

Corona-Norco Unified School District

**EMPLOYEE HANDBOOK OF
MANDATED NOTIFICATIONS
2023-2024**

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POLICY ON DRUG-FREE WORKPLACE

The Corona-Norco Unified School District recognizes the potential dangers of drug abuse in the workplace. Such abuse increases safety risks to employees and students where the impaired employee is responsible for supervision of students, operation or maintenance of vehicles or machinery, or other responsibilities involving the health and welfare of District students and personnel. Additional dangers of drug abuse may include a loss of efficiency to the District, and an additional burden on co-workers who must accommodate the absences or inefficiency of an impaired employee. For these reasons, the District establishes a drug-free awareness program.

You are hereby notified that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, as defined in schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. section 812), is prohibited in the workplace.

You are further notified that, as a condition of your continued employment under any federal grant to the District, you will abide by the terms of this statement, and will notify the District of any criminal drug statute conviction (including a plea of nolo contendere), occurring in the workplace. Said notice shall be delivered no later than five (5) days after such conviction.

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

POLICY ON TOBACCO-FREE SCHOOL DISTRICT

The Board of Education recognizes that the United States Surgeon General has found that secondhand smoke is a cause of disease, including lung cancer, in healthy non-smokers. The California Legislature has found that non-smokers have no adequate means to protect themselves from

damage inflicted upon them by involuntary inhalation of tobacco smoke, and that regulation of smoking in public places is necessary to promote the health, safety, welfare and comfort of non-smokers. Moreover, Education Code 48901 prohibits the smoking, or use of tobacco, or any product containing tobacco or nicotine products by students at school, or at school-sponsored activities, or while under the supervision and control of school district employees, and has directed governing boards to take all steps deemed practical to discourage students from smoking.

Therefore, the Board of Education declares immediately:

1. The use of tobacco products, including smokeless tobacco, on District property and in District vehicles is prohibited. The use of electronic cigarettes and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited.
2. Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to district property.
3. Site and department managers shall ensure that all employees have a tobacco-free environment.
4. To the extent available, the District shall provide, upon request, a list of clinics and community resources which offer assistance to those individuals who wish to stop using tobacco products.
5. Employees who use tobacco on campuses, at facilities of the District, in District vehicles, or at school-related

activities, shall be subject to disciplinary action. Management shall have the responsibility of enforcing these provisions.

6. There shall be no exempt groups, such as community organizations, using school facilities during non-school hours.

Legal References:

State: California Education Code
48901 Smoking or use of tobacco prohibited

California Health and Safety Code
104350 -104495 Tobacco-use prevention education
119405 Unlawful to sell or furnish electronic cigarettes to minors

Federal: United States Code, Title 20
America Act (20 U.S.C. section 5801 et seq.)

POLICY ON ALCOHOL-FREE WORKPLACE

District personnel shall not consume alcoholic beverages during duty hours. Further, District employees shall not report for or remain on duty while under the influence of alcohol. District employees who consume or are under the influence of alcohol during duty hours are subject to disciplinary action up to and including dismissal from District employment.

STUDENTS WHO VIOLATE EDUCATION CODE SECTION 48900

The Corona-Norco Unified School District recognizes its obligation to inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except

subdivision (h) of Section 48900 (reasons for suspension and expulsion).

The District will provide information to the teacher based upon any records that the District maintains in its ordinary course of business, or receives from a law enforcement agency. Teachers shall obtain this information by reviewing the cumulative records of students in their classes or meeting with the site administrator. Likewise, teachers are obligated to report any such pupil conduct to the site principal immediately.

No school district, school district officer or employee shall be civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the District, District officer or employee knew that the information was false, or provided the information with reckless disregard for its truth or falsity.

MANDATED REPORTING OF CHILD ABUSE

Effective January 1, 2015, Assembly Bill 1432 was passed which requires all California school districts to annually train mandated reporters on their child abuse reporting obligations under the law within six (6) weeks of the start of each school year. This law also mandates that all new hires be trained within six (6) weeks of their hire date. As of January 1, 2001, Assembly Bill 1241, Chapter 916, Statutes of 1999, amended several sections of the California Penal Code relating to the Child Abuse and Neglect Reporting Act. It amended the code to require that KNOWN OR SUSPECTED CHILD NEGLECT must also be reported. Reports by mandated reporters must include specific identifying information.

Mandated reporters must report when they know or reasonably suspect child abuse. Reports must be made by telephone (800-442-4918) immediately, or as soon as practically possible, followed by a written report (Suspected Child Abuse Report II 16 PC). The report must be completed by reporting party (District Office form # SS 8572) and sent to either the local law enforcement agency or the Child Protective Services Unit of the Riverside County Department of Public

Social Services, within 36 hours of receiving information concerning child abuse or neglect.

I. Child Abuse Means

- A. Child – is a person under the age of 18 years.
- B. Sexual assault or abuse
- C. Neglect
 - Severe
 - General
- D. Willful cruelty and/or unjustifiable punishment of a child
- E. Corporal punishment involving injury or traumatic condition
- F. Abuse in out-of-home care

II. Indicators for Suspicion

- A. When the parent or guardian:
 - 1. Presents contradictory history that does not reasonably explain the nature or extent of the child's injuries; or seems unable or reluctant to explain the injuries.
 - 2. Reports the inflicted trauma was due to an attack by a sibling or third party.
 - 3. Delays or failure to seek medical care for the child when the injuries occurred the night before or a few days before.
 - 4. Reveals inappropriate awareness of the seriousness of the situation, either overreacting or under-reacting.

