERNMENT CODE

950-950.8

54957-54957.8

CODE OF REGULATIONS, TITLE 5

3080

4600-4671

Adopted 1/15/73

Revised 11/6/78, 1/20/87

Revised/Readopted 6/25/90

Technical Change 12/11/96

Revised

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STUDENT COMPLAINT AND PROBLEM RESOLUTION

Definition

This regulation is a guideline to be applied to any situation not covered by the Education Code or other specific provisions in district policies, regulations, or procedures. This regulation may be used by any student who feels that there has been a violation, misinterpretation or inequitable application of existing district policies or federal or state laws, including Title IX and Section 504 of the Rehabilitation Act of 1973.

Informal Procedure

In the use of this informal procedure, it is understood that a written record shall not be required but may be kept. It is anticipated that most problems will be resolved by this informal procedure.

1. The concerned student shall first make every attempt to resolve his/her complaint or problem with the staff member directly involved.
2. If the problem is still unresolved, the student should notify the appropriate administrator within five (5) working days. Every reasonable attempt shall be made to resolve the complaint at this level. When a complaint is initially made to a higher authority and the complainant is unwilling to attempt direct resolution with the staff member who is the subject of complaint, the next higher authority will normally advise the staff member of such complaint in a timely manner.

Levels of Authority

School Personnel

Teacher/Aide/Secretary, etc.
to
Assistant Principal to
to
Principal
to
Assistant Superintendent
Education Services

Other Personnel

Transportation, Food Services,
Maintenance

Director
to
Assistant Superintendent
Business Services

3. The appropriate assistant superintendent shall make a final administrative determination and communicate this decision to each party.

If the problem is resolved at any level of authority, or if the complainant does not wish to take further steps, the case is closed. If any meetings are required during the informal procedure, insofar as possible they shall be scheduled outside classroom time but within the staff member's work day. After completion of the final step in the informal procedure established above, the student may submit the complaint in writing to the Superintendent.

STUDENT COMPLAINT AND PROBLEM RESOLUTION

Formal Procedure

1. A written complaint must be signed and include a statement of the problem(s) and supportive facts or reasons which justify the concern.
2. The Superintendent will review the complaint with the employee involved.
3. The Superintendent will then discuss the matter with the appropriate parties to attempt to resolve the problem.
4. If the problem is resolved, the case is closed. If the problem is not resolved, the Superintendent will invite the employee involved to submit a written response to the complaint.
5. The Superintendent or designee shall prepare a written report to the Board.
6. The Board shall review the written report which shall include at least the written complaint and any written response.
7. At the Board's discretion, it may meet in Closed Session with necessary parties, the appropriate Assistant Superintendent and Superintendent or designee. Otherwise, the resolution of the Superintendent shall be final. The Superintendent shall notify the parties of any outcome.

Discrimination Complaint

If a complaint alleges unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color or physical or mental disability in any program or activity of the District, and a complainant is not satisfied with the District processing of a complaint, the complainant may also seek remedies with the following other state or federal agencies which may have jurisdiction:

U.S. Department of Education - Office of Civil Rights

California Department of Education - Superintendent of Public Instruction

These agencies are listed in the white pages of the telephone book and on the World Wide Web.

Adopted 1/15/73

Revised 11/6/78, 3/18/85, 1/20/87, 9/3/91

Technical Change 7/17/89, 10/25/91, 12/11/96

Revised

STUDENT COMPLAINT AND PROBLEM RESOLUTION

The Board recognizes the desirability of having a clear channel of communication between the students and the schools for resolving complaints.

The purposes of this policy and regulation are to provide an effective means of resolving concerns of students, reduce potential problems, protect the rights of students and open and maintain effective channels of communication.

This policy is based upon the premise that students and district employees have a sincere desire to be fair to each other and to arrive at fair resolutions of problems. Emphasis should be on early and equitable resolution of complaints to the maximum satisfaction possible for all parties.

Adopted 1/15/73
Revised 11/6/78, 1/20/87
Revised/Readopted 6/25/90
Technical Change 12/11/96

STUDENT COMPLAINT AND PROBLEM RESOLUTIONDefinition

This regulation is a guideline to be applied to any situation not covered by the Education Code or other specific provisions in district policies, regulations, or procedures. This regulation may be used by any student who feels that there has been a violation, misinterpretation or inequitable application of existing laws or district policies, including Title IX and Section 504 of the Rehabilitation Act of 1973.

Informal Procedure

In the use of the informal procedure, it is understood that a written record shall not be required but may be kept. It is anticipated that most problems will be resolved by the informal procedure.

1. The concerned student shall first make every attempt to resolve his/her complaint or problem with the staff member directly involved.
2. If the problem is still unresolved, the student should notify the appropriate administrator within five (5) working days. Every reasonable attempt shall be made to resolve the complaint at this level. When a complaint is initially made to a higher authority and the complainant is unwilling to attempt direct resolution with the staff member who is the subject of complaint, the next higher authority will normally advise the staff member of such complaint in a timely manner.

