

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

TUESDAY, JANUARY 19, 1999

Note: Because of the Monday Holiday, the regular meeting is changed to Tuesday.

RUBIDOUX HIGH SCHOOL CAFETERIA, 4250 Opal Street, 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 Falcon Room 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 #12, and public employee discipline/dismissal.

STUDENT DISCIPLINE: Pursuant to Education Code Sections 48900 and 48915, the Board will be discussing Expulsion Cases #97-106, #98-005, #98-012, #98-017, #98-042, #98-045, #98-055, #98-066, #98-069, #98-070, #98-088, #98-089, #98-094, #98-096, #98-105, #98-112, #98-114, #98-121, #98-126, #99-001, #99-009, #97-010, #97-067, #98-057, #98-064, #98-065, #98-071, #98-072, #98-074, #98-080, #98-082, #98-118, #98-123, #99-015, #99-025, #99-029, #99-026, #99-027, #99-028, #98-101, #98-113, #98-115, #98-116, #99-023, #99-024.

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

(Anica McKesey, Rubidoux High Student Representative)

Invocation

(President Knight)

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.
- b. Welcome to Rubidoux High School (Mrs. Roberts)
Mr. Tony Kuns, Principal of Rubidoux High School, will welcome the Board. Ms. Staci Della-Rocco, vocal music teacher, will lead the Rubidoux High School Beauty Shop and Barber Shop Quartets in a performance for the Board.

2. Recognition

- a. Recognize Assessments in Career Education (ACE) Examination Scholars (Dr. Mason)
The four students listed below from Jurupa Valley High School received recognition from their Agriculture Core scores on the Assessments in Career Education (ACE) examination given in May 1998 as follows:

High Honors
Donnadee Thrall

Honors
Kyle M. Klimenko

School Recognition
Maurine M. Frey
Michael E. Swager

Administration and the Board would like to extend congratulations to Donnadee Thrall, Kyle M. Klimenko, Maurine M. Frey, and Michael E. Swager, and wish them well in their future endeavors. Information only.

- b. Recognize School Health Week (Dr. Hendrick)

In order to recognize School Health Week, beginning January 25, 1999, School Nurse Coordinator, Ms. Kathy Carter, will present a brief description of the services provided by district nurses at each site and recognize school nurses for supporting and promoting the health of students in the Jurupa Unified School District. In addition, Ms. Carter will show a seven minute video entitled "School Nursing in Today's World." Information only.

- c. 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.

Mr. and Mrs. J. Anderko, residents, wish to donate a Selmar flute, with the request it be used by students at Camino Real Elementary School. Value of the instrument is approximately \$200.00.

The Mission Bell Elementary School PTA wishes to donate \$2,050, with the request it be used for student field trips.

The Pacific Avenue Elementary School PTA wishes to donate \$1,265.00, with the request it be used to pay for the Mr. Wizard Assembly (\$640.00) and the Imagination Machine Assembly (\$625.00).

2. Recognition (Continued)

c. Accept Donations (Continued)

(Mr. Edmunds)

The Sky Country Elementary School PTA wishes to donate \$966.00, with the request it be used for educational assemblies at the school.

Sue Sandersfeld, on behalf of In-Stitches of Mira Loma, wishes to donate \$136.00, with the request it be used to purchase instructional materials for use at Sky Country Elementary School.

The Stone Avenue Elementary School PTA wishes to donate \$5,000.00, with the request it be used for student field trips and instructional materials.

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 1-7 as printed.

* 1. Approve Minutes of January 4, 1999 Regular Meeting

* 2. Purchase Orders

(Mrs. Lauzon)

* 3. Disbursement Orders

(Mrs. Lauzon)

* 4. Payroll Report

(Mrs. Lauzon)

* 5. Agreements

A. Approve Routine Action Items by Consent

- * 6. Adopt at Second Reading Revised Complaint Procedures (Dr. Needham)
All District complaint procedures were reviewed in reference to Coordinated Compliance Review guidelines and recent case history and presented to the Board for a first informational reading at the January 4, 1999 Board meeting. Prior to the first informational reading by the Board, 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.
- a. Revised Board Policy and Regulation 1902, Uniform Complaint Procedures
 - b. Revised Board Policy and Regulation 4110, Sexual Harassment Investigation and Complaint Procedure (Certificated Bargaining Unit Members)
 - c. Revised Board Policy 4111, Individual Employee Complaint Procedure (Certificated Bargaining Unit Members)
 - d. Revised Board Policy 4210, Sexual Harassment Investigation and Complaint Procedure (Classified Bargaining Unit Members)
 - e. Revised Board Policy 4211, Individual Employee Complaint Procedure (Classified Bargaining Unit Members)
 - f. Revised Board Policy and Regulation 4310, Sexual Harassment Investigation and Complaint Procedure (Management/Confidential Employees)
 - g. Revised Board Policy 4311, Individual Employee Complaint Procedure (Management/Confidential Employees)
 - h. Revised Board Policy and Regulation 4410, Sexual Harassment Investigation and Complaint Procedure (Classified Management Leadership Team)
 - i. Revised Board Policy and Regulation 4510, Sexual Harassment Investigation and Complaint Procedure (Certificated Management Leadership Team)
 - j. Revised Board Policy and Regulation 4610, Sexual Harassment Investigation and Complaint Procedure (Administrative Management Leadership Team)
 - k. Revised Board Policy and Regulation 4710, Sexual Harassment Investigation and Complaint Procedure (Other Employees)
 - l. Revised Board Policy 4711, Individual Employee Complaint Procedure (Other Employees)
 - m. Revised Board Policy and New Regulation 5145, Sexual Harassment Investigation and Complaint Procedure (Students)
 - n. Revised Policy and Regulation 5161, Student Complaint and Problem Resolution.

Administration recommends that the Board adopt at second reading the above listed Policy and Regulation Revisions.

A. Approve Routine Action Items by Consent

- * 7. **Approve Non-Routine Field Trip Request from Rubidoux High School** (Dr. Mason)
Ms. Rhonda Fuller, Teacher at Rubidoux High School, is requesting permission to travel to Indio with approximately thirty (30) students on Monday, February 15, through Sunday, February 21, 1999. The purpose of the trip is to attend the National Date Festival and offer students an opportunity to exhibit and sell their FFA projects. Transportation will be by district vehicles, supervision will be provided by staff members and parent volunteers, and costs will be paid through fund-raisers. 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 Field Trip Request is included in the supporting documents.

It is recommended that the Board approve the Non-Routine Field Trip Request from Ms. Rhonda Fuller to travel to Indio with approximately thirty (30) students to participate in the annual National Date Festival and provide an opportunity for student's to exhibit and sell their FFA projects.

B. Set Date, Time, and Place for Special Study Session of the Board Regarding a Governance Team Self-Evaluation (Mrs. Roberts)

At the last meeting, the Board, by majority vote, authorized the Superintendent to arrange with the California School Boards Association (CSBA) to participate in the Governance Team Self-Evaluation program offered by that organization. Since the process is in three parts, with one part being an actual workshop, it is necessary for the Board to set a date, time, and place for this meeting. In contacting the staff at CSBA, two possible dates were suggested: February 22 and March 8, 1999. After discussion, the Board should select the date, time, and place for a special Study Session to participate in the CSBA workshop on a Governance Team Self-Evaluation.

**** C. Review Information on the Jurupa Unified School District "Futures' Conference"**

(Mrs. Roberts)

In preparation for the development of the District's Five-Year Facilities Master Plan, and the updating of our Strategic Plan for the Educational Program, the District held a "Futures' Conference" on Saturday, November 7, 1998. The conference included representatives from the Board, staff, students, and the community with approximately 100 participants. Sessions were led by conference presenters, Dr. David Thornburg, Director of the Thornburg Center for Professional Development; Mr. Seymour Fliegel, President of the Center for Educational Innovation; Mr. Gaylaird Christopher, Principal Architect with the firm, Perkins & Will, and various members of the architectural firm, and the Superintendent, led three breakout sessions consisting of nine groups. Participants responded to the following questions: (1) How do you envision the community of Jurupa in the future, and how should education respond to the anticipated conditions and student needs? (2) What type of environments will be required to meet the needs of learners in the future? (3) How should the environment be designed to support identified learning activities?

The supporting documents for Board members contain summaries of each of the presentations, summaries from each of the group sessions, an evaluation of the day's activities, and the unedited notes from all nine groups. We believe that the data provided from this initial meeting will be very helpful to the master plan's Blue Ribbon Committee, the administration, and the Board of Education as we plan the educational future for Jurupa's students. Information only.

D. 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.

E. Act on Student Discipline Cases

(Dr. Needham)

The Board of Education hereby accepts and adopts as its own the Findings of Fact and the Conclusions of Law submitted by the Administrative Hearing Panel in each of the following discipline cases:

READMISSION:

- ** 1. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #97-106 to the schools of the Jurupa Unified School District.
- ** 2. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-005 to the schools of the Jurupa Unified School District.
- ** 3. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-012 to the schools of the Jurupa Unified School District.
- ** 4. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-017 to the schools of the Jurupa Unified School District.
- ** 5. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-042 to the schools of the Jurupa Unified School District.
- ** 6. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-045 to the schools of the Jurupa Unified School District.
- ** 7. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-055 to the schools of the Jurupa Unified School District.
- ** 8. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-066 to the schools of the Jurupa Unified School District.
- ** 9. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-069 to the schools of the Jurupa Unified School District.
- ** 10. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-070 to the schools of the Jurupa Unified School District.
- ** 11. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-088 to the schools of the Jurupa Unified School District.
- ** 12. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-089 to the schools of the Jurupa Unified School District.

E. Act on Student Discipline Cases (Continued)

(Dr. Needham)

- ** 13. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-094 to the schools of the Jurupa Unified School District.
- ** 14. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-096 to the schools of the Jurupa Unified School District.
- ** 15. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-105 to the schools of the Jurupa Unified School District.
- ** 16. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-112 to the schools of the Jurupa Unified School District.
- ** 17. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-114 to the schools of the Jurupa Unified School District.
- ** 18. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-121 to the schools of the Jurupa Unified School District.
- ** 19. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #98-126 to the schools of the Jurupa Unified School District.
- ** 20. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #99-001 to the schools of the Jurupa Unified School District.
- ** 21. The Administrative Hearing Panel recommends the readmission of the pupil in Discipline Case #99-009 to the schools of the Jurupa Unified School District.

READMISSION DENIED:

- ** 1. The Administrative Hearing Panel denies the readmission of the pupil in Discipline Case #97-010 to the schools of the Jurupa Unified School District.
- ** 2. The Administrative Hearing Panel denies the readmission of the pupil in Discipline Case #97-067 to the schools of the Jurupa Unified School District.
- ** 3. The Administrative Hearing Panel denies the readmission of the pupil in Discipline Case #98-057 to the schools of the Jurupa Unified School District.
- ** 4. The Administrative Hearing Panel denies the readmission of the pupil in Discipline Case #98-064 to the schools of the Jurupa Unified School District.
- ** 5. The Administrative Hearing Panel denies the readmission of the pupil in Discipline Case #98-065 to the schools of the Jurupa Unified School District.
- ** 6. The Administrative Hearing Panel denies the readmission of the pupil in Discipline Case #98-071 to the schools of the Jurupa Unified School District.
- ** 7. The Administrative Hearing Panel denies the readmission of the pupil in Discipline Case #98-072 to the schools of the Jurupa Unified School District.

E. Act on Student Discipline Cases (Continued)

(Dr. Needham)

- ** 8. The Administrative Hearing Panel denies the readmission of the pupil in Discipline Case #98-074 to the schools of the Jurupa Unified School District.
- ** 9. The Administrative Hearing Panel denies the readmission of the pupil in Discipline Case #98-080 to the schools of the Jurupa Unified School District.
- ** 10. The Administrative Hearing Panel denies the readmission of the pupil in Discipline Case #98-082 to the schools of the Jurupa Unified School District.
- ** 11. The Administrative Hearing Panel denies the readmission of the pupil in Discipline Case #98-118 to the schools of the Jurupa Unified School District.
- ** 12. The Administrative Hearing Panel denies the readmission of the pupil in Discipline Case #98-123 to the schools of the Jurupa Unified School District.
- ** 13. The Administrative Hearing Panel denies the readmission of the pupil in Discipline Case #99-015 to the schools of the Jurupa Unified School District.

ADMISSION:

- ** 1. The Administrative Hearing Panel recommends the admission of the pupil in Discipline Case #99-025 to the schools of the Jurupa Unified School District.
- ** 2. The Administrative Hearing Panel recommends the admission of the pupil in Discipline Case #99-029 to the schools of the Jurupa Unified School District.

ADMISSION DENIED:

- ** 1. The Administrative Hearing Panel denies the admission of the pupil in Discipline Case #99-026 to the schools of the Jurupa Unified School District.
- ** 2. The Administrative Hearing Panel denies the admission of the pupil in Discipline Case #99-027 to the schools of the Jurupa Unified School District.
- ** 3. The Administrative Hearing Panel denies the admission of the pupil in Discipline Case #99-028 to the schools of the Jurupa Unified School District.

SUSPENDED EXPULSION REINSTATEMENTS:

- ** 1. The Administrative Hearing Panel recommends the reinstatement of the pupil in Discipline Case #98-101 to the schools of the Jurupa Unified School District.
- ** 2. The Administrative Hearing Panel recommends the reinstatement of the pupil in Discipline Case #98-113 to the schools of the Jurupa Unified School District.
- ** 3. The Administrative Hearing Panel recommends the reinstatement of the pupil in Discipline Case #98-115 to the schools of the Jurupa Unified School District.
- ** 4. The Administrative Hearing Panel recommends the reinstatement of the pupil in Discipline Case #98-116 to the schools of the Jurupa Unified School District.

EXPULSIONS:

- ** 1. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #99-023 for violation of Education Code 48900 (a2 & k) for the remainder of the current semester and the semester following; and that the student 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 **S**chool and **C**ommunity **O**ut**R**each 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.
- ** 2. The Administrative Hearing Panel recommends the expulsion of the pupil in Discipline Case #99-024 for violation of Education Code 48900 (g, k & n) for the remainder of the current semester and the semester following; and that the student 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 **S**chool and **C**ommunity **O**ut**R**each 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.

Administration recommends the discipline actions as described and listed above.