5. Gives a history of child's repeated injury or an overly specific, detailed "eye witness" history of the injury.
 6. Reports feeling socially and emotionally isolated and alone or is experiencing severe family stress.
 7. Refuses to consent to further diagnostic studies, refuses to have the child hospitalized for observation, or refuses to answer questions or give history.
 8. Reports a history of having visited several hospitals.
 9. Reports having been abused or neglected as a child.
 10. Exhibits emotional disturbance and/or bizarre behavior.
 11. Has unreasonable expectations for child's behavior and capabilities.
 12. Demonstrates inappropriate sexual behavior.
- B. A child should be considered a potential victim of abuse or neglect when he/she:
1. Has an unexplained injury or is reluctant to discuss his/her injury.
 2. Has been given inappropriate food, drink and/or drugs.
 3. Shows evidence of overall poor care such as poor dental hygiene, bad breath, poorly dressed, inappropriately dressed for weather conditions, generally or regularly dirty and ill kept.

4. Is unusually fearful, panicked or cringes at the merest display of affection such as a hug or a grasping of a hand.
5. Shows evidence of repeated injury.
6. Is seen as “different”, “unusual”, or “bad” by parents, or is different in physical or emotional make-up.
7. Shows evidence of sexual abuse; such as, physical damage to the genitalia, positive tests for venereal disease or genital-urinary infection or extreme fear or interest in the structure and functioning of the genitals.
8. Has injuries that are not mentioned in the history.

III. When to Report

- A. A child who appears to be in immediate danger.
- B. A child with unexplained or unusual injuries.
- C. A child’s request for help relating to physical or emotional abuse.
- D. A child relating sexual experiences.
- E. Health-threatening, unsanitary living conditions.

IV. Recent Changes in the Law

- A. Mandated reporters include child-care custodians, medical and/or non-medical practitioners, and employees of child protective agencies. They must report when they know or reasonably suspect child abuse.
- B. Any other person reporting known or suspected child abuse or neglect shall not incur civil or

criminal liability. (See “liability” section for penalties for non-reporting.)

- C. No mandated reporter who reports a known or suspected child abuse or neglect shall be civilly or criminally liable therefore.
- D. **When to report:** By telephone, immediately, or as soon as practically possible, followed by a written report (Suspected Child Abuse Report II 16 PC) to be completed by reporting party (DO Form # SS.8572) prepared and sent within 36 hours of receiving the information concerning the incident to either the local law enforcement agency or the Child Protective Services Unit of the Riverside County Department of Public Social Services.
- E. General neglect should be reported to the Department of Public Social Services only. General neglect is failure to provide adequate food, clothing, shelter and supervision.
- F. **The right to response:** The mandated reporter must be informed of the results and of any action the agency is taking with regard to the child and family.

V. **Criminal and Civil Liability**

Penal Code section 11172(a) – Immunity from Liability:

Mandated reporters are not subject to civil damages or criminal prosecution as a result of making a report of child abuse or neglect. Non-mandated reporters are not liable either civilly or criminally, unless it can be proven that a false report was made and that the reporter knew the report was false when filed.

Penal Code 11166(b) – Failure to Report:

Any mandated reporter who fails to report an instance of child abuse or neglect which he or she knows to exist or

reasonably should know to exist, is guilty of a misdemeanor punishable by confinement in the county jail for a term not to exceed six months or by a fine of not more than one thousand dollars (\$1,000) or both.

VI. Who Must Report

Penal Code 11165.7 defines mandated reporters as including, among others, the following:

A teacher; an instructional aide; a teacher's aide or teacher's assistant; a classified employee; an administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee; an administrator or employee of a day camp, youth center, youth recreation program, or youth organization; any administrator or employee whose duties require direct contact and supervision of children; a licensee, an administrator, or an employee of a licensed community care or child day care facility; a Head Start teacher; a licensing worker or licensing evaluator; a public assistance worker; an employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; a social worker, probation officer, or parole officer; an employee of a school district police or security department; any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program; a physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code; a psychological assistant registered pursuant to Section 2913 of the Business and Professions Code; a marriage, family and child therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code; an unlicensed marriage, family and child therapist intern registered under Section 4980.44 of the Business and Professions Code; a state or county public health

employee who treats a minor for venereal disease or any other condition.

The absence of training shall not excuse a mandated reporter from the duty to report as imposed by law.

VII. How to Report

- A. Try to be clear, with exact names, addresses and ages. If possible, use the information on the student's emergency card.
- B. Call: Child Protective Services 1-800-442-4918 immediately or as soon as possible.
- C. Follow with written report within 36 hours to

Child Protective Services
23119 Cottonwood Avenue
Building "A", 2nd Floor
Moreno Valley, CA 92553

Copy of the written report should not be put in the cumulative folder.

UNIVERSAL PRECAUTIONS AGAINST BLOOD-BORNE PATHOGENS

Universal precautions shall be observed to protect employees and students from contact with potentially infectious blood or other body fluids. Universal precautions are appropriate for preventing the spread of infectious disease and shall be used regardless of whether blood borne pathogens are known to be present.

Legal References:

Health and Safety Code

120875: Provision of information to district employees.

120880: Provision of information to school districts.

120980: Civil and criminal liability for wrongful disclosure of AIDS test results.

Code of Regulations, Title 8, section 5193: California Bloodborne Pathogens Standards.