Levels of Authority

<u>School Personnel</u>	<u>Other Personnel</u>
Teacher/Aide/Secretary, etc.	Transportation
to	Food Services
Assistant Principal	Maintenance, etc.
to	to
Principal	Director
to	to
Assistant Superintendent	Assistant Superintendent
Education Services	Business Services

3. The appropriate assistant superintendent shall make a final administrative determination and communicate this decision to each party.

If the problem is resolved at any level of authority, or if the complainant does not wish to take further steps, the case is closed. If any meetings are required during the informal procedure, insofar as possible they shall be scheduled outside classroom time but within the staff member's work day. After completion of the final step in the informal procedure established above, the student may submit the complaint in writing to the Superintendent.

STUDENT COMPLAINT AND PROBLEM RESOLUTION

Formal Procedure

1. A written complaint must be signed and include a statement of the problem(s) and supportive facts or reasons which justify the concern.
2. The Superintendent will review the complaint with the employee involved.
3. The Superintendent will then discuss the matter with the appropriate parties to attempt to resolve the problem.
4. If the problem is resolved, the case is closed. If the problem is not resolved, the Superintendent will invite the employee to submit a written response to the complaint.
5. The Superintendent shall prepare a written report to the Board.
6. The Board shall review the written report which shall include at least the written complaint and any written response.
7. If the Board decides to do so, it shall meet in Closed Session with both parties, the appropriate Assistant Superintendent and the Superintendent. If the Board determines not to have such a meeting, the resolution of the Superintendent shall be final. The Superintendent shall notify the parties of the outcome.

Adopted 1/15/73
Revised 11/6/78, 3/18/85, 1/20/87, 9/3/91
Technical Change 7/17/89, 10/25/91, 12/11/96



RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution 99-15

Support of the Tech Prep Grant

WHEREAS, Tech Prep is an initiative that supports the development of a system to help students transition into higher education and prepare them for the high-skill jobs of the future; and

WHEREAS, the Riverside Community College Tech Prep Partnership has the opportunity to further develop its regionally structured, countywide Tech Prep system through a State grant application; and

WHEREAS, the Riverside Community College Tech Prep Partnership's goals are to retain students in education through a rigorous and relevant curriculum; to prepare students for higher education and the world of work; and to contribute to developing a high-skill, high-wage local and State economy; and

WHEREAS, the Riverside Community College Tech Prep partners are working toward increasing academic standards and providing all students with a post-secondary experience; and

WHEREAS, academic rigor and student retention are tied to relevancy in the curriculum with the workplace providing real-life application that expand and enhance each student's existing support system; and

WHEREAS, Riverside Community College is the lead for the region's Tech Prep Partnership; and

WHEREAS, the Riverside Community College Tech Prep Partnership is committed to expending its resources to build a true Tech Prep system for the residents of Riverside Community College, **NOW THEREFORE**

BE IT RESOLVED that the Jurupa Unified School District pledges its support and encouragement for the grant awarded by the State of California for the Riverside Community College District Tech Prep Partnership.

Sam D. Knight, Sr., President

Carolyn Adams, Clerk

Mary Burns, Member

John Chavez, Member

Ray Teagarden, Member

(F)

Resource Document *Request for Allowance of Attendance Because of Emergency*

California Department of Education

Form J-13A

REQUEST FOR ALLOWANCE OF ATTENDANCE BECAUSE OF EMERGENCY CONDITIONS Form J-13A (Rev. 4-90)

School district name: Jurupa Unified School District

County/District Code: 33/67090

County name: Riverside

This form replaces the Form J-13 (Rev. 3-86) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in Education Code Section 41422.
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in Education code 46392.
- When attendance records have been lost or destroyed as described in Education Code Section 46391.

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of Education Code Section 37202 (equal length of instructional time among schools within a district.)

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the Governing Board members and the County Superintendent before it can be approved by the Superintendent of Public Instruction.

The original form (with the Board members' affidavit) and two copies should be filed with the County Superintendent of Schools. If the County Superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

School District Management Assistance Office
California Department of Education
P.O. Box 944272
Sacramento, CA 94244-2720

This form consists of five preprinted pages. Pages 1 and 5 must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most districts. Multiple copies of Pages 2 and/or 3 may have to be submitted when claims are made on a school-by-school basis.

Request for Allowance of Attendance Because of Emergency

Resource Document

California Department of Education

Form J-13A

SCHOOL CLOSURE

Nature of Emergency (describe):

Name of School Granite Hill Elementary
(if request covers all schools, write "all schools" on name line)

School Code (from Directory) 33 67090 6110548

We request that apportionments be maintained, and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates) December 9, 1998 because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (per EC 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC 46200, et seq.

If the school closure resulted from impassable roads caused by inclement weather, state the number of school closure days for the same weather conditions in each of the last five years:

Page 2



Request for Allowance of Attendance Because of Emergency

Resource Document

California Department of Education

Form J-13A

SCHOOL CLOSURE

Nature of Emergency (describe):

Name of School Mission Bell Elementary
 (if request covers all schools, write "all schools" on name line)

School Code (from Directory) 33 67090 6032189

We request that apportionments be maintained, and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates)
December 9, 1998 because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (per EC 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC 46200, et seq.