- * **F. Approve Personnel Report #12** (Mr. Campbell)
Administration recommends approval of Personnel Report #12 as printed subject to corrections and changes resulting from review in Closed Session.

G. Review Routine Information Reports

1. 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.

February 1, 1999	Board Room
February 16, 1999 (Tuesday)	Pedley Elementary
March 1, 1999	Board Room
March 15, 1999	Rustic Lane Elementary
April 5, 1999	Board Room
April 19, 1999	Peralta Elementary
May 3, 1999	Board Room
May 17, 1999	Mira Loma Middle
June 7, 1999	Pacific Avenue
June 21, 1999	Board Room

2. Review Staff Development Day (Dr. Mason)

Jurupa Middle February 19, 1999 (changed from January 29, 1999)

Information only.

ADJOURNMENT

JURUPA UNIFIED SCHOOL DISTRICT
RIVERSIDE, CALIFORNIA
MINUTES OF THE REGULAR MEETING
MONDAY, JANUARY 4, 1999

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, January 4, 1999, in the Board Room at the Education Center, 3924 Riverview Drive, Riverside, California.

ROLL CALL

Members of the Board present were:

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

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 SUPERINTENDENT'S OFFICE 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 #11, AND PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL. At 6:01 p.m., the Board recessed to Closed Session in the Superintendent's Office. At 6:45 p.m., the Board adjourned from Closed Session.

OPENING OF REGULAR BOARD MEETING

CALL TO ORDER

At 7:00 p.m., President Knight called the meeting to order in Public Session.

ROLL CALL

President Knight, Mrs. Adams, Mrs. Burns, Mr. Chavez, Mr. Teagarden.

FLAG SALUTE

President Knight led the audience in the Pledge of Allegiance.

INSPIRATIONAL
COMMENT

Mr. Chavez made an inspirational comment.

REPORT: JVHS
STUDENT
REPRESENTATIVE

Candice Laurman, Jurupa Valley High student representative, reported the following and distributed copies of the current issue of *The Prowler*: A tree was planted in memory of Jurupa Valley student, Justin Beccera, with a memorial planned within the next week.

January 8 - Winter Formal/Winter Sports Pep Rally

January 16 - Winter Formal, "Alice in Wonderland"

Winter Sports - League action begins this week against Centennial

Riverside County Player of the Year - Jurupa Valley's Kendall Edwards

Riverside County All Team Linebacker - Jurupa Valley's Brian Sanders

National Soccer Team Member - Jurupa Valley's Veronica Zepeda

REPORT: RHS
STUDENT
REPRESENTATIVE

Anica McKesey, Rubidoux High student representative, reported the following and distributed copies of the current issue of *The Talon*:

January 5 - Senior Assembly
January 6 & 7 - Graduation Orders (diplomas, cap and gown, announcements)
January 6 - Jostens' "Family Night" 7:00 p.m. (pricing and order deadlines)
January 6 - Girls' Basketball Team vs Bloomington High
January 8 - Boys' & Girls' Basketball Pep Rally (lunch)
January 8 - Boys' Basketball Team vs Paloma Valley
January 12 - Girls' Basketball Team vs Poly High
January 15 - Boys' Basketball Team vs Arlington High

RECOGNIZE BRAVO
AWARD NOMINEES

The Superintendent recognized Los Angeles County Music Center's BRAVO award nominees, Mr. Gary Clem, Jurupa Valley High visual arts teacher; Mr. Charles Gray, Rubidoux High instrumental music teacher, and Sky Country Elementary School's "Wings of Sky Country" summer arts program. She noted that nominees include 53 teachers and 13 administrators from 38 school districts in Southern California, and it is an honor for these two individuals and one school site receive the nominations. The Superintendent wished the nominees success as they move forward in the BRAVO award competition.

ACCEPT DONATIONS
-Motion #97

The Assistant Superintendent Business Services requested the Board's approval of the donations listed on the Agenda. MRS. BURNS MOVED THE BOARD ACCEPT THE FOLLOWING DONATIONS WITH LETTERS OF APPRECIATION TO BE SENT: \$25.00 FROM MRS. JEANIE M. O'LAUGHLIN FOR A DESIGNATED CLASSROOM AT CAMINO REAL; OFFICE FURNITURE VALUED AT \$4,400.00 FROM STAPLES OFFICE SUPPLIES DISTRIBUTION CENTER FOR GRANITE HILL ELEMENTARY; \$2,546.21 FROM THE GRANITE HILL PTA FOR INSTRUCTIONAL MATERIALS; \$5,000.00 FROM THE INDIAN HILLS PTA FOR FIELD TRIPS AND INSTRUCTIONAL SUPPLIES; \$200.00 FROM THE MIRA LOMA MOUNTAIN LION CITY COUNCIL FOR THE P.E. DEPARTMENT; \$1,000.00 FROM FAIRWAY HOMES OF LOS ANGELES FOR MISSION MIDDLE'S MANO PROGRAM, AND 250 ISSUES OF "NATIONAL GEOGRAPHIC" VALUED AT \$673.00 FOR EITHER RUBIDOUX HIGH OR MISSION MIDDLE. MR. CHAVEZ SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

PUBLIC VERBAL
COMMENTS:

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

Ms. Branden Bryan and Ms. Holly Robertson, West Riverside parent volunteers, referred to the packets of material distributed to the Board along with an article concerning a student incident on a Moreno Valley campus. Ms. Bryan presented a need for more activity supervisors on the West Riverside Elementary campus to ensure the safety of students before and after school. She explained that as parent volunteers, they assisted with student safety in West Riverside's back parking lot since October 1, 1998, and as of December 14, 1998, they were informed that they could no longer provide this service. Therefore, Ms. Branden and Ms. Robertson asked for the Board's assistance concerning the placement of additional activity supervisors on the West Riverside campus since they are no longer allowed to volunteer in this capacity.

President Knight thanked the parents for bringing forward the information, and indicated that the Superintendent will review and address their specific concerns by scheduling a meeting with Ms. Bryan, Ms. Robertson, and the Principal.

PUBLIC VERBAL
COMMENTS:
(CONTINUED)

Ms. Fran Rice-Laabs, NEA-J President, talked about a *Los Angeles Times* article on research developments dating from 1899 to the present and she predicted that teacher salaries will not be a priority in the district's budget as the negotiations process proceeds during the months of January through June, 1999.

Ms. Sandra Mason, CSEA Chief Job Steward, stated that there are two new CSEA executive board officers for 1999, Ms. Jeanie Fortin, Treasurer, and Mr. John Wilson, 2nd Vice President. She issued invitations to the Board to celebrate the installation of chapter officers on January 30, 1999.

Ms. Margery Ashwood, Nueva Vista teacher, read the district's Mission Statement, and commented that some of the statements in this document are not being fulfilled. She asked how teachers can be expected to pass on self-respect to their students when they are not being given respect by the district? Ms. Ashwood recalled that in the past, teachers in the district were valued members of the community; however, she felt that they are no longer a valued resource according to the most current status of the negotiations process. She asked the Board to give teachers back their dignity, and demonstrate that they are valued members of a functioning team by giving to teacher salaries, "what is right, not what is left over."

Mr. Allan Stringer, Rubidoux High teacher, reviewed teacher commitments to students through the giving of their time, energy, financial resources, before and after school work outside of the regular work day, and by taking additional classes to improve their knowledge and teaching technique skills. He indicated that with these points in mind, the Board should as a whole and individually, "Give us what is right, not what is left over."

BOARD MEMBER
REPORTS &
COMMENTS

Mrs. Burns noted that she attended a number of programs at school sites during the holiday season, and she expressed her sincere appreciation for the lovely performances and artwork.

Mr. Teagarden offered his best wishes to everyone for the New Year.

Mr. Chavez thanked the Rubidoux Madrigal Singers and the Jurupa Valley Chamber Singers for their end-of-the-year holiday performances. He noted his attendance today at the Installation and Oath of Office for the new Riverside County Superintendent of Schools, Dr. David Long.

Mrs. Carolyn Adams thanked all principals for their invitations to winter programs during the month of December. She congratulated the honor students at Nueva Vista Continuation High School. Mrs. Adams indicated that information is forthcoming on the "Reading by Nine" Summit.

President Knight stated that he especially enjoyed the high school singing groups during the holiday season, who worked hard to perform for the community and local agencies during the month of December. He noted his attendance, along with Mr. Chavez and the Superintendent, at the Installation Ceremony for Dr. David Long, who shared with sincerity his three main objectives: service, staff development, and student achievement in the areas of mathematics and reading. Dr. Long asked that these objectives be shared with school personnel and community partners in order to assist in achieving these objectives. President Knight commended district staff, both certificated and classified, for their work during 1998, and stated that he is looking forward to another year of working together to reach the district's educational objectives.

ACTION SESSION

APPROVE ROUTINE
ACTION ITEMS BY
CONSENT
-Motion #98

MR. CHAVEZ MOVED THE BOARD APPROVE/ADOPT/AFFIRM ROUTINE ACTION ITEMS A 1-11 AS PRINTED: MINUTES OF DECEMBER 7, 1998 REGULAR MEETING; PURCHASE ORDERS; DISBURSEMENT ORDERS; APPROPRIATION TRANSFERS; AGREEMENTS; RESOLUTION #99/11, AUTHORIZATION TO CONDUCT SURPLUS SALE, WITH DIRECTION TO 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; CHANGE ORDER #1 TO PURCHASE ORDER #14786, ISSUED TO SPECTRUM COMMUNICATION OF CORONA, CALIFORNIA, IN THE AMOUNT OF \$1,317.20; SECOND READING OF BOARD POLICY #5122, PROMOTION/ACCELERATION/RETENTION; NON-ROUTINE FIELD TRIP REQUEST FOR APPROXIMATELY 80 MISSION BELL 6TH GRADE STUDENTS TO TRAVEL TO ORANGE COUNTY MARINE INSTITUTE FEBRUARY 25, 1999; NON-ROUTINE FIELD TRIP REQUEST FOR APPROXIMATELY 80 MISSION BELL 6TH GRADE STUDENTS TO TRAVEL TO SEA WORLD IN SAN DIEGO ON MAY 13, 1999, AND NON-ROUTINE FIELD TRIP REQUEST FOR APPROXIMATELY 95 GLEN AVON SIXTH GRADE STUDENTS TO TRAVEL TO OASIS WATER PARK IN PALM SPRINGS, JUNE 11, 1999. PRESIDENT KNIGHT SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ADOPT RES. #99/16,
RECOGNIZING
JANUARY AS SCHOOL
BOARD RECOGNITION
MONTH
-Motion #99

The Superintendent commented that this item is placed on the Agenda during the month of January to salute school board members across the United States who serve on school boards, to thank them for their time, energy and expertise contributed to education. She noted that school board service is very challenging in the State of California, due to its diverse population, and asked the Board to adopt Resolution #99/16 recognizing the service of their colleagues across the state and nation during the month of January.

PRESIDENT KNIGHT MOVED THE BOARD ADOPT RESOLUTION #99/16, RECOGNIZING JANUARY AS SCHOOL BOARD RECOGNITION MONTH, TO THANK ALL SCHOOL BOARD MEMBERS FOR THEIR COUNTLESS HOURS OF SERVICE TO STUDENTS. MRS. ADAMS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

ADOPT RES. #99/17,
SUPPORTING SCHOOL
SITE LIBRARIES
-Motion #100

The Superintendent recalled that in November, 1998, Mr. Chavez submitted a resolution adopted by the San Francisco Unified School District relating to the support of public school libraries. She indicated that the resolution was revised for the Board's consideration for the Jurupa Unified School District, and is responsive to the State's plan to improve California's public school libraries and the five-year District Library Plan under Agenda Item G.

MR. CHAVEZ MOVED THE BOARD APPROVE RESOLUTION #99/17, SUPPORTING SCHOOL SITE LIBRARIES. MR. TEAGARDEN SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE CSBA
GOVERNANCE TEAM
SELF-EVALUATION
PROCESS
-Motion #101

The Superintendent referred to the packet of material, provided by the California School Boards Association at their annual conference in December, concerning a "Governance Team Self-Evaluation." She stated that the packet contains a sample of the report and questions included in the program, with the service provided at a cost of approximately \$1,000. The Superintendent requested the Board's direction concerning contact with CSBA to schedule a date in February or March for a Governance Team Self-Evaluation at a Study Session of the Board to complete the process.

APPROVE CSBA
GOVERNANCE TEAM
SELF-EVALUATION
PROCESS
-Motion #101
(CONTINUED)

PRESIDENT KNIGHT MOVED 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. MRS. BURNS SECONDED THE MOTION.

President Knight recalled that the Board indicated several months ago that they wished to schedule a Governance Team Self-Evaluation following the election process in November. Therefore, he noted that it would be appropriate to move forward at this time. President Knight indicated to Mrs. Adams that the Self-Evaluation with CSBA will more than likely not occur until at least February or March. The Superintendent indicated that the Board may specify the month they wish the Self-Evaluation to occur.

Mr. Chavez commented that although he believes in the Self-Evaluation program, if the Board is not concerned and accepting of improvement or change, the work put forth will not be worthwhile.

The Superintendent referred to Page 5 of the CSBA Self-Evaluation document and explained that the general reason district's choose to participate is to help their school board work together as a team. She explained that the process includes 74 questions for individual Board members to complete, to evaluate team skills and functions, and to help Governance Teams work together successfully, The Superintendent noted that the program is highly recommended by other school boards in the State.

President Knight added that the Self-Evaluation process will serve to enhance the educational process and help the Board to improve and move forward as a team.

A VOTE WAS TAKEN WHICH CARRIED 4-1: AYE, PRESIDENT KNIGHT, MRS. ADAMS, MRS. BURNS, MR. CHAVEZ; NAYE, MR. TEAGARDEN.

APPROVE FIRST
INFORMATIONAL
READING OF REVISED
COMPLAINT
PROCEDURES
-Motion #102

The Superintendent noted that the revised complaint procedures for each separate bargaining unit as listed on the Agenda are being presented to the Board for a first informational reading following review by legal counsel for compliance with State and federal statutes.