Code of Federal Regulations, Title 29, section 1910.1030: OSHA Bloodborne Pathogens Standards

“Universal Precautions” is an approach to infection control. All human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV and other blood borne pathogens. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious. Students and staff shall routinely observe the following universal precautions for the prevention of infectious disease:

- I. Wear disposable gloves whenever you expect to come into direct contact with blood, other body fluids, or contaminated items or surfaces. This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills or handling clothes soiled by blood or body fluids. Do not reuse gloves. After each use, remove the gloves without touching bare skin to the outside, dispose of them in a lined waste container, and wash hands thoroughly with soap and water as described below. Gowns or smocks should be worn, if available, if you anticipate soiling of clothes by body fluids or secretions.
- II. Wash your hands and any other contacted skin surfaces thoroughly for 20 to 30 seconds with dispensable soap and warm running water. Lather the

back of the hands, between fingers and under nails. Rinse under running water, and thoroughly dry with disposable paper towels, using towels to turn off faucet:

- A. Immediately after any accidental or otherwise contact with blood, body fluids, drainage from wounds, or with soiled garments, objects or surfaces;
- B. Immediately after removing gloves, gowns or smocks;
- C. Before eating, drinking or feeding;
- D. Before handling food, cleaning utensils or kitchen equipment;
- E. Before and after using the toilet or diapering.

When running water is not available, use instant hand sanitizer or antiseptic towelettes and use soap and running water as soon as feasible.

- III. Clean surfaces and equipment contaminated by body fluids with soap and water and disinfect them promptly with an EPA approved disinfectant or a fresh solution of bleach (ten parts water to one part bleach) prepared daily, or other EPA approved disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other non-disposable items in the disinfectant.
- IV. Properly dispose of contaminated materials.
 - A. Place blood, body fluids, gloves, bloody dressings and other absorbent materials into appropriately labeled plastic bags or lined waste containers.
 - B. Place needles, syringes and other sharp disposable objects in designated leak proof, puncture-resistant containers.

- C. Bag soiled towels and other laundry. Presoak with disinfectant and launder with soap and water.
- D. Dispose of urine, vomitus or feces in sanitary sewer system.
- V. Do not care for other's injuries if you have any bleeding or oozing wounds, uncovered cuts or skin conditions.
- VI. Use a mouthpiece, resuscitation bag or other ventilation device when readily available in place of unprotected mouth-to-mouth resuscitation.
- VII. If exposed to blood or bodily fluid, immediately do first aide, report the incident to your supervisor and then contact the Company Nurse at 877-518-6712.
- VIII. Hepatitis B Vaccine
 - A. Check availability with the District.
 - B. Employees with occupational exposure risks may request this vaccine through Risk Management.

HIV/AIDS EDUCATION, SEX EDUCATION, AND NOTICE TO PARENTS

Legislation has increased our responsibilities as educators to provide age-appropriate, medically accurate and objective instruction to students as part of comprehensive sex education and HIV/AIDS Prevention Education. Obviously, this is a sensitive area. Depending upon the beliefs of a particular family, a parent may object to his or her student receiving certain types of instruction.

PRINCIPALS, AS WELL AS TEACHERS, HAVE A STATUTORY RESPONSIBILITY TO ASSURE THAT PARENTS RECEIVE ADVANCE NOTIFICATION OF THIS PLANNED INSTRUCTION.

Education Code Section 51938 states a parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health and HIV/AIDS prevention education and assessments related to that education. At the beginning of each school year, or, for a pupil who enrolls in a school after the beginning of the school year, at the time of the pupil's enrollment, each school district must notify the parent or guardian of each pupil about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks planned for the coming year. The parent or guardian must be advised that written and audiovisual educational materials used in this education are available for inspection.

The parent/guardian must be advised whether this education will be taught by school district personnel or outside consultants. The parent also has the right to request a copy SB71, the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act. (Education Code section 51930, et seq.) The parent must have the opportunity to request in writing that his or her child not receive comprehensive sexual health education or HIV/AIDS prevention education.

Education Code Section 51939 requires that a pupil may not attend any class in comprehensive sexual education or HIV/ADS prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks, if the school has received a written request from the pupil's parent or guardian excusing the pupil from participation. A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive sex or HIV/AIDS education or participate in the above mentioned tests, questionnaires, or survey. An alternative educational activity must be made available to these students.

Please be sure that you review these requirements in detail prior to providing instruction pertaining to these topics.

POLICY ON UNIFORM COMPLAINT PROCEDURE

The Governing Board of the Corona-Norco Unified School District recognizes that the District has primary responsibility for compliance with state and federal laws and regulations governing educational programs. The District shall follow these uniform complaint procedures pursuant to state regulations when addressing complaints alleging failure to comply with: Adult Education (Education Code sections 8500 through 8538 and 52500 through 52616.5), Consolidated Categorical Aid Programs (Education Code section 64000(a)), Migrant Education (Education Code sections 54440 through 54445), Career Technical and Technical Education and Training Programs (Education Code sections 52300 through 52490), Agricultural Career Technical Education (Education Code Sections 52450-52454), Regional Occupational Centers and Programs (Education Code Sections 52300-52334.7, 52372), Child Care and Development programs (Education Code sections 8200 through 8493), Compensatory Education (Education Code Sections 54420-54425), Every Student Succeeds Act 12300, (Education Code Sections 33000-64100), Federal school safety planning requirements, and complaints which allege unlawful discrimination, harassment, intimidation, or bullying in District programs and activities on the basis of sex, sexual orientation, gender, gender identity, gender expression, marital/parental status, ethnic group identification, race, ancestry, national origin, religion, color, mental/physical disability, age, or genetic information; the perception of one or more such characteristics; or any other characteristic identified in Education Code section 200 or 220, Government Code section 11135, or Penal Code section 422.55; or association with a person or group with one or more of these actual or perceived characteristics; the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (Education Code 49013); requirements for Local Control and Accountability Plans (LCAP (Education Code 52075), this type of complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements for an LCAP. If an LCAP complainant is not satisfied with the

decision of the District, the complainant may appeal to the State Superintendent of Public Instruction and will receive a written appeal decision within 60 days of the State Superintendent's receipt of the appeal;

any complaint alleging District noncompliance with the requirement to provide reasonable accommodation to a lactating student on campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222) and for Pregnant and Parenting Pupils (Education Code Sections 46010-46015);