If the school closure resulted from impassable roads caused by inclement weather, state the number of school closure days for the same weather conditions in each of the last five years:

Page 2



Request for Allowance of Attendance Because of Emergency

Resource Document

California Department of Education

Form J-13A

SCHOOL CLOSURE

Nature of Emergency (describe):

Name of School Pedley Elementary
(if request covers all schools, write "all schools" on name line)

School Code (from Directory) 33 67090 6032205

We request that apportionments be maintained, and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates) December 9, 1998 because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (per EC 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC 46200, et seq.

If the school closure resulted from impassable roads caused by inclement weather, state the number of school closure days for the same weather conditions in each of the last five years:

Page 2

Request for Allowance of Attendance Because of Emergency

Resource Document

California Department of Education

Form J-13A

SCHOOL CLOSURE

Nature of Emergency (describe):

Name of School Sky Country Elementary
(if request covers all schools, write "all schools" on name line)

School Code (from Directory) 33 67090 6104491

We request that apportionments be maintained, and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates)
December 9, 1998 because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (per EC 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC 46200, et seq.

If the school closure resulted from impassable roads caused by inclement weather, state the number of school closure days for the same weather conditions in each of the last five years:

Page 2

Request for Allowance of Attendance Because of Emergency

Resource Document

California Department of Education

Form J-13A

SCHOOL CLOSURE

Nature of Emergency (describe):

Name of School Troth Street Elementary
(if request covers all schools, write "all schools" on name line)

School Code (from Directory) 33 67090 6032221

We request that apportionments be maintained, and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates) December 9, 1998 because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (per EC 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC 46200, et seq.

If the school closure resulted from impassable roads caused by inclement weather, state the number of school closure days for the same weather conditions in each of the last five years:

Page 2

Request for Allowance of Attendance Because of Emergency

Resource Document

California Department of Education

Form J-13A

SCHOOL CLOSURE

Nature of Emergency (describe):

Name of School Mira Loma Middle School
(if request covers all schools, write "all schools" on name line)

School Code (from Directory) 33 67090 6112858

We request that apportionments be maintained, and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates) December 9, 1998 because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (per EC 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC 46200, et seq.

If the school closure resulted from impassable roads caused by inclement weather, state the number of school closure days for the same weather conditions in each of the last five years:

Page 2



Request for Allowance of Attendance Because of Emergency

Resource Document

California Department of Education

Form J-13A

SCHOOL CLOSURE

Nature of Emergency (describe):

Name of School Nueva Vista Continuation High School (2nd Session Closed)
(if request covers all schools, write "all schools" on name line)

School Code (from Directory) 33 67090 3334687

We request that apportionments be maintained, and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates)
December 9, 1998 because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (per EC 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC 46200, et seq.

If the school closure resulted from impassable roads caused by inclement weather, state the number of school closure days for the same weather conditions in each of the last five years:

Page 2

Request for Allowance of Attendance Because of Emergency

Resource Document

California Department of Education

Form J-13A

SCHOOL CLOSURE

Nature of Emergency (describe):

Name of School Indian Hills Elementary (Afternoon Kindergarten Closed)
(if request covers all schools, write "all schools" on name line)

School Code (from Directory) 33 67090 6105837

We request that apportionments be maintained, and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates)
December 9, 1998 because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (per EC 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC 46200, et seq.

If the school closure resulted from impassable roads caused by inclement weather, state the number of school closure days for the same weather conditions in each of the last five years:

Page 2

Resource Document Request for Allowance of Attendance Because of Emergency

California Department of Education

Form J-13A

Note: These oaths may be administered by any authorized person, including those mentioned in Section 60 of the Education Code excluding school trustees and members of boards of education.

AFFIDAVIT OF GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the Jurupa Unified school district, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

Subscribed and sworn (or affirmed) before me,
this day of January 4, 1999

Signed _____
Title Assistant Superintendent Business Services
of Riverside County, California

Individual responsible for preparing this form:

Name Debbie Gray Title Admin. Secretary Phone (909) 222-7758

At least a majority of the members of the governing board shall execute this affidavit.

AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools _____ date _____

Subscribed and sworn (or affirmed) before me,
this _____ day of _____, 19 _____

Signed _____
Title _____
of _____ County, California

Individual responsible for preparing this form:

Name _____ Title _____ Phone _____



Jurupa Unified School District

Personnel Report #11

January 4, 1998

CERTIFICATED PERSONNEL

Extra Compensation Assignment

Adult/Education; 1998-99 school year; to serve as an Instructor; December 14, 1998 through June 8, 1999; not to exceed six (6) hours per week; appropriate hourly rate of pay.

Ms. Linita Simmons

Instructional Services; to help facilitate the annual Elementary Winter Concert; December 3, 1998; not to exceed 2 1/2 hours each; appropriate hourly rate of pay.

Ms. Janet Garcia-Hudson Ms. Linda Vickers

Instructional Services; to serve on the Oral Language Committee; November 4-18, 1998; not to exceed three (3) hours each; appropriate hourly rate of pay.