MR. CHAVEZ MOVED THE BOARD APPROVE AT FIRST INFORMATIONAL READING THE REVISED BOARD POLICY AND REGULATIONS 1-14 AS FOLLOWS: BOARD POLICY AND REGULATION 1902, UNIFORM COMPLAINT PROCEDURES; REVISED BOARD POLICY AND REGULATION 4110, SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE (CERTIFICATED); REVISED BOARD POLICY 4111, INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE; REVISED BOARD POLICY 4210, SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE (CLASSIFIED); REVISED BOARD POLICY 4211, INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE (CLASSIFIED); REVISED BOARD POLICY AND REGULATION 4310, SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE (MANAGEMENT/CONFIDENTIAL); REVISED BOARD POLICY 4311, INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE (MANAGEMENT/CONFIDENTIAL);

APPROVE FIRST
INFORMATIONAL
READING OF REVISED
COMPLAINT
PROCEDURES
-Motion #102
(CONTINUED)

REVISED BOARD POLICY AND REGULATION 4410, SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE (CLASSIFIED); REVISED BOARD POLICY AND REGULATION 4510, SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE (CERTIFICATED MANAGEMENT); REVISED BOARD POLICY AND REGULATION 4610, SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE (ADMINISTRATIVE MANAGEMENT); REVISED BOARD POLICY AND REGULATION 4710, SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE (OTHER); REVISED BOARD POLICY 4711, INDIVIDUAL EMPLOYEE COMPLAINT PROCEDURE (OTHER); REVISED BOARD POLICY AND NEW REGULATION 5145, SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE (STUDENTS), AND REVISED BOARD POLICY AND REGULATION 5161, STUDENT COMPLAINT AND PROBLEM RESOLUTION. MRS. ADAMS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE RES. #99/15,
TECH PREP PATHWAY
PROGRAM
-Motion #103

The Assistant Superintendent Education Services requested approval of Resolution #99/15, in support of the Riverside Community College District's Tech Prep Pathway Program, with \$3,300.00 in grant funds to assist Jurupa's students in transitioning into higher education and high-skilled jobs of the future.

PRESIDENT KNIGHT MOVED THE BOARD APPROVE RESOLUTION #99/15, IN SUPPORT OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT TECH PREP GRANT. MRS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE DISTRICT
LIBRARY PLAN
-Motion #104

The Assistant Superintendent Education Services stated that the district is eligible to apply for approximately \$500,000 in State AB 862 funding to improve their school libraries. He noted that a committee consisting of certificated and classified staff reviewed the State's document concerning the assessment of current school library programs. They developed a five-year District Library Plan to include a Vision Statement, and prioritized short and long-term goals, to enhance the District's Library Media Centers for students and the community.

MRS. ADAMS MOVED THE BOARD APPROVE THE DISTRICT LIBRARY PLAN AS PRESENTED IN THE SUPPORTING DOCUMENTS. MRS. BURNS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE "REQUEST
FOR ALLOWANCE OF
ATTENDANCE
BECAUSE OF
DANGEROUS
CONDITIONS"
-Motion #105

The Assistant Superintendent Business Services recalled that on December 9, 1998, several schools in the district experienced power outages and were closed due to dangerous wind conditions. He explained that in order to receive full apportionment for those days, the Board must approve the filing of the appropriate form in the supporting documents to be submitted to the Riverside County Superintendent of Schools.

MR. TEAGARDEN MOVED THE BOARD APPROVE THE "REQUEST FOR ALLOWANCE OF ATTENDANCE BECAUSE OF EMERGENCY CONDITIONS." MRS. ADAMS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

AUTHORIZE PURCHASE
OF 16 COMPUTER
WORKSTATIONS AND
PRINTERS FOR
ELEMENTARY
SCHOOLS

-Motion #106

The Assistant Superintendent Business Services stated that with authorization from the Board, One-time Technology Block Grant funds will be used to implement the new NeTel student data system at the district's sixteen elementary schools. He noted that authorization is requested to purchase the necessary computer workstations and equipment at each site to complete this project.

MR. TEAGARDEN MOVED 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 COMPUTER SYSTEMS; AND PURCHASE ORDER #14821 TO SEHI COMPUTER PRODUCTS IN THE AMOUNT OF \$24,437.00 (INCLUDING TAX) FOR THE PURCHASE OF SIXTEEN (16) NETWORKABLE PRINTERS. MRS. ADAMS SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE CONTRACT
FOR NETWORK WIRING
AT RUSTIC LANE

-Motion #107

The Assistant Superintendent Business Services asked the Board to award a contract to Spectrum Communication under CMAS Contract pricing, to complete the wiring of classrooms at Rustic Lane Elementary. He noted that the school's Chapter I funds will be used to finish this project, in the amount of \$22,603.67.

MR. CHAVEZ MOVED THE BOARD AWARD A CONTRACT TO COMPLETE DATA COMMUNICATION WIRING AT RUSTIC LANE ELEMENTARY SCHOOL TO SPECTRUM COMMUNICATION OF CORONA, CA, IN THE AMOUNT OF \$22,603.67. MR. TEAGARDEN SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

APPROVE PERSONNEL
REPORT #11 W/INSERT

-Motion #108

The Assistant Superintendent Personnel Services requested approval of Personnel Report #11, with Insert L, Pages 5-11.

PRESIDENT KNIGHT MOVED THE BOARD APPROVE PERSONNEL REPORT #11, WITH INSERT L, PAGES 5-11. MR. TEAGARDEN SECONDED THE MOTION WHICH CARRIED UNANIMOUSLY.

REVIEW ROUTINE
INFORMATION
REPORTS

The Board reviewed Routine Information Reports as follows with no further questions: Review Unadopted Minutes of the First District Advisory Council for the Consolidated Application, and Review Schedule to Conduct Board Meetings for the 1998-99 School Year, with a Pending Report on the District's "Futures' Conference."

ADJOURNMENT

There being no further business, President Knight adjourned the Regular Meeting from Public Session at 7:55 p.m.

**MINUTES OF THE REGULAR MEETING OF JANUARY 4, 1999 ARE
APPROVED AS**

President

Clerk

Date

RIVERSIDE REGIONAL EDUCATION DATA CENTER

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COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/05/98 - 01/01/99
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P14228	100	178 00	WAREHOUSE	CONSOLIDATED ELECTRICAL DIS	CENTRAL STORES-STORES		2,662.47
P14265	100	178 00	INSTRUCTION SUPPORT	TIME & ALARM SYSTEMS	MAINT-INTERCOM REPAIRS		524.58
P14425	100	178 00	GENERAL SUPPORT GROUNDS	EMPIRE MOWERS	MAINT.-EQUIPMENT REPLACEMENT & SUPPL		1,091.30
P14803	100	178 00	WAREHOUSE	OFFICE DEPOT	CENTRAL STORES-OFFICE SUPPLIES & STO		3,624.06
P14875	100	178 00	GENERAL SUPPORT DISTR ADMIN P	NATIONWIDE PAPERS	PRINT SHOP-OFFICE SUPPLIES		1,563.73
P14876	100	178 00	GENERAL SUPPORT DISTR ADMIN P	XPEDX	PRINT SHOP-OFFICE SUPPLIES		3,936.75
P14877	100	178 00	GENERAL SUPPORT DISTR ADMIN P	SPICERS PAPER, INC.	PRINT SHOP-OFFICE SUPPLIES		600.02
P14884	100	191 00	INDUSTRIAL ARTS	REEL LUMBER SERVICE	MMS-OPEN PO-INSTRUCTIONAL MATERIALS		397.81
P14942	100	178 00	GENERAL SUPPORT GROUNDS	OASIS IRRIGATION & LANDSCAP	MAINT-SUPPLIES		316.69
P14945	100	622 00	FACILITIES ACQUISITION - CAPI	CO-MATRIX	EC-TELEPHONE SERVICES		764.78
P14951	100	178 00	INSTRUCTIONAL SUPPORT CURRICU	SOFTWARE CENTRE/MICROAGE	EC-OFFICE SUPPLIES		234.47
P14953	100	178 00	INSTRUCTION SUPPORT	DAVE FLANAGAN	EC-RM 11 - REPAIRS		225.00
P14959	100	196 00	GENERAL EDUCATION - SECONDARY	ARLINGTON PHOTOTORIUM	RHS-EQUIPMENT		1,077.23
P15004	100	622 00	FACILITIES ACQUISITION - CAPI	DELL	PURCHASING OFFICE-COMPUTER EQUIPMENT		5,674.17
P15014	100	178 00	GEN SUPPORT DIST ADMIN SAFETY	CONTRACT CARPET COMPANY	EC-CLASSROOM REPAIRS		4,525.50
P15018	100	178 00	GENERAL SUPPORT OPERATIONS CU	HILLYARD FLOOR CARE	MAINT-OPERATIONS SUPPLIES		2,510.79
P15019	100	178 00	GENERAL SUPPORT GROUNDS	WESTERN FARM SERVICE, INC.	MAINT-SUPPLIES		204.73
P15027	100	196 00	INSTRUCTIONAL MEDIA	TECHNOLOGY INTEGRATION GROU	RHS-MAINTENANCE AGREEMENT		1,500.00
P15037	100	178 00	DISTRICT ADMIN TECHNOLOGY	DATA COMM WAREHOUSE	EC/RM 17-OFFICE SUPPLIES		382.50
P15047	100	196 00	VOC ED-GAINFUL HOMEMAKING	STATER BROTHERS	RHS-INSTRUCTIONAL MATERIALS		500.00
P15048	100	197 00	INSTRUCTIONAL MEDIA	LIBRARY STORE, THE	JVHS-OFFICE SUPPLIES		233.69
P15053	100	196 00	STUDENT ACTIVITIES	KNORR POOL SYSTEMS INC	RHS-EQUIPMENT REPLACEMENT		1,166.80
P15054	100	187 88	INSTRUCTIONAL MEDIA CENTER	FOLLETT LIBRARY	W.R.-INSTRUCTIONAL MATERIALS		1,020.00
P15067	100	196 00	MATHEMATICS	SCANTRON	RHS-INSTRUCTIONAL MATERIALS		385.75

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/05/98 - 01/01/99
PURCHASES OVER \$200

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REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P15081	100	178 00	GEN SUPPORT DIST ADMIN SAFETY	TRI-BEST CHALKBOARD COMPANY	MMS-SUPPLIES		846.07
P15083	100	178 00	CENTRALIZED DATA PROCESSING -	COUNTY OF RIVERSIDE	EC-DATA COMM SERVICES		4,020.00
P15084	100	178 00	INSTRUCTIONAL SUPPORT CURRICU	CORPORATE EXPRESS (HANSON O	EC/RM 13-OFFICE SUPPLIES		376.36
P15087	100	181 00	SELF-CONTAINED CLASSROOM	POWERMAX	MB-MOORE		4,558.90
P15097	100	178 00	DISTRICT ADMINISTRATION BUSIN	REYNOLDS CONSULTING GROUP	EC RM 11-CONSULTING SERVICES		20,800.00
P15099	100	178 00	GENERAL SUPPORT DISTR ADMIN A	SCHOOL SERVICES OF CALIF. I	EC RM 6-OFFICE SUPPLIES		210.11
P15128	100	622 00	FACILITIES ACQUISITION - CAPI	HUMAN COMPUTERS	MLMS-COMPUTER EQUIPMENT		893.25
P15133	100	622 00	GEN SUPPORT DISTRICT ADMIN IN	AMAZON.COM	EC-SUPPLIES		734.86
P15137	100	000 00	SELF-CONTAINED CLASSROOM	CM SCHOOL SUPPLY CO.	GH-OPEN PO-INSTRUCTIONAL MATERIALS		320.40
P15140	100	176 88	INSTRUCTIONAL MEDIA CENTER	TROXELL COMMUNICATIONS INC.	CR-EQUIPMENT		1,428.77
P15141	100	178 00	GENERAL SUPP DISTR ADMIN PERS	CPER	EC-SUBSCRIPTION		250.00
P15148	100	178 00	GENERAL SUPPORT OPERATIONS CU	PRUDENTIAL OVERALL SUPPLY	DISTRICTWIDE-SUPPLIES		17,000.00
P15150	100	000 00	SELF-CONTAINED CLASSROOM	COSTCO WHOLESALE	SS-SUPPLIES		300.00
P15152	100	178 00	GEN SUPPORT DIST ADMIN SAFETY	COMMUNICATION INNOVATION	EC-AUDIO EQUIPMENT		1,356.84
P15153	100	178 00	INSTRUCTION GENERAL EDUCATION	ANAHEIM BAND INSTRUMENTS IN	RHS-REPAIRS OF INSTRUCTIONAL EQUIPME		1,092.00
P15159	100	176 88	INSTRUCTIONAL MEDIA CENTER	FOLLETT LIBRARY RESOURCES	CR-INSTRUCTIONAL MATERIALS		4,000.00
P15173	100	197 00	PUPIL SERVICES - DISTRICT TES	CORPORATE EXPRESS (HANSON O	JVHS-OFFICE SUPPLIES		671.33
P15182	100	622 00	FACILITIES ACQUISITION - CAPI	LRP PUBLICATIONS	EC-SUBSCRIPTION RENEWAL		692.00
P15224	100	177 00	SCHOOL ADMINISTRATION	CORPORATE EXPRESS (HANSON O	PER-OFFICE SUPPLIES		250.00
P15231	100	000 00	SELF-CONTAINED CLASSROOM	WESTERN TROPHY MFG	EC-INSTRUCTIONAL MATERIALS		276.92
P15281	100	176 00	SCHOOL ADMINISTRATION	ASTRO BUSINESS SOLUTIONS, I	EC/CR-INSTRUCTIONAL MATERIALS		234.09
P15309	100	178 00	ASSESS./TEST. TRAINING ALL GR	INDIAN HILLS COUNTRY CLUB	ED SERVICES-CONFERENCE		2,000.00
P15316	100	178 00	DISTRICT ADMINISTRATION PURCH	ULINE	EC/RM 1-OFFICE SUPPLIES		213.35
P15319	100	178 00	INSTRUCTIONAL SUPPORT CURRICU	CTB/MACMILLAN/MCGRAW HILL	178/RM 13-TESTS		271.53