any complaint, by or on behalf of any pupil who is in foster care, pupils who are homeless (Education Code Sections 48850-48859), former juvenile court pupils now enrolled in a school district (Education Code 51225.2) and children of military families (Education Code Sections 49700-49703), alleging District noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the District's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfers, or the grant of an exemption from District graduation requirements (Education Code Sections 51225.1, 51225.2); any complaint alleging District noncompliance with the requirements of Education Code sections 51228.1 and 51228.2, prohibiting the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3); any complaint alleging District noncompliance with the physical education instructional minutes requirement for students in grades 1 through 8 (Education Code 51210, 51223); After School Education and Safety (Education Codes Sections 8482-8484.65); School Plans for Student Achievement (Education Codes 64001-64001.); School Site Councils (Education Codes 37703. 54425. 62002.5.); and any complaint alleging retaliation against a complainant or other participant in the complaint process described in the policy or anyone who has acted to uncover or report a violation subject to this policy.

Matters listed below under “Referring Complaint to Appropriate Agencies” are not covered by these procedures. However, the District may elect to investigate complaints about such matters in accordance with these procedures.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board prohibits any form of retaliation against any complainant or participant in the complaint process. Participation in this process shall not affect the status, grades, or work assignments of the complainant or participating witnesses.

The confidentiality of the parties involved, and the integrity of the process shall be protected to the extent required by law in connection with the investigation of complaints.

The Superintendent or designee shall provide training to designated District staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy. (Board Policy 1321)

I. Compliance Officer

The Board designates the Coordinator, Human Resources Division, 2820 Clark Avenue, Norco, CA 92860-1903, telephone (951) 736-5069, as the District's compliance officer to receive and direct investigation of complaints, maintain records of complaints and subsequent related actions, and ensures District compliance with the law.

II. Notifications

The District shall annually notify in writing, as applicable, its students, employees, parents and guardians, school advisory committees, District advisory committees, appropriate private school officials and representatives, and other interested parties of these procedures and the person responsible for processing complaints. Complainants are hereby notified that they may have alternative local civil law remedies via governmental agencies such as OCR, CRD, EEOC, local bar associations, law schools, and the Superintendent of Public Instruction or mediation services.

III. Filing of Complaint

A written complaint of alleged non-compliance with a Federal or State law or regulation governing education programs listed above must be filed with the compliance officer. When the subject matter of a complaint is not covered by this policy, the complainant shall be so advised.

Complaints alleging unlawful discrimination, harassment, intimidation, or bullying, or retaliation for making or participating in a complaint under this policy, may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, bullying, or retaliation or by a person who believes that an individual or any specific class of individuals has been subjected to such unlawful conduct. The complaint must be filed no later than six (6) months from the date of the alleged discrimination, harassment, intimidation, bullying, or retaliation or when the complainant first obtained knowledge of the facts of the alleged conduct. For good cause, the Superintendent may grant an extension of up to ninety (90) days upon written request of the complainant.

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay fees, deposits, and charges or any requirement regarding the LCAP may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. Pupil fee complaints may be filed with the principal of the school. Pupil fee complaints shall be filed not later than one year from the date the alleged violation occurred.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or disability, District staff shall assist in filing the complaint.

IV. Investigation of Complaint

In the discretion of the compliance officer/designee, and with the consent of the parties, the compliance officer/designee may undertake a resolution of the dispute via mediation. This step is optional. The compliance officer/designee shall hold investigative meetings promptly upon receipt of the complaint or following an unsuccessful mediation. Complainant and/or representatives and the District representatives may present relevant information.

To ensure that all pertinent facts are discovered, the compliance officer/designee may conduct interviews with other individuals or request others to provide additional information and evidence. Complainants, witnesses, and all other participants are protected by law from retaliation for their participation in the complaint investigation process. Complainants are advised that while the District will make an effort to protect their privacy and confidentiality, investigation of their complaints may require disclosure of certain information to others. By filing a complaint, complainant authorizes the District to investigate and make disclosures as may be reasonably necessary to the investigation and resolution of the complaint.

IV. Written Decision

The District will issue a decision based on the evidence. The decision will be in writing and sent to the complainant within 60 days from receipt of the complaint, unless the complainant agrees in writing to an extension of time. In consultation with District legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

The decision should contain:

1. The findings of fact based on the evidence gathered;
2. Conclusion of law;

3. Disposition of the complaint;
4. The rationale for such disposition;
5. Corrective actions, if any are warranted;
6. Notice of the complainant's right to appeal the decision to the California Department of Education; and
7. Procedures to be followed for initiating an appeal to the California Department of Education.

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

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law.

VI. Referring Complaint Issues to Appropriate Agencies

In accordance with 5 C.C.R. section 4611, the following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to these complaint procedures:

1. Allegations of child abuse: Riverside County Department of Public Social Services, 23119 Cottonwood Avenue Bldg. A, Moreno Valley, CA 92553, (951) 413-5000 or (800) 442-4918
2. Health and safety complaints regarding a child development program: Riverside County Department of Public Social Services, 10281 Kidd Street, Riverside, CA 92503.