Ms. Cori Barber
Ms. Marie Mains

Ms. Beth Ochs
Ms. Roxane Winemiller

Mr. Roger Ochs

Instructional Services; to serve on the Direct Assessment and Curriculum Alignment Committees; November 10, 1998 through December 2, 1998; not to exceed 14 hours total; appropriate hourly rate of pay.

Mr. Russ Orwig

Glen Avon Elementary; to identify Title I students, plan programs, facilitate parent interactions, etc.; August 27, 1998 through June 18, 1999; not to exceed 183 hours total; appropriate hourly rate of pay.

Mr. Robert Mercer

Rubidoux High School; to develop academic learning plans and to review academic progress for tenth graders; October 1, 1998 through May 28, 1999; not to exceed 210 hours total; appropriate hourly rate of pay.

Ms. Jill Trosper
Mr. Ignacio Godoy

Mr. Zelmon McBride
Ms. Kathi Jensen

Mr. James Heidecke
Mr. Fred Drury

Personnel Report #11

CERTIFICATED PERSONNEL

Substitute Assignment

Teacher	Ms. Rebeca Pachon 3324 Utah Avenue Riverside, CA 92507	As needed CBEST Waiver
Teacher	Ms. Elisha Schmuck-Wakefield 11421 Pena Way Mira Loma, CA 91752	As needed CBEST Waiver

Leave of Absence

Teacher	Ms. Denise Hawkins-Sanchez 822 W. Princeton Ontario, CA 91762	Maternity Leave effective January 4, 1999 through February 15, 1999 with use of sick leave benefits and Unpaid Special Leave effective February 16, 1999 through March 1, 1999 without compensation.
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CLASSIFIED PERSONNEL

Regular Assignment

Secretary/Account Clerk	Ms. Kimberlee Bessler 3878 Golden Avenue Riverside, CA 92505	Effective December 14, 1998 Work Year A
Bilingual Language Tutor/Instructional Aide	Ms. Sandra Rodriguez 6615 Brenton Riverside, CA 92509	Effective December 14, 1998 Work Year E1 Part-time

Leave of Absence

Senior Fiscal Clerk	Ms. Darlinda Wanderer 4741 Millbrook Avenue Riverside, CA 92509	Unpaid Special Leave effective January 4, 1999 through April 2, 1999 without compen- sation or health and welfare benefits.
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Personnel Report #11

CLASSIFIED PERSONNEL

Leave of Absence

Bilingual Language Tutor	Ms. Irma Sanchez 7849 Whitney Drive Riverside, CA 92509	Maternity Leave effective March 1, 1999 through April 15, 1999 with use of sick leave benefits and Unpaid Special Leave effective April 16, 1999 through May 23, 1999 without compensation and May 24, 1998 through June 11, 1999 without compensation or health and welfare benefits.
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Correct Resignation Date

Dispatcher/Bus Driver Trainer	Ms. Sheila Chaires 8722 Ouida Drive Riverside, CA 92503	Effective November 27, 1998
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Resignation

Activity Supervisor	Ms. Maria Granillo 6756 Coloma Way Riverside, CA 92509	Effective January 4, 1999
Secretary-High School Assistant Principal	Ms. Donna Reuter 5085 Vail Way Mira Loma, CA 91752-1635	Effective December 21, 1998

OTHER PERSONNEL

Short-Term Assignment

Ina Arbuckle Elementary; to serve as a Babysitter; September 23, 1998 through June 3, 1999; not to exceed 66 hours total; \$5.15 per hour.

Babysitter	Ms. Leticia Lopez
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Ina Arbuckle Elementary; to serve as a Read Around Assistant; October 26, 1998 through February 5, 1999; not to exceed 98 hours total; \$5.15 per hour.

Read Around Assistant	Ms. Leticia Lopez
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Personnel Report #11

OTHER PERSONNEL

Short-Term Assignment

Ina Arbuckle Elementary; to serve as an Instructional Reading Assistant; September 8, 1998 through June 4, 1999; not to exceed three (3) hours per week; \$5.15 per hour.

Inst. Reading Assistant Ms. Leticia Lopez

Warehouse; to serve as a Peak Load Assistant; October 26, 1998 through December 30, 1998; not to exceed eight (8) hours per day; \$8.23 per hour.

Peak Load Assistant Mr. John Cole

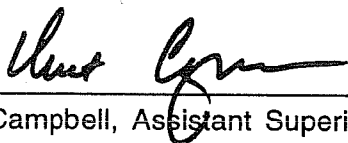
Jurupa Valley High School; to serve as a Peak Load Assistant; November 24, 1998; not to exceed eight (8) hours total; 8.23 per hour.

Peak Load Assistant Ms. Rebecca Thom

Jurupa Valley High School; to serve as a Peak Load Assistant; November 16, 17, and 30, 1998; not to exceed eight (8) hours per day; \$8.23 per hour.