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

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COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/05/98 - 01/01/99
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P15334	100	196 00	VOC ED-GAINFUL HOMEMAKING	SMART & FINAL IRIS CO	RHS-INSTRUCTIONAL MATERIALS		500.00
						FUND TOTAL	98,419.60
						TOTAL NUMBER OF PURCHASE ORDERS	49
P14822	101	197 00	SB 1882-CA PROFESSIONAL DEVEL	CHRISTOPHER-GORDON PUBLISHI	JVHS-INSTRUCTIONAL MATERIALS		323.72
P14940	101	185 00	E.C.I.A. TITLE 1	SOFTWARE CENTRE/MICROAGE	TS-INSTRUCTIONAL MATERIALS		1,559.40
P14944	101	181 00	S.I.P. (SCHOOL IMPROVEMENT PR	MACWAREHOUSE	MB-INSTRUCTIONAL MATERIALS		823.57
P15001	101	196 00	AGRICULTURE VOCATIONAL EDUCAT	CALIFORNIA ASSOCIATION FFA	RHS-INSTRUCTIONAL MATERIALS		2,815.10
P15002	101	176 00	S.I.P. (SCHOOL IMPROVEMENT PR	MODERN CURRICULUM PRESS	CR-INSTRUCTIONAL MATERIALS		1,115.75
P15003	101	176 00	S.I.P. (SCHOOL IMPROVEMENT PR	TEACHING RESOURCE CENTER	CR-INSTRUCTIONAL MATERIALS		583.44
P15009	101	181 00	E.C.I.A. TITLE 1	SEABOARD PENCIL COMPANY, IN	MB-INSTRUCTIONAL MATERIALS		270.94
P15030	101	187 00	S.I.P. (SCHOOL IMPROVEMENT PR	PERFORMANCE/RIVERSIDE	WR-ADMISSION FEES		500.00
P15031	101	189 00	S.I.P. (SCHOOL IMPROVEMENT PR	S & S WORLDWIDE	IH-INSTRUCTIONAL MATERIALS		389.19
P15036	101	175 00	S.I.P. (SCHOOL IMPROVEMENT PR	CORPORATE EXPRESS (HANSON O	SS-INSTRUCTIONAL MATERIALS		500.00
P15043	101	191 00	S.I.P. (SCHOOL IMPROVEMENT PR	ACADEMIC COMMUNICATION ASSO	MH-INSTRUCTIONAL MATERIALS		272.61
P15050	101	183 00	S.I.P. (SCHOOL IMPROVEMENT PR	WILD ANIMAL PARK	PEDLEY-ADMISSION FEES		460.00
P15051	101	183 00	S.I.P. (SCHOOL IMPROVEMENT PR	LIVING DESERT	PEDLEY-ADMISSION FEES		504.00
P15056	101	178 00	ECONOMIC IMPACT AID - L E P	CORPORATE EXPRESS (HANSON O	EC-LANG. SVS.-OFFICE SUPPLIES		259.12
P15062	101	185 00	E.C.I.A. TITLE 1	CM SCHOOL SUPPLY	TS-INSTRUCTIONAL MATERIALS		491.07
P15065	101	197 00	CALIFORNIA PARTNERSHIP ACADEM	STATER BROTHERS	JVHS-SUPPLIES		300.00
P15071	101	184 00	S.I.P. (SCHOOL IMPROVEMENT PR	RAYMOND GEDDES & CO., INC.	RL-INSTRUCTIONAL MATERIALS		227.95
P15072	101	182 00	E.C.I.A. TITLE 1	WEEKLY READER	PA-MAGAZINES		456.00
P15074	101	192 00	DEMONSTRATION PROGRAMS IN REA	CPM EDUCATION PROGRAM	MLMS-TEXTBOOKS		717.62
P15075	101	181 00	E.C.I.A. TITLE 1	HOUGHTON MIFFLIN CO-ORDER D	MB-INSTRUCTIONAL MATERIALS		1,145.11

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

12/05/98 - 01/01/99
PURCHASES OVER \$200

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REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P15086	101	178 00	E.C.I.A. TITLE 1	POPKA, AYLENE	EC-CONSULTANT FEES		3,850.00
P15089	101	176 00	S.I.P. (SCHOOL IMPROVEMENT PR INNOVATIVE LEARNING CONCEPT		CR-INSTRUCTIONAL MATERIALS		322.94
P15090	101	176 00	S.I.P. (SCHOOL IMPROVEMENT PR NASCO WEST INC		CR-INSTRUCTIONAL MATERIALS		470.22
P15091	101	176 00	S.I.P. (SCHOOL IMPROVEMENT PR HOUGHTON MIFFLIN CO-ORDER D		CR-INSTRUCTIONAL MATERIALS		341.35
P15092	101	173 00	S.I.P. (SCHOOL IMPROVEMENT PR HOOVER BROTHER, INC.		GH-INSTRUCTIONAL MATERIALS		396.09
P15104	101	190 00	S.I.P. (SCHOOL IMPROVEMENT PR COMP USA		JMS-INSTRUCTIONAL MATERIALS		215.28
P15105	101	182 00	E.C.I.A. TITLE 1	SEHI COMPUTER PRODUCTS	PA-COMPUTER EQUIPMENT		285.54
P15109	101	190 00	S.I.P. (SCHOOL IMPROVEMENT PR SEHI COMPUTER PRODUCTS		JMS-PRINTER EQUIPMENT		310.97
P15117	101	197 00	SOUTHERN CALIFORNIA EDISION G STAPLES DIRECT		JVHS-INSTRUCTIONAL MATERIALS		219.72
P15127	101	197 00	CALIFORNIA PARTNERSHIP ACADEM TOP HAT TRAVEL		CONF - JVHS		628.00
P15129	101	184 00	S.I.P. (SCHOOL IMPROVEMENT PR BEST COMPUTER SUPPLIES		RL-INSTRUCTIONAL MATERIALS		415.81
P15130	101	176 00	S.I.P. (SCHOOL IMPROVEMENT PR FOLLETT SOFTWARE COMPANY		DISTRICTWIDE-SUPPORT AGREEMENT		2,086.81
P15138	101	175 00	S.I.P. (SCHOOL IMPROVEMENT PR SOFTWAREHOUSE		SS-INSTRUCTIONAL MATERIALS		457.94
P15146	101	180 00	E.I.A. (ECONOMIC IMPACT AID) ASTRO BUSINESS SOLUTIONS, I		IA-INSTRUCTIONAL MATERIALS		1,240.53
P15151	101	180 00	E.I.A. (ECONOMIC IMPACT AID) COMPUTER SERVICE & SALES		CENTRAL STORES-REPAIRS		262.70
P15167	101	176 00	S.I.P. (SCHOOL IMPROVEMENT PR HOUGHTON MIFFLIN CO-ORDER D		CR-BOOKS & TESTS		10,005.85
P15169	101	182 00	E.C.I.A. TITLE 1	PARENT INSTITUTE FOR QUALIT	PA-GRADUATION FEES		2,970.00
P15172	101	178 00	SCHOOL-TO-CAREER	MERIDAN ED. CORPORATION	RHS-INSTRUCTIONAL MATERIALS		228.09
P15183	101	177 00	E.C.I.A. TITLE 1	HOUGHTON MIFFLIN	MMS-OPEN PO-INSTRUCTIONAL MATERIALS		1,866.53
P15184	101	192 00	DEMONSTRATION PROGRAMS IN REA TARGET STORES		MLMS-OPEN PO-INSTRUCTIONAL MATERIALS		500.00
P15186	101	192 00	DEMONSTRATION PROGRAMS IN REA CREATIVE PUBLICATIONS		MLMS-INSTRUCTIONAL MATERIALS		309.35
P15196	101	180 00	S.I.P. (SCHOOL IMPROVEMENT PR CARSON K. PENCIL CO.		IA-INSTRUCTIONAL MATERIALS		430.14
P15198	101	182 00	E.C.I.A. TITLE 1	KEEP BOOKS, OSU-ELLI	PA-INSTRUCTIONAL MATERIALS		215.50
P15199	101	182 00	E.C.I.A. TITLE 1	TROLL ASSOCIATES	PA-INSTRUCTIONAL MATERIALS		416.88

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

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COUNTY: 33 RIVERSIDE
 DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES
 12/05/98 - 01/01/99
 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P15203	101	175 00	S.I.P. (SCHOOL IMPROVEMENT PR	MACWAREHOUSE		SS-INSTRUCTIONAL MATERIALS	500.00
P15205	101	180 00	E.C.I.A. TITLE 1	CHILDWORK/CHILDSPLAY *		IA-INSTRUCTIONAL MATERIALS	228.16
P15207	101	175 00	EISS-EARLY INTERVENTION/SCHOO	CM SCHOOL SUPPLY CO.		SS-INSTRUCTIONAL MATERIALS	400.00
P15210	101	182 00	E.C.I.A. TITLE 1	TEACHER'S VIDEO COMPANY		PA-INSTRUCTIONAL MATERIALS	419.52
P15216	101	182 00	E.C.I.A. TITLE 1	DOMINIE PRESS, INC.		PA-INSTRUCTIONAL MATERIALS	677.75
P15218	101	182 00	E.C.I.A. TITLE 1	RIGBY		PA-INSTRUCTIONAL MATERIALS	239.21
P15228	101	183 00	S.I.P. (SCHOOL IMPROVEMENT PR	TALKING BOOK WORLD		PED-INSTRUCTIONAL MATERIALS	225.20
P15235	101	179 00	E.C.I.A. TITLE 1	PRENTICE HALL		GA-INSTRUCTIONAL MATERIALS	200.02
P15236	101	184 00	E.C.I.A. TITLE 1	TROXELL COMMUNICATIONS INC.		RL-INSTRUCTIONAL MATERIALS	374.97
P15304	101	179 00	E.C.I.A. TITLE 1	BROOKS PUBLISHING CO.		GA-INSTRUCTIONAL MATERIALS	268.84
P15306	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4	RIVERSIDE CO. OFFICE OF EDU	CONF - RM 4 E.C.		340.00
P15311	101	178 00	TOBACCO USE PREVENTION EDUCAT	NATIONAL SCHOOL PRODUCTS		PA-INSTRUCTIONAL MATERIALS	383.91
P15312	101	178 00	ECONOMIC IMPACT AID - L E P	SCOTT FORESMAN		LANG SVS-REFERENCE BOOKS	249.27
P15314	101	178 00	DRUG ABUSE EDUCATION & PREVEN	NATIONAL SCHOOL PRODUCTS		PA-INSTRUCTIONAL MATERIALS	738.84
P15317	101	197 00	AGRICULTURE VOCATIONAL EDUCAT	MIDWAY FEEDS & SUPPLIES		JVHS-INSTRUCTIONAL MATERIALS	1,000.00
P15320	101	178 00	TOBACCO USE PREVENTION EDUCAT	TOBACCO CLEARINGHOUSE OF		JMS-INSTRUCTIONAL MATERIALS	308.64
P15325	101	178 00	SCHOOL LIBRARIES 4-6	FOLLETT LIBRARY RESOURCES		VB-LIBRARY BOOKS	899.70
P15327	101	184 00	E.C.I.A. TITLE 1	PERMA-BOUND		RL-INSTRUCTIONAL MATERIALS	473.72
P15328	101	197 00	CALIFORNIA PARTNERSHIP ACADEM	ADVANTAGE LEARNING SYSTEMS		JVHS-INSTRUCTIONAL MATERIALS	1,763.87
P15338	101	172 00	S.I.P. (SCHOOL IMPROVEMENT PR	APPLE COMPUTER-SUPPORT CENT		SA-COMPUTER EQUIPMENT	1,108.75
P15345	101	175 00	E.C.I.A. TITLE 1	CM SCHOOL SUPPLY CO.		SS-INSTRUCTIONAL MATERIALS	1,074.54

FUND TOTAL							54,035.74
TOTAL NUMBER OF PURCHASE ORDERS							65
P15237	102	192 00	INSTRUCTIONAL PROGRAM	CUISENAIRE CO. OF AMERICA		MLMS-INSTRUCTIONAL MATERIALS	337.80

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REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION		
					PURCHASE ORDERS TO BE RATIFIED		
						FUND TOTAL	337.80
					TOTAL NUMBER OF PURCHASE ORDERS		1
P15326	103	178	00	INSTRUCTIONAL PROGRAM	ADVANCED PLACEMENT PROGRAM	RHS-INSTRUCTIONAL MATERIALS	252.14
						FUND TOTAL	252.14
					TOTAL NUMBER OF PURCHASE ORDERS		1
P15233	106	178	00	INSTRUCTIONAL MEDIA CENTER	GENERAL BINDING CORPORATION	EC RM 17-MAINTENANCE AGREEMENT	351.00
P15284	106	178	00	GEN ED- INSTRUCTIONAL MATERIA	HOUGHTON MIFFLIN CO-ORDER D	IMC-TEXTBOOKS	3,000.47
P15286	106	178	00	GEN ED- INSTRUCTIONAL MATERIA	SRA MACMILLAN/MCGRAW-HILL	IMC-TEXTBOOKS	10,763.54
P15290	106	178	00	GEN ED- INSTRUCTIONAL MATERIA	MACMILLAN PUBLISHING CO., I	IMC-TEXTBOOKS	825.25
P15291	106	178	00	GEN ED- INSTRUCTIONAL MATERIA	HOUGHTON MIFFLIN CO-ORDER D	IMC-TEXTBOOKS	7,745.02
P15294	106	178	00	GEN ED- INSTRUCTIONAL MATERIA	HOUGHTON MIFFLIN CO-ORDER D	IMC-TEXTBOOKS	4,435.53
P15296	106	178	00	GEN ED- INSTRUCTIONAL MATERIA	HOUGHTON MIFFLIN CO-ORDER D	IMC-TEXTBOOKS	2,600.10
P15302	106	178	00	GEN ED- INSTRUCTIONAL MATERIA	FOLLETT EDUCATIONAL SERVICE	IMC-TEXTBOOKS	33,603.67
						FUND TOTAL	63,324.58
					TOTAL NUMBER OF PURCHASE ORDERS		8
P15321	116	178	00	AB2041 - INSTRUCTIONAL MATERIA	HEINLE AND HEINLE PUBLISHER	RM 178-TEXTBOOKS	3,580.32
P15322	116	178	00	AB2041 - INSTRUCTIONAL MATERIA	HEINLE AND HEINLE PUBLISHER	EC RM 178-TEXTBOOKS	5,155.84
P15323	116	178	00	AB2041 - INSTRUCTIONAL MATERIA	HEINLE AND HEINLE PUBLISHER	EC RM 178-TEXTBOOKS	5,155.84
P15324	116	178	00	AB2041 - INSTRUCTIONAL MATERIA	HEINLE AND HEINLE PUBLISHER	EC RM 178-TEXTBOOKS	5,155.84
						FUND TOTAL	19,047.84
					TOTAL NUMBER OF PURCHASE ORDERS		4
P14147	119	178	00	GENERAL SUPPORT MAINTENANCE, ACI GLASS PRODUCTS		MAINT-MAINT. SUPPLIES	2,566.17