3. Discrimination issues involving child nutrition programs: Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room 4503 Sacramento, CA 95814-2342, 916-323-8521 or 800-952-5609

or

USDA, Director, Office of Adjudication, 1400 Independence Avenue, Southwest Washington, D.C. 20250-9410 866-632-9992 Federal Relay Service 800-877-8339 (English) or 800-845-6136 (Spanish)

4. Title IX of the Educational Amendments of 1972; United States Office for Civil Rights (OCR), U.S. Department of Education, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102-4987.
5. Employment discrimination complaints: State Department of Fair Employment and Housing (DEFH), 1845 S. Business Center Drive, Suite 127, San Bernardino, CA 92408.
6. Allegations of fraud shall be referred to the responsible State or Federal Department Division Director and its legal office; California Department of Education, P. O. Box 944272, Sacramento, CA 94244-2720.
7. Depending on the nature of the complaint, the complainant may also have available civil law remedies, and may consult his/her attorney. Civil law remedies include, but are not limited to, injunctions, restraining orders, or other remedies or orders. Notwithstanding any other provision of law, a person who alleges, based on state law, that he or she is a victim of discrimination, harassment, intimidation, or bullying may not seek civil remedies, other than injunctive relief or complaints based on federal law,

until at least 60 days have elapsed from the filing of an appeal to the California Department of Education.

8. Appeal and review procedures are available. See 'Appeals to the California Department of Education' below, P.O. Box 944272, Sacramento, CA 94244-2720.

VII. Appeals to the California Department of Education

If a complainant is dissatisfied with the decision, he/she may appeal in writing to the California State Department of Education within fifteen (15) days of receiving the District's decision.

When appealing, the complainant shall specify the basis for the appeal of the District's decision, whether the facts are incorrect and/or the law is misapplied. The complainant must include copies of the complaint and the District's decision.

Upon notification by the Superintendent of Public Instruction that the District's decision has been appealed, the compliance officer/designee shall forward the following to the Superintendent of Public Instruction:

1. The original complaint;
2. A copy of the District's decision;
3. A summary of the nature and extent of the investigation conducted by the District, if not covered in the decision;
4. A copy of the investigation file, including but not limited to, all notes, interviews and documents submitted by the parties or gathered by the investigator;
5. A report of any action taken to resolve the complaint;
6. A copy of the District's uniform complaint procedure; and

7. Such other relevant information as the California Department of Education may request.

See **Appendix A** for sample Uniform Complaint Form.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The District shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred (Education Code 35186; 5 C.C.R. 4681, 4682):

Textbooks and Instructional Materials

- (1) A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or District-adopted textbooks or other required instructional materials to use in class.
- (2) A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
- (3) Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- (4) A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

Teacher Vacancy or Misassignments

- (1) A semester begins and a teacher vacancy exists.
- (2) A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.

- (3) A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

“Teacher vacancy” means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 C.C.R. 4600.)

Facilities

- (1) A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinkler, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72.)

- (2) A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code section 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, and has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5.)

“Open restroom” means the school has kept all restrooms open during school hours when students are

not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5.)

Filing of Complaint

A complaint alleging any condition(s) specified above shall be filed with the principal or designee at the school in which the complaint arises and may be filed anonymously. Schools have complaint forms available for these types of complaints, but will not reject a complaint if the form is not used as long as the complaint is submitted in writing.

If a Williams Complaint requirement is allegedly not being met, a Williams Complaint form may be obtained at a school office or an agency/district office.

The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner. (Education Code 35186; 5 C.C.R. 4680.)

See **Appendix B** for sample Williams Case Complaint Form.

PUBLIC COMPLAINTS OTHER THAN UNIFORM COMPLAINT PROCEDURE MATTERS

It is the intent of the Corona-Norco Unified School District's Board of Education to provide for informal resolution of conflicts and complaints. This procedure may be used to address complaints that are not covered under Board Policy 1312.3, Uniform Complaint Procedure, or Administrative Regulation 1322, Williams Uniform Complaint Procedures. It is desirable that complaints or conflicts not falling under the above uniform complaint procedures be initially addressed between the people involved and, if not resolved, such

complaint or conflicts may be processed in the following sequence.

Level 1 If the complainant is an employee, the complainant shall discuss the complaint or conflict with the supervisor at the school or work site level. If the complainant is a parent/guardian or member of the public, the complainant shall discuss the complaint or conflict with the school principal or designee. The Principal or Supervisor shall conduct necessary investigation and provide a written conclusion to the complainant. The Principal or Supervisor shall endeavor to complete the Level 1 process within thirty (30) calendar days of receipt of the complaint.

Level 2 If the complaint is not resolved at Level 1, the complainant may request a Level 2 review within fifteen (15) business days. At the Level 2 review, complainant will file a written complaint with the District outlining:

1. The specific nature of the complaint and a brief statement of the facts related to the complaint or conflict.
2. The previous steps taken to attempt to resolve the complaint or conflict.
3. The action which the complainant wishes taken and the reasons why such action will resolve the complaint or conflict.

If necessary, the District Coordinator or designee shall complete additional investigation. The District Coordinator shall provide a written summary of the resolution to the complainant. The District Coordinator or designee shall endeavor to complete the investigation and provide written resolution within thirty (30) calendar days.

Level 3 If the complaint is not resolved at Level 2, the complainant may request a Level 3 review within fifteen (15) business days by submitting a written appeal to the Superintendent.

The Superintendent or Designee will review any documents in the file and may determine whether additional investigation is necessary. If necessary, the Superintendent or Designee will conduct additional fact findings. The District will prepare written findings.

Level 4 If the matter is not resolved to the complainant's satisfaction at Level 3, the complainant may request in writing that the complainant be considered by the Board of Education, such appeal must be requested within fifteen (15) business days of the date of the Level 3 written findings.

The Board of Education, after reviewing the complaint, the District Coordinator's report, information submitted by the complainant, and the Superintendent's recommendation (if any), may grant the complainant an opportunity to address the Board of Education or a committee of the Board of Education.

The complainant shall be advised, in writing, of the Board of Education's decision, which shall be final.