Peak Load Assistant Ms. Tammy Hernandez

The above actions are recommended for approval:



Kent Campbell, Assistant Superintendent-Personnel Services



Jurupa Unified School District

Personnel Report #11

January 4, 1998

CERTIFICATED PERSONNEL

Intern Assignment

Teacher	Ms. Heather Regus 1770 Via Pacifica #L210 Corona, CA 91720	Effective January 4, 1999 Multiple Subject Internship Credential
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Extra Compensation Assignment

Administrative Hearing Panels: 1998-99 school year; appropriate hourly rate of pay.

Ms. Marjorie Steinbrinck

Adult/Alternative Education: to attend multimedia training; December 2, 1998; not to exceed four (4) hours total; appropriate hourly rate of pay.

Mr. Ernie Wright	Ms. Cori Barber	Ms. Dan Wobser
Ms. Yvonne Kimbro		

Bilingual Education: Review and revise ELD Standards Assessment Development; December 2, 1998; not to exceed 10 hours total; appropriate hourly rate of pay.

Ms. Sandra Amatriain	Ms. Mary Lunetto	Ms. Sophia Gray
Ms. Cassandra Lemus	Ms. Ramona Lopez	

Bilingual Education: Review and revise ELD Standards Assessment Development; December 7, 1998; not to exceed 20 hours total; appropriate hourly rate of pay.

Ms. Sandra Amatriain	Ms. Sophia Gray	Ms. Cassandra Lemus
Ms. Mary Lunetto	Ms. Ramona Lopez	

Instructional Services: to serve on the district's Library Task Force Committee; December 8, 1998; not to exceed 1 1/2 hours each; appropriate hourly rate of pay.

Ms. Carol King	Ms. Anita Avellino-Cantwell	Mr. John Allen
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Personnel Report #11

CERTIFICATED PERSONNEL

Extra Compensation Assignment

Instructional Services; Standard Implementation Meeting; December 1, 1998; not to exceed three (3) hours each; appropriate hourly rate of pay.

Ms. Tricia Ramer	Ms. Kristin Duman	Ms. Sherri Osterberg
Ms. Connie Nagle	Ms. Marsi Kearney	Ms. Kristin DeFrance
Ms. April Jacobson	Ms. Miriam Kim	Ms. Michelle Maisel
Ms. Martha Gomez	Ms. Kristie Williams	

Instructional Services; Social Studies/Science Curriculum Standards Meeting; December 11, 1998; not to exceed one (1) hour each; appropriate hourly rate of pay.

Mr. Steven Santiago	Ms. Kristie Williams	Ms. Marsi Kearney
Ms. Kristin DeFrance	Ms. Kara McCay	Ms. Danica Firth
Ms. Amanda Carrillo	Ms. Christa Jorgenson	Ms. Laurie Riemer
Mr. Jonathon McClure	Ms. Jennifer Collier	Ms. Miriam Kim
Ms. Laura Leal	Ms. Cassandra Lemus	

Mission Bell Elementary; to provide release time and/or extended time for teacher articulation and planning to enhance the Title I program; November 17, 1998; not to exceed nine (9) hours total; appropriate hourly rate of pay.

Mr. Stevan Flores	Ms. Kathleen Jaramillo	Ms. Lori Knight
Ms. Annemarie Lee	Mr. Brian Long	Ms. Ramona Lopez
Mr. David Moberly	Ms. Marci Murray	Ms. Joanne Tyler

Mission Bell Elementary; to provide compensation to teachers for before and after school programs for identified students; November 16, 1998 through May 28, 1999; not to exceed 500 hours total; appropriate hourly rate of pay.

Mr. Stevan Flores	Ms. Kathleen Jaramillo	Ms. Susan Kay
Ms. Annemarie Lee	Ms. Ramona Lopez	Mr. David Moberly
Ms. Marci Murray	Ms. Donna Prince	Ms. Joanne Tyler

Sunnyslope Elementary; parent involvement; November 19, 1998; not to exceed 10 hours total; appropriate hourly rate of pay.

Ms. Marilyn Wior	Ms. Elizabeth Mendoza	Ms. Barbara Martin
Ms. Jamie Neal	Ms. Janice DeSpain	

Personnel Report #11

CERTIFICATED PERSONNEL

Extra Compensation Assignment

Jurupa Valley High School; to attend ELAC meetings; October 8, 1998 through November 5, 1998; not to exceed four (4) hours total; appropriate hourly rate of pay.