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

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REPORT OF PURCHASES
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 PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM	VENDOR	PURCHASE ORDERS TO BE RATIFIED	DESCRIPTION	
P14287	119	178 00	GENERAL SUPPORT, MAINTENANCE	MACHADO IRON & STEEL	MAINT-EQUIPMENT RENTAL		675.00
P14315	119	178 00	GENERAL SUPPORT, MAINTENANCE	ABLE EQUIPMENT	RHS. JVHS, MMS-EQUIPMENT RENTAL		2,884.73
P14332	119	178 00	GENERAL SUPPORT, MAINTENANCE	RUSTY NAIL SERVICES	MAINT-REPAIRS		2,750.00
P14421	119	178 00	GENERAL SUPPORT, MAINTENANCE	SIEBE ENVIRONMENTAL CONTROL	MAINT.- REPAIRS		619.36
P14741	119	178 00	GENERAL SUPPORT, MAINTENANCE	VORTEX	MAINT-REPAIRS		863.25
P14742	119	178 00	GENERAL SUPPORT, MAINTENANCE	ZEPHYR TURFCARE EQUIPMENT	MAINT-EQUIPMENT RENTAL		829.68
P14751	119	178 00	GENERAL SUPPORT, MAINTENANCE	GRAYBAR ELECTRIC COMPANY	MAINT-MAINTENANCE SUPPLIES		388.29
P14935	119	178 00	GENERAL SUPPORT, MAINTENANCE	BURTRONICS (MARTIN BUS. MAC	MAINT-MAINTENANCE SUPPLIES		636.81
P14948	119	178 00	GENERAL SUPPORT, MAINTENANCE	BRITE SHEET METAL CO.	MAINT-MAINTENANCE SUPPLIES		242.44
P14955	119	178 00	GENERAL SUPPORT, MAINTENANCE	TECHNICAL AIR CORPORATION	MAINT-COMMUNICATION REPAIRS		420.00
P15005	119	178 00	GENERAL SUPPORT, MAINTENANCE	GRILLO FILTERS SALES	MAINT-MAINTENANCE SUPPLIES		1,182.97
P15147	119	178 00	GENERAL SUPPORT, MAINTENANCE	FAMILIAN PIPE AND SUPPLY	MAINT-EQUIPMENT		1,500.00
P15341	119	178 00	GENERAL SUPPORT, MAINTENANCE	FRAMCO HOME CENTER	MAINT-MAINTENANCE SUPPLIES		2,500.00

						FUND TOTAL	18,058.70
						TOTAL NUMBER OF PURCHASE ORDERS	14

P14946	800	194 00	FACILITIES ACQUISITION - CAPI MC INTOSH, JOHN	EC-TELEPHONE EQUIPMENT			837.50

						FUND TOTAL	837.50
						TOTAL NUMBER OF PURCHASE ORDERS	1

P14325	930	178 00	PLANT MAINTENANCE	TRUELINE	MAINT.-REPAIRS		3,900.00
P14874	930	178 00	PLANT MAINTENANCE	HOME DEPOT	MAINT-SUPPLIES		384.50
P14949	930	178 00	PLANT MAINTENANCE	MISSION PAVING & SEALING	MAINT-SERVICES		2,490.00
P15017	930	178 00	PLANT MAINTENANCE	A.L.L. ROOFING	MAINT-MAINTENANCE SUPPLIES		306.78

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REPORT OF PURCHASES

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PURCHASES OVER \$200

REF	FUND	LOC/SITE	PROGRAM
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13
14	14	14	14
15	15	15	15
16	16	16	16
17	17	17	17
18	18	18	18
19	19	19	19
20	20	20	20
21	21	21	21
22	22	22	22
23	23	23	23
24	24	24	24
25	25	25	25
26	26	26	26
27	27	27	27
28	28	28	28
29	29	29	29
30	30	30	30
31	31	31	31
32	32	32	32
33	33	33	33
34	34	34	34
35	35	35	35
36	36	36	36
37	37	37	37
38	38	38	38
39	39	39	39
40	40	40	40
41	41	41	41
42	42	42	42
43	43	43	43
44	44	44	44
45	45	45	45
46	46	46	46
47	47	47	47
48	48	48	48
49	49	49	49
50	50	50	50
51	51	51	51
52	52	52	52
53	53	53	53
54	54	54	54
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59	59	59	59
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63	63	63	63
64	64	64	64
65	65	65	65
66	66	66	66
67	67	67	67
68	68	68	68
69	69	69	69
70	70	70	70
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72	72	72	72
73	73	73	73
74	74	74	74
75	75	75	75
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79	79	79	79
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82	82	82	82
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87	87	87	87
88	88	88	88
89	89	89	89
90	90	90	90
91	91	91	91
92	92	92	92
93	93	93	93
94	94	94	94
95	95	95	95
96	96	96	96
97	97	97	97
98	98	98	98
99	99	99	99
100	100	100	100

VENDOR

PURCHASE ORDERS TO BE RATIFIED

DESCRIPTION

FUND TOTAL	7,081.28
TOTAL NUMBER OF PURCHASE ORDERS	4

15177	979	178	00	FACILITIES ACQUISITION - CAPI	U.C.	REGENTS	
							EC-SERVICES
							490.00

FUND TOTAL	490.00
TOTAL NUMBER OF PURCHASE ORDERS	1

1148 PURCHASE ORDERS OVER	\$200.00 FOR A TOTAL AMOUNT OF	261,885.18
1165 PURCHASE ORDERS UNDER	\$200.00 FOR A TOTAL AMOUNT OF	15,311.21

313 PURCHASE ORDERS FOR A GRAND TOTAL OF 277,196.39

RECOMMEND APPROVAL

Bob Cable, Director of Purchasing

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JURUPA UNIFIED SCHOOL DISTRICT

CAFETERIA FUND 600

PURCHASE ORDERS LESS THAN \$200.00:

C004118,C004148,C004149,C004163,C004167,C004168,C004181,C004183,C004185,C004189,
C004191,C004193,C004194,C004195,C004197,C004198,C004199,C004200,C004201,C004204,
C004205,C004208,C004209,C004216,C004218,C004224,C004226

TOTAL ORDERS LESS THAN \$200.00 = \$1,955.87

<u>P. O. #</u>	<u>VENDOR</u>	<u>AMOUNT</u>	<u>LOCATION/DESCRIPTION</u>
C004116	Tri-Com Refrigeration	\$ 1,632.51	Repairs to freezer FS Whse.
C004117	Total Plan	761.14	Shelves for FS Office
C004142	Tower of Pizza	5,167.50	Pizza delivered to various schools
C004143	Robin Coutu	220.20	Mileage reimbursement-Oct.
C004144	Coca-Cola Ent.	15,689.83	Canned soda for various schools
C004145	Newport Farms	5,053.81	Food purchased for whse. stock
C004146	US Foodservice	4,542.99	Food & supplies for whse. stock
C004147	Spintex Co.	3,007.05	Supplies for whse. stock
C004150	Proficient Paper	1,471.52	Supplies for whse. stock
C004151	Cafeterias of Riverside USD	1,306.50	USDA Commodity Surcharges
C004152	Mine Foods	525.68	Food purchased for whse. stock
C004153	Form Plastics	355.50	Supplies for whse. stock
C004154	Interstate Brands	1,205.97	Pastries delivered to various schools
C004155	Moreno Bros.	1,666.82	Tortillas & Chips for various schools
C004156	Gold Star Foods	29,242.10	Food purchased for whse. stock
C004157	Coca-Cola USA	225.00	Syrup & CO2 to JVHS & RHS
C004158	Dominoes Pizza	2,370.00	Pizza delivered to JVHS
C004159	A & R Distributors	1,324.04	Chips & pastries to various schools
C004160	Murray's Restaurant Supply	5,002.99	Supplies for whse. stock
C004161	Alliant Foodservice	7,175.15	Food purchased for whse. stock
C004162	Interstate Brands	2,260.18	Bread & rolls to various schools
C004164	Proficient Paper	337.83	Supplies for whse. stock
C004165	Swift Produce	12,655.95	Produce delivered to various schools
C004166	P & R Paper Supply	4,901.69	Supplies for whse. stock
C004169	Cerenzia Foods	781.73	Food purchased for whse. stock
C004170	Refrigeration Supplies	305.91	Replacement parts-refrigeration-PA, FS
C004171	Ikon Office Solutions	337.66	Qtrly. service for copy machine
C004172	Tower of Pizza	5,349.50	Pizza delivered to various schools
C004173	Speedline Specialist	1,500.00	Maintenance contract-JVHS & MLM
C004175	Tower of Pizza	4,173.00	Pizza delivered to various schools
C004176	A & R Distributors	1,548.51	Chips & pastry delivered to schools
C004177	Dominoes Pizza	4,560.00	Pizza delivered to JVHS
C004178	Proficient Paper	2,612.85	Supplies for whse. stock
C004179	Corporate Express	317.67	Office Supplies
C004180	PCS Revenue	363.07	Repairs to cash registers
C004182	ASR Food Distributors	877.50	Food for whse. stock
C004184	Coca-Cola USA	210.00	Syrup & CO2 for JVHS & RHS
C004186	Interstate Brands-Millbrook	1,631.20	Bread for various schools
C004187	Sysco Food Service	527.10	Gatorade for various schools
C004188	Interstate Brands	1,095.33	Bread for various schools
C004190	GA Systems	3,075.20	Supplies for whse. stock
C004192	Business & Institutional Furniture	272.40	Replacement chairs for IA

C004196	Human Computer	\$ 247.83	Hard drives for FS Computers
C004202	Proficient Paper	1,410.12	Supplies for whse. stock
C004203	Tower of Pizza	6,104.10	Pizza delivered to various schools
C004206	Sysco Foods	1,670.13	Salad bar equipment-SS
C004027	School Lunch Program	3,852.20	Cheese processing for ravioli
C004210	P & R Paper Supply	5,070.81	Supplies for whse. stock
C004211	Newport Farms	3,049.09	Supplies for whse. stock
C004212	Murray's Rest. Supply	1,046.90	Transport Cart
C004213	Leabo Foods	31,105.21	Food purchased for whse. stock
C004214	La Tolteca Foods	465.75	Food delivered to various schools
C004215	Driftwood Dairy	35,092.56	Milk delivered to various schools
C004217	Dominoes Pizza	3,210.00	Pizza delivered to various schools
C004219	A & R Wholesale	798.23	Chips & pastry for various schools
C004220	Casbo	339.00	Registration for conference
C004221	Alliant Foodservice	7,076.12	Food purchased for whse. stock
C004222	Cerenzia Foods	441.85	Food purchased for whse. stock
C004223	Goldstar Foods	41,845.66	Food purchased for whse. stock
C004225	Moreno Bros.	1,114.45	Tortillas for various schools
C004227	US Foodservice	2,708.94	Food purchased for whse. stock
C004228	Interstate Brands	2,008.46	Bread & pastry delivered to schools
C004229	Interstate Brands	1,716.42	Bread & pastry delivered to schools
C004230	Swift Produce	9,141.43	Produce delivered to schools
C004231	Coca-Cola -LA	11,932.93	Canned soda delivered to schools
C004232	Coca-Cola-USA	465.00	Syrup & CO2 to JVHS & RHS
C004233	Multi-Pak Packaging	991.09	Supplies for whse. stock
C004234	Tower of Pizza	5,518.50	Pizza delivered to various schools
C004235	Dominoes Pizza	2,040.00	Pizza delivered to JVHS
C005036	W.W. Grainger	378.08	Supplies for whse. stock
		<u>\$ 318,481.44</u>	

GRAND TOTAL = \$320,437.31



Approved-Mike Bynum, Director of Food Services

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

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REPORT OF PURCHASES

12/05/98 - 01/01/99
 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D89881	100 178 00	GENERAL SUPP DISTR ADMIN PERS	INSTRUCTIONAL ACCESS	D33521 CONF 12/98 2 EMP	178.00
D89887	100 178 00	PUPIL SERVICES HEALTH	AGUIRRE, MARIA A.	D33866 MILEAGE	56.62
D89890	100 196 00	GENERAL SUPPORT OPERATIONS UT	CHEVRON, U S A	D33869 GAS CHARGES FOR NOV 98	173.93
D89891	100 000 00	SELF-CONTAINED CLASSROOM	CLARK CLAUDIA	D33870 REIMB FOR SUPPLIES	115.75
D89893	100 178 00	PUPIL SERVICES PSYCHOLOGISTS	ESTRADA, MARY	D33872 MILEAGE	12.46
D89894	100 178 00	PUPIL SERVICES PSYCHOLOGISTS	COTTRELL, JEANNA	D33873 MILEAGE	30.58
D89895	100 000 00	SELF-CONTAINED CLASSROOM	DORFSMITH, PATRICK	D33874 REIMB FOR SUPPLIES	110.24
D89896	100 197 00	WORK EXPERIENCE	VICKY KAYLOR	D33875 MILEAGE	94.25
D89897	100 178 00	DISTRICT ADMINISTRATION PURCH	GLASS, TERRY L	D33876 MILEAGE	69.39
D89900	100 197 00	AVID	AT&T	D33879 LONG DISTANCE PHONE CHARGES	5.93
D89901	100 178 00	GEN SUPPORT DISTR ADMIN FACIL	JONES, TIMOTHY	D33880 MILEAGE	53.95
D89904	100 178 00	PUPIL SERVICES HEALTH	TOTEN, DEBORAH	D33695 MILEAGE	23.99
D89905	100 178 00	INST. SUPPORT CURR. STAFF DEV	TRASK CYNTHIA	D33698 MILEAGE	43.88
D89907	100 178 00	DISTRICT ADMINISTRATION BUSIN	LEE, CYNTHIA	D33699 MILEAGE	34.86
D89911	100 187 00	SELF-CONTAINED CLASSROOM	YANO KATHY	D33693 TEACHER'S SUPPLIES	50.91
D89912	100 185 00	SELF-CONTAINED CLASSROOM	SHELDON JANICE	D33700 INSTRUCTIONAL SUPPLIES	11.51
D89917	100 178 00	GENERAL SUPP DISTR ADMIN PERS	FRANCINE RICE-LAABS	D33697 REIMB FOR JJCC TRAINING ITEMS	107.08
D89918	100 196 00	WORK EXPERIENCE	SCHROEDER KATHY	D33694 MILEAGE	328.25
D89920	100 185 00	GENERAL SUPPORT OPERATIONS UT	SANTA ANA RIVER WATER	D33707 WATER CHGS	1,469.50
D89935	100 000 00	GENERAL SUPPORT OPERATIONS UT	REMAC	D33864 GAS SERVICE SEPT 98	18,831.40
D89936	100 000 00	GENERAL SUPPORT OPERATIONS UT	REMAC	D33865 GAS SERVICE OCT 98	4,040.64
D90002	100 000 00	SELF-CONTAINED CLASSROOM	PIONEER LIVING EXPERIENCE	D33692 PRES AT PA	400.00
D90004	100 178 00	HEALTH & WELFARE INSURANCE	S.M.A.	D33887 CLAIM CK REGISTER 12/3-12/9/9	7,946.75
D90006	100 196 00	GENERAL SUPPORT OPERATIONS UT	SD CALIFORNIA EDISON	D33882 ELECTRIC SERVICE	24,284.29