POLICY ON HARASSMENT/DISCRIMINATION

The Corona-Norco Unified School District is committed to offering employment opportunity based on ability and performance in a productive climate free of discrimination. Accordingly, unlawful harassment or discrimination by employees will not be tolerated. In addition, the District will endeavor to protect employees, to the extent possible, from reported unlawful harassment by non-employees in the workplace. (Board Policy 4390)

- I. The conditions of employment in the District, including wages, hours, terms and benefits, shall be applied without regard to actual or perceived sex, sexual orientation, gender, gender expression, ethnic group, identification, race, ancestry, national origin, religion, color or physical or mental disability (including HIV and AIDS), medical condition (cancer), age or marital status or a person's association with one or more of these actual or perceived characteristics. Employees shall observe all laws, policies and regulations prohibiting discrimination or harassment. District shall not unlawfully discriminate against employees or job applicants on the basis of actual or perceived sex, sexual orientation, gender, gender expression, ethnic group, identification, race, ancestry, national origin, religion, color or physical or mental disability (including HIV and AIDS), medical condition (cancer), age or marital status or a person's association with one or more of these actual or perceived characteristics.
- II. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."
- III. Equal opportunity shall be provided to employees and applicants in all aspects of personnel policy and practice. District shall not discriminate against handicapped persons who, with reasonable accommodation, can perform the essential functions of the job.
- IV. Ethnic or racial slurs and other verbal or physical conduct relating to a person's race, color, ancestry, religious creed,

national origin, physical handicap (including HIV and AIDS), mental disability, medical condition (cancer), gender, sexual orientation, age (over 40) or marital status, constitute harassment when they interfere with the person's work performance or create an intimidating work environment.

- V. Sexual harassment is a form of sex discrimination. It can consist of unwelcomed sexual advances, request for sexual favors, either (*Written*) suggestive or obscene letters, notes and invitations or (*Visual*) leering, gestures, display of derogatory posters, cartoons, calendars or drawings, and other verbal or physical conduct of a sexual nature when:
- A. Submission to such conduct is either explicitly or implicitly made a term or condition of education or employment;
 - B. Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting the person; or
 - C. Such conduct has the purpose or effect of interfering with a person's work performance or creating an intimidating, hostile, or offensive educational or working environment.

Private, personal conduct may at some point become unwelcomed. (Employees placed on notice that the co-employee now believes the conduct to be unwelcomed shall cease such conduct immediately.) Any conduct of a sexual nature following such notice may be determined to be sexual harassment. Such conduct is subject to investigation by the employer on the complaint of an individual who believes it to be unwelcomed.

Employees who participate in a consensual relationship, and at some point wish to discontinue the relationship, must clearly state to the other participant that the conduct is no longer consensual or welcomed, and that all such conduct must cease. Any employee who may have knowledge of conduct by another employee, volunteer, or individual in the school community which may constitute

sexual harassment of students is required to immediately report such conduct to any of the individuals specified in this policy. In addition, any manager or supervisor who is aware of conduct in violation of this policy shall immediately report such conduct to a designated administrator. Employees are hereby placed on notice that if they engage in acts which the District determines to be acts of sexual harassment, such acts are outside of the scope and course of their employment. Such conduct may result in the employee having to obtain his or her own legal counsel, and sexual harassment or unlawful discrimination may result in a money judgment against the employee personally. It is the purpose of this policy to ensure that all employees may file allegations of discrimination or sexual harassment without fear of retaliation. All allegations of discrimination or sexual harassment will be investigated in a timely and confidential manner.

VI. FEDERAL REGULATION, TITLE IX.
Nondiscrimination on the Basis of Sex

The Corona-Norco Unified School District maintains an operating policy of nondiscrimination on the basis of sex in its educational programs and activities. Board of Education Policy 5480(a) can be found in the Principal's office.

CORONA-NORCO UNIFIED SCHOOL DISTRICT TITLE IX COORDINATOR – RoseMarie Hickman, Ed.D, Coordinator, Human Resources, 2820 Clark Avenue, Norco, CA 92860, phone (951) 736-5069 or (951) 736-5060.

CORONA-NORCO UNIFIED SCHOOL DISTRICT 504 COORDINATOR – Milisav Ilic, Ed.D, Administrative Director, Instructional Support, 2820 Clark Avenue, Norco, CA 92860, phone (951) 736-5178 or (951) 736-5111.

VII. NON-DISCRIMINATION POLICY (Federal Regulations, Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973)

The District shall provide sexual harassment prevention training consisting of at least two hours of classroom or other effective interactive training and education to all supervisory employees once every two years and to all new supervisory employees within six months of their assumption of a supervisory position. If the District has provided this training and education to a supervisory employee after January 1, 2003, it is not required to provide training and education to that employee by the January 1, 2006, deadline. After January 1, 2006, the District shall provide sexual harassment training and education to each supervisory employee once every two years. The training and education shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instruction and supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (Government Code section 12950.1.) The Board of Education is committed to equal opportunity for all individuals in education and in employment and does not discriminate on the basis of sex, ethnic group classification, ancestry, religion, age, handicap or physical or mental disability, or any other unlawful consideration. Questions or concerns regarding these rights or allegations of discrimination under Title VI or Title IX should be directed to Dr. RoseMarie Hickman, Ed.D, Coordinator, Human Resources, 2820 Clark Avenue, Norco, CA. 92860, phone (951) 736-5069 or (951) 736-5060. Allegations under Section 504 of the Rehabilitation Act of 1973 should be directed to Dr. Milisav Ilic, Ed.D, Administrative Director, Instructional Support, 2820 Clark Avenue, Norco, CA, 92860, phone (951) 736-5178 or (951) 736-5111.

WORKERS' COMPENSATION PROCEDURES

I. The District is Self-Insured

The Corona-Norco Unified School District is self-insured for workers' compensation coverage, with the district making payments to injured employees from District funds through our third party administrator, Keenan and Associates.