Ms. Lisa Vallejos

Substitute Assignment

Teacher	Mr. Richard Adling 5646 Dodd Street Mira Loma, CA 91752	As needed Emergency 30-Day Permit
Teacher	Mr. Gregory Cabrera 6520 Shannon Road Riverside, CA 92504	As needed Emergency 30-Day Permit
Teacher	Mr. Anthony Encinas 7870 Magnolia Avenue #26 Riverside, CA 92504	As needed Emergency 30-Day Permit
Teacher	Ms. Sara Gewirtz 1080 Spruce #2P Riverside, CA 92507	As needed Emergency 30-Day Permit
Teacher	Ms. Patricia Kon 28481 Championship Drive Moreno Valley, CA 92555	As needed CBEST Waiver
Teacher	Mr. Robert Kopenhaver 7570 Orchard Street #85 Riverside, CA 92504	As needed Emergency 30-Day Permit
Teacher	Mr. Glenn Lowry 18620 Bert Road Riverside, CA 92508	As needed Emergency 30-Day Permit
Teacher	Ms. Dena McSherry 5992 Maybelle Street Riverside, CA 92504	As needed Emergency 30-Day Permit
Teacher	Ms. Carol Sutton 7724 Sycamore Avenue Riverside, CA 92504	As needed Multiple Subject Credential

Personnel Report #11

CERTIFICATED PERSONNEL

Leave of Absence

Teacher (SDC)	Ms. Kathleen Jaramillo 6944 Capistrano Way Riverside, CA 92504	Maternity Leave effective February 1, 1999 through March 15, 1999 with use of sick leave benefits.
Teacher	Ms. Linda Yriarte 2088 Stratford Way Riverside, CA 92506	Unpaid Special Leave effective January 25, 1999 through June 10, 1999 without compensation or health and welfare benefits.

CLASSIFIED PERSONNEL

Short-Term/Extra Work

Administrative Services; preparation for readmission cases; December 21, 1998 through December 28, 1998; not to exceed 32 hours total; appropriate hourly rate of pay.

Clerk-Typist Ms. Terri Bierwirth

Adult/Alternative Education; to maintain and process district site contracts; December 10, 1998 through January 31, 1999; not to exceed 50 hours total; appropriate hourly rate of pay.

Clerk-Typist Ms. Janice Iwinski

Instructional Services; to serve on the district's Library Task Force Committee; December 8, 1998; not to exceed 1 1/2 hours each; appropriate hourly rate of pay.

Elem. Media Ctr. Clerk	Ms. Veronica Robinson
Secretary	Ms. Michele Rivera
Library Technician	Ms. Marylu Barela
Library Technician	Ms. Jeanette Bernd

West Riverside Elementary; standards and assessment; December 8, 1998 through February 26, 1999; not to exceed 10 hours each; appropriate hourly rate of pay.

Instructional Aide Ms. Linda Ortega
Bilingual Language Tutor Ms. Lydia Reese

Personnel Report #11

CLASSIFIED PERSONNEL

Short-Term/Extra Work

Rubidoux High School; to maintain pool during winter recess; December 21-30, 1998; not to exceed 40 hours total; appropriate hourly rate of pay.

Pool Manager Mr. Tony Allega

Substitute Assignment

Activity Supervisor Mr. Wilbert Freitag As needed
4281 Tola Court
Riverside, CA 92509

Leave of Absence

Instructional Aide Ms. Cynthia Cowling Unpaid Special Leave
5470 Sulphur Drive effective January 4, 1999
Mira Loma, CA 91752 through June 11, 1999
without compensation or health
and welfare benefits.

Instructional Aide Ms. Christine Singleton Unpaid Special Leave
24383 Myers Avenue effective December 9, 1998
Moreno Valley, CA 92553 through June 9, 1999
without compensation or health
and welfare benefits.

Placement on 39-Month Reemployment List
(Education Code #45195)

Cafeteria Assistant II Ms. Margaret Durlin Effective January 22, 1999
7434 Christine Avenue
Riverside, CA 92509

Instructional Aide Ms. Sandra Schumacher Effective December 28, 1998
11060 Ares Way
Mira Loma, CA 91752

Remove Name From 39-Month Reemployment List
(Education Code #45195)

Account Clerk Ms. Juanita Dennis Effective November 18, 1998
24229 Dimitra
Moreno Valley, CA 92388

Personnel Report #11

CLASSIFIED PERSONNEL

Remove Name From 39-Month Reemployment List
(Education Code #45192)

Cafeteria Assistant II	Ms. Alice Goode 2438 Antelope Drive Corona, CA 91720	Effective December 8, 1998
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Termination

Instructional Aide (Probationary)	Ms. Mary Jane Robinson 6508 Baker Street Riverside, CA 92509	Effective December 15, 1998
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Resignation

Cafeteria Assistant I	Ms. Chrys Kulyk 4457 Fairbanks Avenue Riverside, CA 92509	Effective December 11, 1998
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Dispatcher/Bus Driver Trainer	Ms. Robin Robison 2828 Monroe Street Riverside, CA 92503	Effective January 3, 1999
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Activity Supervisor	Ms. Jennifer Runyan 1270 Wilson Avenue Perris, CA 92571	Effective January 8, 1999
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Instructional Aide	Ms. Marilyn Whitney 6960 Keating Drive Riverside, CA 92503	Effective November 25, 1998
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OTHER PERSONNEL

Short-Term Assignment

Learning Center: to serve as a Student Worker; December 21, 1998 through January 31, 1999; not to exceed 30 hours total; \$6.00 per hour.

Student Worker	Ms. Cindy Vasquez
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Mission Bell Elementary: to serve as a Translator; November 5, 1998 through June 10, 1999; not to exceed 28 hours total; \$9.052 per hour.