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REPORT OF PURCHASES

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 PURCHASES OVER \$1

DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D90007	100	178	00	GENERAL SUPPORT WAREHOUSE	LAUZON, RAY	D33883 MILEAGE 8.13
D90008	100	000	00	SELF-CONTAINED CLASSROOM	BIDDLE CHRISTA	D33884 REIMB FOR SUPPLIES 51.36
D90009	100	192	00	SCHOOL ADMINISTRATION	ASSEIER, DIANA	D33885 REIMB FOR MATERIALS 106.65
D90010	100	178	00	NON SPECIFIC	JOHNSON, PAMELA	D33886 REISSUE STALE DATED WARRANT 16.38
D90011	100	172	00	GENERAL SUPPORT OPERATIONS UT SO CALIFORNIA EDISON	FLORES, JOE	D33888 ELECTRIC SERVICE 69,147.07
D90013	100	178	00	GENERAL SUPPORT WAREHOUSE	HUTCHINS, DAVID	D33890 MILEAGE 7.48
D90014	100	199	00	CONTINUATION EDUCATION	ATAYDE, CARLOS	D33892 MILEAGE 22.30
D90023	100	191	00	PUPIL SERVICES	ROBLES, LORRAINE	D33711 UNIFORM ALLOW 80.00
D90024	100	191	00	PUPIL SERVICES	MARTINEZ, TONY	D33709 UNIFORM ALLOW 20.00
D90025	100	178	00	GENERAL SUPPORT OPERATIONS CU AYALA, ART	CODER, CANDY	D33712 UNIFORM ALLOW 120.00
D90026	100	178	00	GENERAL SUPPORT GROUNDS	JJCC BUDGET COMMITTEE	D33710 UNIFORM ALLOW 120.00
D90073	100	178	00	GEN SUPPORT DIST ADMIN SUPERI JURUPA UNIFIED	CONCANNON TAMARA	D33895 MILEAGE 55.81
D90123	100	178	00	GENERAL SUPPORT OPERATIONS CU MCCLAIN, PATTY	SKILLPATH, INC.	D33971 REPLENISH REVOLVING CASH FUND 302.28
D90125	100	178	00	GENERAL SUPPORT OPERATIONS UT PACIFIC TELEPHONE	NEPTUNE GARMENT COMPANY	D33727 MILEAGE 37.38
D90129	100	178	00	GENERAL SUPPORT BOARD OF EDUC COUNTY OF RIVERSIDE	SEJA SALLY	D33721 PHONE CHGS FOR OCT 98' 1,914.96
D90131	100	178	00	DISTRICT ADMIN TECHNOLOGY	INLAND PERSONNEL COUNCIL	D33713 1998 ELECTION COSTS 39,616.87
D90162	100	178	00	GENERAL SUPPORT OPERATIONS UT JURUPA COMMUNITY SERVICES	JERRY	D33534 CONF 2/99 1 EMP 399.00
D90163	100	172	00	INSTRUCTION SUPPORT	CONCANNON TAMARA	D33896 WATER SERVICE FOR NOV 98 12,561.44
D90168	100	178	00	GENERAL SUPPORT OPERATIONS UT RUBIDOUX COMMUNITY SERVICES	NEPTUNE GARMENT COMPANY	D33898 SERVICES FOR EISS 800.00
D90172	100	177	00	MILITARY SCIENCE	SEJA SALLY	D33972 WATER CHGS FOR DEC 98' 9,833.0
D90216	100	197	00	SCHOOL ADMINISTRATION	NEPTUNE GARMENT COMPANY	D33977 LINER FOR JACKET 232.62
D90217	100	191	00	GENERAL SUPP DISTR ADMIN PERS INLAND PERSONNEL COUNCIL	JERRY	D33975 INSTRUCTIONAL SUPPLIES 18.06
D90221	100	178	00	GENERAL SUPPORT OPERATIONS CU PEASNALL, JERRY		D33538 CONF 1/98 3 EMP 58.50
D90244	100	178	00			D33979 MILEAGE 36.64

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

COUNTY: 33 RIVERSIDE
DISTRICT: 46 JURUPA UNIFIED

REPORT OF PURCHASES

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REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	AMOUNT
D90245	100	178 00	PUPIL SERVICES PSYCHOLOGISTS	SANDERS, CAROL	D33980 MILEAGE	21.33
D90248	100	196 00	GENERAL SUPPORT OPERATIONS UT	MOBIL OIL CREDIT CORPORATIO	D33978 GAS CHGS	156.07
D90250	100	178 00	JJCC BUDGET COMMITTEE	CODER, CANDY	D33905 REIMB FOR BEST OF THE BEST	17.98
D90251	100	178 00	PUPIL SERVICES PSYCHOLOGISTS	CONDIT, IRWIN	D33906 MILEAGE	39.62
D90252	100	178 00	PUPIL SERVICES PSYCHOLOGISTS	CLAUDER, LANA	D33907 MILEAGE	37.04
D90253	100	173 00	GENERAL SUPPORT OPERATIONS UT	JURUPA COMMUNITY SERVICES	D33908 WATER SERVICE FOR NOV 98	2,858.99
D90295	100	178 00	INSTRUCTIONAL SUPPORT CURRICU	RIVERSIDE CO. OFFICE OF EDU	D33540 CONF 1/99 1 EMP	15.00
D90301	100	178 00	GENERAL SUPPORT GROUNDS	THE TORO CO-GOV't. TORO UNI	D33541 CONF 1/99 3 EMP	420.00
D90306	100	178 00	GENERAL SUPPORT OPERATIONS CU	CULVERSON KYLE	D33983 UNIFORM ALLOW	40.00
D90318	100	191 00	SCHOOL ADMINISTRATION	FORTIN, JEANIE	D33910 REIMB FOR SUPPLIES	19.20
D90319	100	000 00	SELF-CONTAINED CLASSROOM	GRUENEWALD, ERIC	D33911 REIMB FOR ADMISSION FEES TO S	70.00
D90325	100	177 00	SELF-CONTAINED CLASSROOM	SWICK, ANNE	D33986 MICROPHONE FOR BOOM BOX	12.91
D90339	100	178 00	GENERAL SUPPORT DISTR ADMIN A	RUSSELL KAREN	D33985 MILEAGE	71.78
D90340	100	178 00	GENERAL SUPPORT OPERATIONS UT	PACIFIC TELEPHONE	D34001 PHONE CHGS	96.48
D90346	100	178 00	HEALTH & WELFARE INSURANCE	S.M.A.	D33915 CLAIM CK REGISTER 12/10-12/16	41,890.10
D90441	100	178 00	STAFF DEVELOPMENT	RIVERSIDE CO. OFFICE OF EDU	D33552 CONF 1/99 1 EMP	15.00
D90444	100	000 00	SELF-CONTAINED CLASSROOM	H & L CHARTER CO., INC.	D33923 TRANS FOR JVHS ON 11/19/98	373.00
D90447	100	188 00	GENERAL SUPPORT OPERATIONS UT	JURUPA COMMUNITY SERVICES	D33926 WATER SERVICE FOR NOV 98	7,932.50
D90477	100	178 00	DISTRICT ADMIN TECHNOLOGY	ROSAS, JULIE	D34004 REIMB FOR TESTING FEE	100.00
D90483	100	178 00	DISTRICT ADMIN TECHNOLOGY	TRUJILLO JAY	D34005 REIMB FOR LUNCH FOR TLC COMMI	39.55
D90484	100	178 00	PUPIL SERVICES HEALTH	MEDINA GLORIA	D34003 REFRESHMENTS FOR MTG	17.95
D90485	100	178 00	JJCC BUDGET COMMITTEE	JURUPA UNIFIED	D34010 REPLENISH REV CASH FUND	40.00
D90490	100	178 00	HEALTH & WELFARE INSURANCE	S.M.A.	D33927 REACH MONTHLY FIXED COST-DECE	30,630.24
D90513	100	178 00	NON SPECIFIC	STATE CONTROLLERS OFFICE	D34012 OVERPMT FEE - NOTICE TO TEACHER SUP CH	7,281.00

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

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REF	FUND LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D90521	100 000 00	SELF-CONTAINED CLASSROOM	AMANDA STADT	D33929 ASSEMBLY AT SC ON 12/11/98	250.00
				FUND TOTAL	286,485.89
				TOTAL NUMBER OF DISBURSEMENTS	73
D89880	101 175 00	S.I.P. (SCHOOL IMPROVEMENT PR ZOO-PHONICS, INC.		D33520 CONF 12/98 9 EMPS	160.17
D89882	101 185 00	E.C.I.A. TITLE 1	REGAL BILTMORE HOTEL	D33522 CONF 2/99 1 EMP	406.98
D89883	101 185 00	E.C.I.A. TITLE 1	CABE	D33523 CONF 2/99 1 EMP	225.00
D89884	101 184 00	S.I.P. (SCHOOL IMPROVEMENT PR CHILDREN'S LITERATURE FESTI		D33524 CONF 3/99 1 EMP	150.00
D89885	101 196 00	SB 1882-CA PROFESSIONAL DEVEL SOUTHERN REGION CATA		D33525 CONF 12/98 1 EMP	60.00
D89886	101 197 00	SB 1882-CA PROFESSIONAL DEVEL THOMPSON, ROBIN		D33526 CONF 10/98 2 EMPS	1,282.84
D89888	101 185 00	E.C.I.A. TITLE 1	BARREIRO, LAZ	D33867 REIMB FOR SUPPLIES	10.76
D89889	101 184 00	S.I.P. (SCHOOL IMPROVEMENT PR HERNANDEZ, GUADALUPE		D33868 REIMB FOR SUPPLIES	99.39
D89898	101 172 00	S.I.P. (SCHOOL IMPROVEMENT PR HARTSOCK, IRMA		D33877 REIMB FOR MATERIALS	25.00
D89899	101 178 00	MENTOR TEACHER PROGRAM - SUPP GILLETTE, LOUISE		D33878 REIMB FOR REFRESHMENTS	14.52
D89902	101 178 00	TOBACCO USE PREVENTION EDUCAT MARK & SHEILA CANNON'S WORL		D33689 PRES AT CR	425.00
D89903	101 180 00	S.I.P. (SCHOOL IMPROVEMENT PR MCLEOD PATRICK		D33690 PRES AT IA	500.00
D89908	101 187 00	E.C.I.A. TITLE 1	LEDESMA, LINDA	D33704 MILEAGE	24.83
D89910	101 190 00	HEALTHY START	PATTERSON, MICHELE	D33708 PRES AT JMS	600.00
D89913	101 178 00	MENTOR TEACHER PROGRAM - SUPP YOUNG SANDRA		D33705 REIMB FOR REFRESHMENTS FOR WK	34.91
D89914	101 191 00	DEMONSTRATION PROGRAMS IN REA SCHERRER ANDREW		D33703 INSTRUCTIONAL SUPPLIES	15.59
D89915	101 178 00	E.C.I.A. TITLE 1	PARENT INSTITUTE FOR QUALITY	D33706 PRES AT PA	2,970.00
D89916	101 178 00	ECONOMIC IMPACT AID - L E P	DAWN LINDEN	D33702 PMT FOR SPANISH 4 CLASS	105.00
D89975	101 178 00	E.C.I.A. TITLE 1	MORENO, TERESA	D33528 CONF 10/98 1 EMP	93.71
D90005	101 180 00	E.C.I.A. TITLE 1	CHARD, LINDA	D33881 REIMB FOR SUPPLIES	35.01