The benefits of workers' compensation are not affected by being self-insured. The benefit levels are set by the Workers' Compensation Appeals Board. This Appeals Board will continue to hear District cases.

If your accident or illness is accepted as work-related, your medical costs and any temporary disability benefits will be paid by the District through Keenan and Associates according to established procedures. Regular employees should review the Industrial Accident or Illness Leave provisions of the Collective Bargaining Agreement for additional information. Other employees (substitutes, temporary, or noon supervisors) are normally provided additional information on benefits by Keenan and Associates.

II. Procedures

Several simple claims procedures are in effect. Should you become injured on the job, the following procedures must be followed:

- A. Immediately notify your supervisor and call Company Nurse at 1-877-518-6712. Even if medical treatment is not required, the incident must be reported. If you do not report the injury immediately, you may become liable for medical treatment payment.
- B. Complete an "Employee's Claim for Workers' Compensation Benefits (DWC-1)" and return to your immediate supervisor or site secretary.

- C. If it becomes necessary to see a doctor, Company Nurse will provide you with a list of approved doctors. **DO NOT GO TO ANY DOCTOR OTHER THAN THE DOCTORS PROVIDED BY COMPANY NURSE. IF YOU GO TO A DOCTOR WITHOUT BEING SENT BY THE DISTRICT, YOU WILL BE LIABLE FOR THE BILL.** If you have notified Risk Management in writing prior to your injury that you wish to use a specific doctor of your choice, you will be allowed to go to that doctor, but only after notifying the District of your injury.

- D. Only absences specifically required by the treating doctor will be accepted as worker's compensation. Off work orders are to be submitted to Risk Management. When you are able to return to work, a doctor's note with a return date must be submitted to Risk Management. If the doctor returns you to modified duty, the Risk Management Office will determine your work assignment.

NON-DISTRICT SPONSORED STUDENT TRIPS

Teachers are prohibited from using their influence or position to enlist students for such an activity. Teachers are prohibited from soliciting student funds or participation on campus during school hours; or within one hour before or after school.

A teacher's communication with students regarding unofficial field trips must be independent of the school and of the teacher's employment. A teacher may not utilize the name, time, equipment or supplies of the District, including District or school letterhead, to communicate with students regarding unofficial field trips. Teachers may not use District facilities to organize non-district sponsored student trips unless he or she rents school facilities under the Civic Center Act.

Field trips organized by individual teachers must clearly be identified as non-school sponsored activities in order to avoid District liability.

EMPLOYEE CONFLICT OF INTEREST

State law and Board Policy 9600 prohibit District employees from engaging in any of the following activities:

1. Participating in making a decision of the District which the employee has reason to know will have a foreseeable material, financial effect on his/her business interests or income;
2. Making such a decision;
3. In any way attempting to use their official position to influence such a decision;
4. Having a business relationship with a current District vendor (Policy 9600);
5. Accepting compensation from any vendor who has done business with the District in the last two years;
6. Engaging in any employment, activity or enterprise for compensation which is inconsistent, incompatible, in conflict with or inimical to their duties as District employees (Government Code section 1126);
7. Selling for personal profit or benefit, any item, publication, product, or service to students of the Corona-Norco Unified School District during the working day (Policy 4140);
8. Use of school supplies, equipment, and/or facilities for the purpose of sales or promotion of any product and/or service (Policy 4140).

Certificated employees who make or influence District purchasing decisions are encouraged to review and familiarize themselves with Board Policy 9600 and to direct any questions they may have concerning application of the policy to the Assistant Superintendent, Human Resources Division.

DISTRICT PERSONNEL, EQUIPMENT, MATERIALS, AND SUPPLIES

Equipment Inventory:

An equipment inventory shall be maintained for all items with a market value of \$500 or more showing location, description, identification number and original acquisition cost. Inventories shall be verified on an annual basis.

Use of District Personnel, Equipment, Materials, and Supplies:

District personnel, equipment, materials, and supplies are intended to be used for educational purposes. Utilization or loan of District personnel, equipment, materials, or supplies by individuals or organizations for private use is prohibited, except when used in connection with the Civic Center Act or when used for non-profit or charitable purposes when it has been determined by the Superintendent or designee to be in the best interest of the District to permit such use.

Personal Property:

The District is not responsible for the loss of personal property lost or stolen on District premises. This applies to staff and students.

Gifts of Public Funds

Public funds are all funds overseen by the Local Governing Board. This includes, but is not limited to, the general fund, State, Federal, and local grants, ASB and club funds, donations, and fundraising monies. According to the California State Constitution Article XVI, Section 6: "The Legislature shall have no power...to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever;..."

Therefore, funds of the Corona-Norco Unified School District shall not be used as gifts or to provide gifts to any employee, student, other person, municipal or corporation.

Some items which are considered gifts include: flowers, personal items, cash, gift certificates, team jackets, shirts, etc. Gifts also include any payment to any individual or organization for which the District receives no public benefit.

CAMERAS/SURVEILLANCE

The Corona-Norco Unified School District has installed surveillance cameras at many school sites, district facilities and school buses. Employees should be aware that their actions and activities will be recorded when they are in camera scanned areas. Employees are reminded that the District expects each employee's work performance and interpersonal contact with students and other staff members to be appropriate at all times.

CELL PHONE/ELECTRONIC DEVICE PERSONAL USAGE

The use of personal cell phones and other electronic communication devices are restricted to authorized breaks and lunchtime. Personal calls should not be made or received during work hours unless for emergency reasons and with the prior authorization of the immediate supervisor.

SPECIAL EDUCATION REFERRALS

Pursuant to Education Code section 56321, whenever an assessment for the development or revision of an individualized education program is to be conducted, the parent of the pupil must be given, in writing, a proposed assessment plan within fifteen (15) calendar days of the referral for assessment. If a principal receives a verbal request for an assessment, the principal must assist the parent to put the request in writing.