Translator	Ms. Emily Ibarra
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Personnel Report #11

OTHER PERSONNEL

Short-Term Assignment

Jurupa Middle School; to serve as a Family Advocate; December 15, 1998 through June 30, 1999; not to exceed 30 hours per week; \$10.00 per hour.

Family Advocate Ms. Virginia Sapien-Marquez

Rubidoux High School; to serve as an AVID Tutor; December 14, 1998 through June 10, 1999; not to exceed 25 hours per week; \$6.00 per hour.

AVID Tutor Mr. Kevin Roughton

The above actions are recommended for approval:

A handwritten signature in black ink, appearing to read "Kent Campbell", is written over a horizontal line.

Kent Campbell, Assistant Superintendent-Personnel Services

JURUPA UNIFIED SCHOOL DISTRICT
Education Services

DISTRICT ADVISORY COUNCIL FOR THE CONSOLIDATED APPLICATION

UNADOPTED MINUTES OF MEETING #1

October 28, 1998
Peralta Elementary School
Community Room

CALL TO ORDER

The first meeting of the District Advisory Council for the Consolidated Application was called to order by Mr. Memo Méndez, Director of Research and Categorical Projects at 9:05 a.m. at Peralta Elementary School in the Community Room.

ROLL CALL

Ms. Michele Rivera, Project Secretary, conducted roll call. Elected District Advisory Council members present were:

Ms. Carolyn Adams, Board Member
Ms. Patricia Aguilar, State Preschool
Ms. Chris Allen, Troth Street Elementary
Ms. Lori Anderson, Sky Country Elementary
Ms. Marylu Barela, Jurupa Middle School
Ms. Branden Bryan, West Riverside Elementary
Ms. Amy Davidson, Jurupa Valley High School
Ms. Lisa Devore, Sunnyslope Elementary
Ms. Lily Fernandez, Pacific Avenue Elementary
Ms. Diana Fox, Rubidoux High School
Ms. Gayla Gresham, Nueva Vista High School
Ms. Zayra Hall, Peralta Elementary
Ms. Teresa Ingram, Rustic Lane Elementary
Ms. Leticia Lopez, Ina Arbuckle Elementary
Ms. Cathy Lott, Mission Middle School
Ms. Karie Marshall, Mission Bell Elementary
Ms. Sherry Mata, Granite Hill Elementary
Ms. Freida Posada, Van Buren Elementary
Ms. Sharon Roberts, Pedley Elementary
Ms. Barbara Schultz, Camino Real Elementary
Mr. Bill Stallard, Indian Hills Elementary
Ms. Leona Wagner, Stone Avenue Elementary
Ms. Bonnie Wright, Glen Avon Elementary

District staff members present were:

Ms. Ellen French, Camino Real Elementary
Ms. Terri Moreno, Education Center
Mr. Gregg Nelsen, Education Center
Ms. Michele Rivera, Education Center
Ms. Marsha Willis, Education Center
Mr. John Wheeler, Rustic Lane Elementary

Guests present were:

Ms. Lavon Petersen, Ina Arbuckle Elementary
Lorraine Robles, Sunnyslope Elementary

OPENING ACTIVITIES

FLAG SALUTE

Mr. Memo Méndez, Director of Research and Categorical Projects, led the committee members and staff in the flag salute to the United States of America.

INTRODUCTIONS

Mr. Méndez requested all District Advisory Council members introduce themselves including the schools they represent.

INFORMATION SESSION

PURPOSE OF DISTRICT ADVISORY COMMITTEE

Ms. Terri Moreno, Categorical Projects Manager, reviewed the School Site Council By Laws, included in the District Advisory Committee Handbook. She outlined the purpose and duties of the school site and district advisory members and noted the role of the council (Article II) on page 15 of the handbook.

Ms. Moreno indicated that one of the roles as DAC members was to participate in the School-Based Coordinated and Title I Schoolwide Plan development process and to make recommendation for approval at their School Site Council meetings. The plan includes program rationale for expenditure of categorical funds which supplement general funding. The school improvement effort should be coordinated with the district's effort to enhance services to children, through the School Site Council, local governing board, and district office.

If there are any questions regarding the handbook or program requirements, please call Ms. Moreno at (909) 222-7855.

TITLE IV (INNOVATIVE STRATEGIES) RESULTS

Ms. Moreno gave an overview of the Title IV Innovative Program. The current program funding is used for the purchase of library books/resources to support the curriculum and guidance and counseling services from the Youth Service Center.

A handout was provided showing in graph form the results of a survey which was conducted at the end of the 1997-98 school year. Principals, staff, and parents are surveyed to determine whether the use of these funds is appropriate or other considerations deserve attention. As depicted in the graph results, the current use of these funds will continue as recommended.

UPDATE ON IMPROVING AMERICA'S SCHOOLS ACT (IASA)/ LOCAL IMPROVEMENT PLAN ADDENDUM

Mr. Méndez stated that under the federal legislation that was passed several years ago we are required to implement Title I programs utilizing student test data and student performance.