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

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D90012	101	191 00	DEMONSTRATION PROGRAMS IN REA CAMPBELL, KIM		D33889 REIMB FOR SUPPLIES	53.78
D90087	101	182 00	E.C.I.A. TITLE 1	ROCHA-HILL DIANE	D33493 PRES AT PA	400.00
D90114	101	177 00	S.I.P. (SCHOOL IMPROVEMENT PR SWICK, ANNE		D33716 AUDIO CD'S	29.38
D90115	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4 WIGG, JUDITH		D33717 REFRESHMENTS FOR TRAINING	62.11
D90116	101	178 00	ECONOMIC IMPACT AID - L E P MORALES, GLORIA		D33719 PILOT CASE	32.29
D90118	101	190 00	S.I.P. (SCHOOL IMPROVEMENT PR LANCASTER, WALTER		D33722 SCHOOL SUPPLIES	495.95
D90119	101	181 00	S.I.P. (SCHOOL IMPROVEMENT PR MURRAY MARCI		D33723 REIMB FOR SUPPLIES	96.69
D90120	101	191 00	DEMONSTRATION PROGRAMS IN REA SCHERRER ANDREW		D33724 SUPPLIES FOR CLASS	48.24
D90122	101	180 00	E.C.I.A. TITLE 1	PARENT INSTITUTE FOR QUALITY	D33728 PRES AT 1A	4,905.00
D90128	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4 WILLIS, MARSHA		D33718 CHILD CARE & MTG SUPPLIES	318.76
D90130	101	178 00	C.T.E.I.	UNIVERSITY OF CALIFORNIA	D33726 PRINTING & REPOGRAPHICS	140.65
D90132	101	178 00		THE CENTER FOR TECHNOLOGY E	D33529 CONF 12/98 1 EMP	95.00
D90139	101	196 00	NON-AGENCY ACTIVITIES - OTHER SCCC		D33530 CONF 2/99 8 EMPS	1,735.00
D90158	101	192 00	DEMONSTRATION PROGRAMS IN REA IMPERIAL MIDDLE SCHOOL		D33543 CONF 1/99 7 EMPS	175.00
D90159	101	179 00	S.I.P. (SCHOOL IMPROVEMENT PR INLAND LIBRARY SYSTEM		D33531 CONF 1/99 1 EMP	15.00
D90160	101	192 00	DEMONSTRATION PROGRAMS IN REA SUHSD/MSDP SERVICE CENTER		D33532 CONF 1/99 1 EMP	125.00
D90161	101	182 00	E.C.I.A. TITLE 1	TEACHER CREATED MATERIALS	D33533 CONF 2/99 4 EMPS	436.00
D90173	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4 CRUZ, ROSA		D33899 REIMB FOR CHILD CARE	157.50
D90174	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4 DOMINQUEZ, ELIZABETH		D33900 REIMB FOR CHILD CARE	77.50
D90175	101	178 00	ECONOMIC OPPORTNTY ACT PL88-4 CEJA, MARIA		D33901 REIMB FOR CHILD CARE	157.50
D90181	101	197 00	CALIFORNIA PARTNERSHIP ACADEM SOUTHERN REGION CATA		D33536 CONF 12/98 2 EMP	70.00
D90182	101	197 00	CALIFORNIA PARTNERSHIP ACADEM SCCC		D33535 CONF 1/99 4 EMP	920.00
D90193	101	197 00	CALIFORNIA PARTNERSHIP ACADEM HOLIDAY CAPITOL PLAZA		D33537 CONF 1/99 4 EMPS	638.40
D90218	101	191 00	DEMONSTRATION PROGRAMS IN REA STEVENS, TERRI		D33974 INSTRUCTIONAL SUPPLIES	94.89

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REPORT OF PURCHASES
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DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	
D90219	101	178	00	REYNOLDS CONSULTING GROUP	D33973 MEDI CAL BILLING	1,097.23
D90222	101	184	00	S.I.P. (SCHOOL IMPROVEMENT PR BUREAU OF EDUCATION & RESEA	D33539 CONF 1/99 1 EMP	125.00
D90249	101	175	00	ED TECHNOLOGY SCHOOL BASED DUNN, STEVE W.	D33904 PRESENTATION AT SS ON 12/7/98	1,234.88
D90254	101	185	00	E.C.I.A. TITLE 1 BROWN, LES	D33909 REIMB FOR INSTRUCTIONAL MATER	65.00
D90307	101	180	00	S.I.P. (SCHOOL IMPROVEMENT PR LASER FANTASY INTERNAT'L IN	D33984 PRES AT 1A	745.00
D90313	101	196	00	NON-AGENCY ACTIVITIES - OTHER HOLIDAY CAPITOL PLAZA	D33542 CONF 1-2/99 8 EMP	851.20
D90320	101	192	00	DEMONSTRATION PROGRAMS IN REA DESERT SANDS UNIFIED SCH. D	D33912 SUBSTITUTE REIMB FOR LISA SULL	677.40
D90362	101	178	00	MENTOR TEACHER PROGRAM AMATRIAIN, SANDRA	D33917 REIMB FOR REFRESHMENTS	10.99
D90363	101	192	00	S.I.P. (SCHOOL IMPROVEMENT PR ASSEIER, DIANA	D33918 REIMB FOR REFRESHMENTS & SUPP	119.58
D90364	101	197	00	SB 1882-CA PROFESSIONAL DEVEL DYSON LORRANIE	D33919 REIMB FOR REFRESHMENTS	22.43
D90366	101	178	00	ECONOMIC OPPORTINTY ACT PL88-4 CARLSON, BETHINE	D33920 MILEAGE	70.31
D90369	101	184	00	S.I.P. (SCHOOL IMPROVEMENT PR BUREAU OF EDUCATION & RESEA	D33545 CONF 7 EMP FEB/MAR	825.00
D90370	101	178	00	PL94-142 EDUC FOR ALL HANDICA RIVERSIDE UNIFIED SCHOOL DI	D33546 CONF 1/99 1 EMP	40.00
D90371	101	195	00	SB 1882-CA PROFESSIONAL DEVEL EFFECTIVE LEARNING RESOURCE	D33547 CONF 1/99 1 EMP	115.00
D90376	101	178	00	S.I.P. (SCHOOL IMPROVEMENT PR CISI	D33548 CONF 1/99 1 EMP	110.00
D90384	101	182	00	E.C.I.A. TITLE 1 CAL STATE UNIVERISTY	D33549 CONF 1 EMP	160.00
D90391	101	182	00	E.C.I.A. TITLE 1 BUREAU OF EDUCATION & RESEA	D33550 CONF 2/99 2 EMP	310.00
D90393	101	197	00	SB 1882-CA PROFESSIONAL DEVEL DYSON LORRANIE	D33551 CONF 11/98 1 EMP	184.38
D90480	101	186	00	S.I.P. (SCHOOL IMPROVEMENT PR OWEN, JIM	D34008 CABLES FOR COMPUTERS	84.44
D90481	101	192	00	S.I.P. (SCHOOL IMPROVEMENT PR NORTH SHORE AGENCY, INC	D34007 PAY OVERDUE INVOICE	38.19
D90522	101	178	00	MENTOR TEACHER PROGRAM GENE ERICKSON	D33930 REIMB FOR CAMERAS	161.56
FUND TOTAL						25,565.94
TOTAL NUMBER OF DISBURSEMENTS						65
D89892	102	178	00	APE-INSTRUCTIONAL PROGRAM DEMOR, JOHN	D33871 MILEAGE	99.80

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RIVERSIDE REGIONAL EDUCATION DATA CENTER

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DISBURSEMENT ORDERS

REF	FUND	LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	FUND TOTAL	TOTAL NUMBER OF DISBURSEMENTS
D90446	102	178	00	INSTRUCTIONAL PROGRAM	JAFFE, ALISON	D33925 MILEAGE	66.99
D90478	102	178	00	INSTRUCTIONAL PROGRAM	PAULSEN, MELODY	D34009 MILEAGE	52.50

						FUND TOTAL	219.29
						TOTAL NUMBER OF DISBURSEMENTS	3
D89909	103	178	00	GEN SUPPORT TRANS-SPECIAL EDU NEW, MR OR MRS		D33701 TRANSPORTATION OF SON	139.59
D89934	103	178	00	INSTRUCTIONAL PROGRAM	CAG OFFICE	D33527 CONF 1/99 5 EMPS	950.00
D90126	103	178	00	GEN SUPPORT TRANS-HOME TO SCH RITCH, BRIAN		D33714 SAFETY SHOES	80.00
D90165	103	178	00	GEN SUPPORT TRANS-HOME TO SCH GREEN, RON		D33897 REIMB FOR SAFETY BOOTS	80.00
D90365	103	178	00	GEN SUPPORT TRANS-HOME TO SCH PRESS ENTERPRISE COMPANY		D34002 BUS SCHEDULE PUBLISHED	522.00
D90445	103	178	00	GEN SUPPORT TRANS-HOME TO SCH H & L CHARTER CO., INC.		D33924 TRANS FOR JVHS 10/21, 11/12&11	954.00
D90479	103	178	00	GEN SUPPORT TRANS-HOME TO SCH LAIDLAW		D34011 BUS SERVICES	4,159.04

						FUND TOTAL	6,884.63
						TOTAL NUMBER OF DISBURSEMENTS	7
D89906	106	196	00	ATHLETIC OPERATIONAL SUPPLIES STANGLE, RICK		D33696 MILEAGE	127.40
D90124	106	178	00	FINE ARTS ELEMENTARY MUSIC	WASINGER, MICHAEL J.	D33715 MILEAGE	119.12

						FUND TOTAL	246.52
						TOTAL NUMBER OF DISBURSEMENTS	2
D90176	119	178	00	GENERAL SUPPORT, MAINTENANCE	BALDWIN, DAN	D33902 REIMB FOR PRINTER CARTRIDGES	51.70
D90323	119	178	00	GENERAL SUPPORT, MAINTENANCE, BANKCARD SERVICES		D33914 CHARGE TO XEROX FOR FUSER ASS	82.00

						FUND TOTAL	133.70
						TOTAL NUMBER OF DISBURSEMENTS	2
D90361	403	178	00	FACILITIES ACQUISITION - CAPI JURUPA COMMUNITY SERVICES		D33916 DEPOSIT FOR SERVICE PLANNING	500.00

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REPORT OF PURCHASES
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DISBURSEMENT ORDERS

REF	FUND LOC/SITE	PROGRAM	VENDOR	DESCRIPTION	FUND TOTAL	TOTAL NUMBER OF DISBURSEMENTS
D90015	800 178 00	SELF-CONTAINED CLASSROOM	DOWNNEY, MELODY	D33893 REFUND FOR TEXTBOOK	15.00	1
D90117	800 178 00	SELF-CONTAINED CLASSROOM	LARSEN SAMARA	D33720 REFUND FOR BOOK	15.00	1
D90121	800 194 00	GENERAL EDUCATION - ADULT	ANNETTE NICKSON	D33725 REIMB FOR MATERIALS	102.31	1
				FUND TOTAL	132.31	3
D90482	900 178 00	GENERAL SUPPORT DISTRICT ADMI	MCKELVEY, JOY	D34006 PERSONAL LOSS	250.00	1
				FUND TOTAL	250.00	1
D90321	979 178 00	NON SPECIFIC	HOHMANN, THOMAS	D33913 REIMB FOR OVERPAYMENT OF FEES	69.48	1
D90367	979 178 00	GEN SUPPORT DISTRICT ADMIN IN DAVID TAUSSIG AND ASSOC., I		D33921 MONTEITH STUDY ON DEVELOPER F	800.35	1
D90545	979 178 00		JURUPA UNIFIED	D34014 REPLENISH REVOLVING CASH FUND	110.00	1
				FUND TOTAL	979.83	3
				TOTAL NUMBER OF DISBURSEMENTS		3
160	DISBURSEMENTS OVER			\$1.00 FOR A TOTAL AMOUNT OF	321,398.11	
0	DISBURSEMENT ORDERS UNDER			\$1.00 FOR A TOTAL AMOUNT OF	.00	
160	DISBURSEMENT ORDERS			FOR A GRAND TOTAL OF	321,398.11	
				TOTAL PURCHASES	598,594.50	

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Recommended for Approval: Carrie Russell
Supervisor of Accounting

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JURUPA UNIFIED SCHOOL DISTRICT
MONTHLY PAYROLL DISBURSEMENTS

January 19, 1999

<u>NOVEMBER PAYROLL</u>	<u>MONTHLY</u>	<u>HOURLY</u>	<u>TOTAL PAYMENT</u>
CERTIFICATED	\$ 4,771,660.36	\$ 242,919.16	\$ 5,014,579.52
CLASSIFIED	\$ 492,592.23	\$ 860,223.23	\$ 1,352,815.46
BOARD MEMBERS	\$ 3,693.35	- 0 -	\$ 3,693.35
YOUTH EMPLOYMENT PROGRAM	- 0 -	\$ 1,080.19	\$ 1,080.19
TOTAL NOVEMBER PAYMENT			\$ 6,372,168.52

<u>DECEMBER PAYROLL</u>	<u>MONTHLY</u>	<u>HOURLY</u>	<u>PAYMENT</u>
CERTIFICATED	-0-	\$ 197,000.76	\$ 197,000.76
CLASSIFIED	\$ 478,577.12	\$1,209,236.28	\$ 1,687,813.40
BOARD MEMBERS	\$ 3,693.35	- 0 -	\$ 3,693.35
YOUTH EMPLOYMENT PROGRAM	- 0 -	\$ 2,465.95	\$ 2,465.95
TOTAL DECEMBER PAYMENT			\$ 1,890,973.46

RECOMMEND APPROVAL:


Karen Russell
SUPERVISOR OF ACCOUNTING

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Jurupa Unified School District

1998/1999 AGREEMENTS

AGREEMENT NUMBER	CONTRACTOR	AMOUNT	FUND/PROGRAM TO BE CHARGED	PURPOSE
99-1	<i>Consultant or Personal Service Agreements</i>			
99-1-XXX	Music Center on Tour	\$671.00	PTA	Assembly on "I, Nat Love" for students of Sky Country Elementary School.
99-1-YYY	Children's Outreach Network	\$165.00	TUPE	Assembly on substance abuse for students of Camino Real Elementary School.
99-1-ZZZ	Dr. Terry Mazany	\$800.00 Travel NTE \$650.00	Staff Development	Inservice on "Using Student Data to Improve Achievement" for Department Chairpersons at Jurupa Valley High School.
99-1-AAAA	Music Center of L.A.	\$650.00 Travel NTE \$23.00	PTA	Assembly on "Art of Puppets and Marionettes" for students of Camino Real Elementary School.
99-1-BBBB	Steve Chaney	\$295.00	PTA	Assembly on "Self-Esteem" for students of Sky Country Elementary School.
99-1-CCCC	Dolores A. Grayson	\$500.00	Staff Development	Staff inservice on gender equity issues as they relate to CCR requirements for staff at Nueva Vista High School.
99-6	<i>Student Teaching Agreements</i>			
99-6-D	University of La Verne	NA	NA	2/1/99 - Ongoing

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

RE/dc
1/19/99

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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



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



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.

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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

A-6-b
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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.



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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Certificated Bargaining
Unit Members
Regulation 4110
Page 3 of 3

SEXUAL HARASSMENT

Formal Complaint Process:

The Individual Employee Complaint Procedure of the District (Policy 4¹/₁₁) 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:



INDIVIDUAL EMPLOYEE COMPLAINT PROCEDUREPURPOSE

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.