Mr. Méndez then reviewed an overhead describing the federal and state requirements for Standards-Based Accountability. The major components of this are:

- Curriculum Standards - The district has implemented mathematics and language arts standards which were developed last year for Pre-K through 12th grade and aligned them with the state standards. The development of curriculum standards in Science and Social Studies will be the focus this school year.
- Assessment using Multiple Measures - The district is now required to assess students using at least two forms of assessment. This year the district is utilizing the STAR test and teacher evaluation based on the district's curriculum standards.
- Data Collection and Analysis - Districts and schools are required to disaggregate achievement results.
- Utilizing data for Decision-Making
- Reporting

As part of the data collection and analysis, the district has developed a database for reporting student data. This information will be used to determine whether a student has met grade level standards using multiple measures.

At the parent conferences in November, teachers will review with parents their child's STAR test information and provide parents with a brochure outlining the mathematics and language arts standards.

**COORDINATED
COMPLIANCE
REVIEW (CCR)**

This year, Jurupa Unified School District will be visited by the California Department of Education for our compliance review in April, 1999. Ms. Moreno stated that last year, the district and each school site conducted a self-study of all the consolidated programs provided. All documentation was completed and mailed to the State Department on July 1, 1998.

She stated that she received notification from the State Department that our district self-study was exemplary and will be used as a state department model for training in 1999-2000.

The State will be visiting our district the week of April 27 - 30, 1999. We are in the process of ensuring that our schools and district office are prepared for the visit. They will review: Title 1, Title VI (SB1882), SIP, ELL, DFSC, TUPE, Vocational Education, Adult Education and Child Development. The purpose of their visit will be to validate information that was sent to them. After the validation review we will follow-up with them to rectify any questions they may have.

**SCHOOL BASED
PROGRAM
ANNUAL
EVALUATION**

Gregg Nelsen, Research and Evaluation, presented the results of the School-Based Coordinated Program Annual Survey. All School Site Councils are required to conduct an annual evaluation concerning the effectiveness of the School Based Coordinated Program at each site. Mr. Nelsen presented a handout and discussed the results with the DAC members.

**MINIMUM
COMPETENCIES
HIGH SCHOOL
GRADUATION**

Mr. Méndez discussed the minimum competencies required for high school graduation. This is based on State Bill AB 3408 - Student Progress, Elementary and Secondary Schools, passed in 1976.

This bill mandated school districts to adopt standards for minimum proficiencies in the skill areas of reading, writing, and math computation as a requirement for graduation from high school.

The district currently tests students in elementary at 6th grade, and in Secondary at 9th through 12th grade. Students are tested until they pass the minimum proficiency.

The district is proposing a new testing program: 1) based on District adopted curriculum standards, 2) embedded within criterion referenced testing, 3) identification of specific minimum standards, 4) determination of specific "passing" criteria on District criterion-referenced test, 5) determination of specific grade levels to be assessed (possibly 4th, 6th, and 8th); 6) determination of minimum standards for elementary grades; 7) linkages to other programs and policies (retention, summer school/after school programs, etc.).

ACTION SESSION

**SELECT CHAIRPERSON
AND
VICE -CHAIRPERSON**

Mr. Méndez opened nominations for Chairperson and Vice-Chairperson.

Ms. Lori Anderson nominated Ms. Diana Fox as Chairperson. The motion was agreed upon unanimously.

Ms. Diana Fox nominated Mr. Bill Stallard as Vice-Chairperson. The motion was seconded by Ms. Freida Posada and agreed upon unanimously.

**REVIEW AND
RECOMMEND FOR
APPROVAL PART II OF
OF THE
CONSOLIDATED
APPLICATION**

The Consolidated Application is a request for funding of nine supplemental Federal or State grants which include:

SIP
EIA
10th Grade Counseling
Professional Development
TUPE
Title I
Eisenhower
SDFSC
Innovative Strategies

This application is the district's official request to receive entitlements provided by these agencies.

Ms. Moreno reviewed each page of the Consolidated Application Part II with the District Advisory Committee members, highlighting the ranking of schools according to need based on the Free and Reduced Lunch percentages. The district currently has five Title I schoolwide schools and eight Targeted Assistance Title I schools as follows:

Title I Schools

Ina Arbuckle Elementary
West Riverside Elementary
Pacific Avenue Elementary
Rustic Lane Elementary
Troth Street Elementary

Targeted Assistance Title 1 Schools

Glen Avon Elementary
Granite Hill Elementary
Mission Bell Elementary
Pedley Elementary
Peralta Elementary
Stone Avenue Elementary
Sunnyslope Elementary
Van Buren Elementary

A motion was made by Marylu Barela to approve the submittal of Part II of the Consolidated Application. The motion was seconded by Bill Stallard and approved unanimously.

**TOPICS FOR
FUTURE AGENDAS**

The following topic was suggested for a future meeting:

Mentor Program

NEXT MEETING

Wednesday, January 27, 1999
9:00 - 11:00 a.m.
Peralta Elementary School

ADJOURNMENT

The meeting was adjourned at 11:40 a.m.

11.18.98
/mar