PROCEDUREInformal 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
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

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.

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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 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



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 PROCEDUREPURPOSE

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.

PROCEDUREInformal 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 PROCEDUREInformal 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.

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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



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.



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

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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 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 HARASSMENTFormal 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



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

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INDIVIDUAL EMPLOYEE COMPLAINT PROCEDUREPURPOSE

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.

PROCEDUREInformal 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 PROCEDUREInformal 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 PROCEDURELevel 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

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.

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- 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.

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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 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
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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



-Revised-

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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
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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.

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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



CURRENT

Management/Leadership Team
Certificated Employees
Policy 4510

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



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Management/Leadership Team
Certificated Employees
Regulation 4510
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



-Revised-

Management/Leadership Team
Administrative Employees
Policy 4610
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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



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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.

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- 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.

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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

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Management/Leadership Team
Administrative Employees
Policy 4610

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



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.
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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.

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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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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



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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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



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



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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.

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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



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:

A-6-m
197

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.

A-6m
159

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



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

CURRENT

Students
Regulation 5161
Page 1 of 2

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 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. to Assistant Principal to Principal to Assistant Superintendent Education Services	Transportation Food Services Maintenance, etc. to 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 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



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

DATE(S): February 15 - 21, 1999
 LOCATION: Indio, CA
 TYPE OF ACTIVITY: National Date Festival
 PURPOSE/OBJECTIVE: To exhibit and sell students' class projects

NAMES OF ADULT SUPERVISORS (Note job title: principal, volunteer, etc.)
R. Fuller, P. Germain, W. Cantrill - teachers
Ron and Cathy Hills - parents

EXPENSES:	Transportation	\$		Number of Students	<u>30</u>
	Lodging	\$	<u>1,500</u>		
	Meals	\$			
	All Other	\$			
			<u>} Combined</u>		
	TOTAL EXPENSE	\$	<u>1,500</u>	Cost Per Student	<u>\$50</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>Students</u>	<u>\$1,500</u>	<u>-0-</u>
TOTAL:	<u>\$ 1,500</u>	

Arrangements for Transportation: School vehicles
 Arrangements for Accommodations and Meals: Best Western Date Tree
 Planned Disposition of Unexpended Funds: Returned to students

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: R. Fuller (Instructor) Date: 1/4/99 School: RHS

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: [Signature] Date: 1/5/99
 Date approved by the Board of Education [Signature] Date: 1/5/99

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

Jurupa Unified School District

Personnel Report #12

January 19, 1999

CERTIFICATED PERSONNEL

Regular Assignment

Teacher	Mr. Robert Green 250 N. Linden #120 Rialto, CA 92376	Effective January 25, 1999 Single Subject-Social Science Credential
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Temporary Assignment

Teacher (SDC)	Ms. Danielle Pekar 1055 W. Blaine #2 Riverside, CA 92507	Effective January 23, 1999 through June 15, 1999 Specialist Mild/Moderate Emergency Credential
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Extra Compensation Assignment

Home Teaching: January 8, 1999 through June 10, 1999; not to exceed three (3) hours per week; appropriate hourly rate of pay.

Ms. Judy Hanlon

Research and Categorical Projects: 1998-99 school year; GATE testing; not to exceed 31 hours total; appropriate hourly rate of pay.

Ms. Bertha Hale

Research and Categorical Projects: to attend Elementary Proficiency Task Force meetings; December 3, 1998 through January 7, 1999; not to exceed 4 1/2 hours each; appropriate hourly rate of pay.

Ms. Kim Blades	Ms. Jennifer Bullard	Ms. Josefina Castro
Ms. Julianne Ceccarelli	Mr. David Garza	Ms. Mary Harris
Mr. John Hill	Ms. Amber Lee	Ms. Leah Luke
Mr. Robert Mercer	Mr. Brian Mitchell	Ms. Esther Ruvalcaba
Ms. Janine Stewart	Ms. Judy Van Train	Ms. Sandra Vega
Ms. Kelly Wysocki		

Stone Avenue Elementary: homework club; January 4, 1999 through February 26, 1999; not to exceed 10 hours total; appropriate hourly rate of pay.

Ms. Irma Hartsock



Personnel Report #12

CERTIFICATED PERSONNEL

Substitute Assignment

Teacher	Mr. Ricardo Gandara 4039 Lorita Street Riverside, CA 92509	As needed CBEST Waiver
Teacher	Ms. Catherine Giles 11700 Tioga Court Mira Loma, CA 91752	As needed Multiple Subject Credential
Teacher	Mr. Vishnu Gupta 4551 Champagne Court Riverside, CA 92505	As needed CBEST Waiver
Teacher	Mr. Gregory McMillan 1584 Stillman Avenue Redlands, CA 92374	As needed CBEST Waiver
Teacher	Ms. Lorene Tanner 1033 S. Holt Avenue #1 Los Angeles, CA 90035	As needed Emergency 30-Day Permit
Teacher	Mr. Nathanael Woodall 3933 Bandini Avenue Riverside, CA 92506	As needed CBEST Waiver

Return from Leave of Absence

Teacher	Ms. Brook Walker YSPO Box 62 Seoul, Korea 140-600	Effective July 1, 1999
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Leave of Absence

Teacher	Ms. Leilani Benites 9908 Pebblebrook Drive Moreno Valley, CA 92557	Maternity Leave effective December 28, 1998 through February 10, 1999 with use of sick leave benefits.
Teacher	Ms. Connie Dam 6627 Avenida Mariposa Riverside, CA 92509	Maternity Leave effective March 30, 1999 through May 10, 1999 with use of sick leave benefits.



Personnel Report #12

CLASSIFIED PERSONNEL

Regular Assignment

Bus Driver	Ms. Leticia Alcantar 6520 45th Street Riverside, CA 92509	Effective January 5, 1999 Work Year F Part-time
Computer Support Technician	Mr. Kenneth Balliger 4675 Gainsville Hemet, CA 92544	Effective January 11, 1999 Work Year A

Substitute Assignment

Activity Supervisor	Ms. Debra Jackson 4526 Avon Street Riverside, CA 92509	As needed
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Correct Placement Date on 39-Month Reemployment List
(Education Code #45195)

Cafeteria Assistant I	Ms. Margaret Durlin 7434 Christine Avenue Riverside, CA 92509	Effective September 7, 1998
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Resignation

Activity Supervisor	Ms. Brandy Scott 6353 Mission Blvd. #9 Riverside, CA 92509	Effective January 11, 1999
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OTHER PERSONNEL

Short-Term Assignment

Jurupa Middle School; to serve as a MFCC Intern; January 5, 1999 through June 30, 1999; not to exceed 10 hours per week; \$15.00 per hour.

MFCC Intern	Ms. Teresa Patchill
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The above actions are recommended for approval:



Kent Campbell, Assistant Superintendent-Personnel Services



Jurupa Unified School District

Personnel Report #12

January 19, 1999

CERTIFICATED PERSONNEL

Extra Compensation Assignment

Homebound Teacher: 1998-99 school year; appropriate hourly rate of pay.

Mr. Jeff Jacobs

Instructional Services: to attend Report Card Committee meetings; December 8, 1998 and December 15, 1998; not to exceed 3 1/2 hours each; appropriate hourly rate of pay.

Ms. Heather Crane	Ms. Barbara Godoy	Mr. Eric Gruenewald
Ms. Theresa Hoag	Ms. Julia Holt	Ms. Wendy Kerby
Ms. Janice Kidd	Mr. Bob Mitchell	Ms. Marci Murray
Ms. Donnalee Peccerilli	Ms. Nanette Prince	Ms. Deborah Reiner
Ms. Sandra Roberson	Ms. Liz Sawley	Ms. Gabrielle Sznopak
Ms. Kristy Williams	Ms. Tammy Wright	

Saturday Work Study Detention Program: 1998-99 school year; appropriate hourly rate of pay.

Mr. Tim Jones

Stone Avenue Elementary: extended day activities; January 4, 1999 through February 26, 1999; not to exceed 10 hours each; appropriate hourly rate of pay.

Ms. Deborah Reiner	Mr. Andrew Hernandez	Ms. Kathy Pedroza
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Mira Loma Middle: to develop reading and writing prompts and rubrics and show how to score them; January 4, 1999; not to exceed 30 hours total; appropriate hourly rate of pay.

Ms. Suzanne Rowland	Ms. Roxane Winemiller	Mr. Stan Rowland
Mr. Jorge Sanchez	Ms. Anne Cox	Ms. Judy Perez
Ms. Karen Stokoe	Mr. Glenn DeHart	Ms. Nancy Lott
Ms. Virginia Huckaby		

Substitute Assignment

Teacher	Mr. Scott Ekblade 3680 Monroe Street #501 Riverside, CA 92504	As needed CBEST Waiver
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Personnel Report #12

CERTIFICATED PERSONNEL

Substitute Assignment

Teacher	Ms. Catharine Huang 5253 El Cerrito Drive #126 Riverside, CA 92507	As needed Emergency 30-Day Permit
Teacher	Ms. Heather Pessoa-Bond 2109 Old Bridge Road Riverside, CA 92506	As needed CBEST Waiver
Teacher	Ms. Missy Phan 3170 Canyon Crest #2 Riverside, CA 92507	As needed Emergency 30-Day Permit
Teacher	Ms. Teresa Richards 13555 Edgewater Drive Corona, CA 91719	As needed Emergency 30-Day Permit
Teacher	Ms. Alma Sanchez 1251 Massachusetts Ave. #2 Riverside, CA 92507	As needed CBEST Waiver

Leave of Absence

Teacher	Ms. Denise Sanchez 822 W. Princeton Ontario, CA 91762	Maternity Leave effective January 12, 1999 through February 23, 1999 with use of sick leave benefits and Unpaid Special Leave effective February 24, 1999 through March 1, 1999 without compensation.
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CLASSIFIED PERSONNEL

Regular Assignment

Activity Supervisor	Ms. Lori Anderson 11630 Potrero Drive Mira Loma, CA 91752	Effective January 8, 1999 Work Year F1 Part-time
Activity Supervisor	Ms. Linda Dalton 7096 Skyview Road Riverside, CA 92509	Effective January 25, 1999 Work Year F1 Part-time

Personnel Report #12

CLASSIFIED PERSONNEL

Regular Assignment

Activity Supervisor	Ms. Maria Huffman 3319 Avalon Street #108 Riverside, CA 92509	Effective January 19, 1999 Work Year F1 Part-time
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Short-Term/Extra Work

Administrative Services; preparation for discipline cases; December 29-30, 1998; not to exceed 12 hours total; appropriate hourly rate of pay.

Clerk-Typist Ms. Terri Bierwirth

Bilingual Education; additional numbers of English Learners and increased workload; December 1, 1998 through June 10, 1999; not to exceed eight (8) hours per day; appropriate hourly rate of pay.

Translator/Clerk-Typist Ms. America Najarro

Rustic Lane Elementary; inventory and cataloging reading books; January 19, 1999 through March 31, 1999; not to exceed 100 hours total; appropriate hourly rate of pay.

Elem. Media Ctr. Clerk Ms. Joanne McKee

Substitute Assignment

Activity Supervisor	Ms. Lorena Becerra 5359 36th Street Riverside, CA 92509	As needed
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Activity Supervisor	Ms. Branden Bryan 4211 Mill Creek Street Riverside, CA 92509	As needed
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Bus Driver	Ms. Germaine Chavez 5101 Red Oak Drive Riverside, CA 92509	As needed
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Activity Supervisor	Ms. Shawna Davidson 6978 38th Street Riverside, CA 92509	As needed
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Dispatcher/Bus Driver Trainer	Ms. Sandra Dillman 22298 Broken Lance Road Apple Valley, CA 92307	As needed
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Personnel Report #12

CLASSIFIED PERSONNEL

Substitute Assignment

Groundswoker	Ms. Wendy Hart 4587 Prairie View Drive Riverside, CA 92509	As needed
Activity Supervisor	Ms. Susan Holman 7831 Green Crest Court Riverside, CA 92509	As needed
Clerk-Typist	Ms. Arlene Landeros 4059 Fort Drive Riverside, CA 92509	As needed
Activity Supervisor	Ms. Holly Robertson 4000 Rosal Road Riverside, CA 92509	As needed

Leave of Absence

Stock Clerk/Delivery Driver	Mr. Richard Grogan 11511 Davis Street Moreno Valley, CA 92557	Unpaid Special Leave effective March 5, 1999 through May 30, 1999 (two hours per week only) without compensation.
Bilingual Language Tutor	Ms. Leticia Lopez 8199 Martingale Drive Riverside, CA 92509	Unpaid Special Leave effective January 4, 1999 through August 1, 1999 without compensation or health and welfare benefits.

Resignation

Activity Supervisor	Mr. David Sanchez 7475 Peggy Avenue Riverside, CA 92509	Effective January 18, 1999
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Personnel Report #12

OTHER PERSONNEL

Short-Term Assignment

Learning Center; to serve as a telephone surveyor; January 12, 1999 through January 31, 1999; not to exceed 15 hours per week; \$6.00 per hour.

Telephone Surveyor Ms. Jhessenia Valenzuela

Transportation; to assist with processing daily paperwork, typing of routes, and helping to acclimate newly returned employee; December 14, 1998 through March 1, 1999; not to exceed 50 days; \$8.23 per hour.

Clerical Assistance Ms. Consuelo Garcia

Jurupa Middle School; to serve as a Family Advocate; December 1, 1998 through June 30, 1999; not to exceed 30 hours per week; \$10.00 per hour.

Family Advocate Ms. Virginia Sapien-Marquez

Jurupa Valley High School; to serve as an AVID Tutor; January 11, 1999 through June 10, 1999; not to exceed 30 hours per week; \$7.00 per hour.

AVID Tutor Ms. Claudia Rivera

Jurupa Valley High School; to serve as an AVID Tutor; January 11, 1999 through June 10, 1999; not to exceed 25 hours per week; \$6.00 per hour.

AVID Tutor Mr. Odarrell Bernabe

Rubidoux High School; to serve as a JTPA Peer Group Counselor; December 3, 1998 through June 30, 1999; not to exceed 15 hours per week; \$7.50 per hour.

JTPA Peer Counselor Ms. Michelle Roberts

The above actions are recommended for approval:



Kent Campbell, Assistant Superintendent-Personnel Services