Teachers are required to immediately refer any and all parent requests and referrals for special education assessment to the school site principal.

CRIMINAL OFFENDER RECORD INFORMATION

This policy has been developed to meet the requirements of the State of California, Department of Justice, Bureau of Criminal Identification and Information, Field Operations and Record Security Section for any agency that maintains or receives criminal history information.

To insure that this employer is aware of the background of employees accessing confidential criminal history records, they shall be fingerprinted and processed through the California Department of Justice.

The overall responsibility for the administration of the employee fingerprint and resulting criminal history information rests with the Assistant Superintendent, Human Resources.

Record Security: Any questions regarding the release, security and privacy of Criminal Offender Record Information (CORI) are to be resolved by the Coordinator, Human Resources, or Human Resources Assistant/Certificated.

Record Storage: CORI shall be under lock and key and accessible only to the Coordinator, Human Resources, or Human Resources Assistant/Certificated, who are committed to protect CORI from unauthorized access, use or disclosure.

Record Dissemination: CORI shall be used only for the purpose for which it was requested by the Coordinator, Human Resources, or Human Resources Assistant/Certificated.

Record Destruction: CORI shall be destroyed after employment determination has been made, and copies of same will be destroyed in such a way that the employee's name can no longer be identified.

Record Reproduction: CORI may not be reproduced for dissemination.

Training: Coordinator, Human Resources, or Human Resources Assistant/Certificated is required:

1. To read and abide by this policy;
2. To themselves be fingerprinted and have a clearance check completed;
3. To have on file a signed copy of the following Employee Statement form (which is itself a part of this

policy) which acknowledges an understanding of laws prohibiting misuse of CORI.

Penalties:

Misuse of CORI is a criminal offense. Violation of this policy regarding CORI may result in suspension, dismissal, and/or Criminal or Civil prosecution.

See **Appendix C** for sample Employee Statement Form.

FAMILY AND MEDICAL LEAVE ACT (FMLA)/CALIFORNIA FAMILY RIGHTS ACT (CFRA)

FMLA/CFRA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Reasons for Taking Leave:

Unpaid leave may be granted for *any* of the following reasons:

- to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.
- to take up to 26 weeks of leave to care for a covered service member during a single 12-month period for eligible employees

At the employee’s or employer’s option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- A request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA/CFRA leave, the employer must maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA/CFRA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA/CFRA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA/CFRA or for involvement in any proceeding under or relating to FMLA/CFRA.
- Discriminate based on The Genetic Information Nondiscrimination Act of 2008 (GINA).

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA/CFRA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor or go to www.dol.gov/whd/fmla.

“NOTICE B”

CALIFORNIA FAMILY RIGHTS ACT LEAVE (CFRA LEAVE) AND PREGNANCY DISABILITY LEAVE

Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us, you may have a right to a paid CFRA leave. This leave allows up to 12 weeks of differential pay to certificated employees and 50% pay for classified employees who are absent due to maternity or paternity leave under the CFRA. “Maternity or paternity leave” is defined as leave for the birth of a child of an employee, adoption of a child by an employee, or foster care of a child by the employee. Employees are entitled to 12 workweeks of family leave in any 12-month period, which shall be counted backward from the date family leave is taken. This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child.

Even if you are not eligible for CFRA leave, if disabled by pregnancy, childbirth or related medical conditions, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under the law.

You must provide at least 30 days advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events which are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy.

If you are taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact Human Resources.

EMPLOYEE USE OF TECHNOLOGY

CORONA-NORCO UNIFIED SCHOOL DISTRICT BOARD POLICY AR 8310 INFORMATION TECHNOLOGY SERVICES ALL EMPLOYEES EMPLOYEE USE OF TECHNOLOGY – RESPONSIBLE USE POLICY

The District's Employee Responsible Use Policy ("RUP") is to prevent unauthorized access and other unlawful activities by employees on District networks, prevent unauthorized disclosure of or access to confidential information, and to comply with the Children's Internet Protection Act ("CIPA"), as amended by the Protecting Children in the 21st Century Act. Employees are authorized to use District information technology resources unless explicitly prohibited by District Administration.

The Board of Education intends that the information technology resources provided by the District be used and maintained by employees in a safe, responsible, and proper manner. The District expects employees to use information technology responsibly in order to avoid potential problems

and liability. Accordingly, employees shall be required to participate in related training as a condition of employment.

A. Responsible Use of District Technology

Employees are required to follow this policy. By using District information technology resources and as a condition of employment, employees have agreed to the terms set forth in this policy. When uncertain about whether a particular use is acceptable or appropriate, or when reporting any misuse, employees should consult their supervisor or any other appropriate District personnel.

Employees are expected to use District information technology resources safely and responsibly for work-related purposes. Employees shall limit personal use of these resources (i.e., for other than educational or administrative purposes), such that any personal use has no adverse effect on any student's academic performance or on the employee's job performance, imposes no tangible cost to the District, and does not unduly burden the District's resources.

When working with information that identifies individuals or is personally sensitive in nature, employees must manage this information in a responsible, legal and ethical manner. This includes not disclosing this information to parties not authorized to receive it, and handling and storing this information securely. Employees should be aware that they must comply with standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and Children's Online Privacy Protection Act (COPPA).

B. Unacceptable Uses of District Information Technology

The District reserves the right to take immediate action regarding activities that: (1) create security and/or safety issues; (2) expend District resources on content that the District in its sole discretion determines lacks legitimate educational content/purpose; or (3) are determined by the District to be inappropriate. The District reserves the right to suspend access at any time, without notice, for any reason. Employees are prohibited from using information technology for improper purposes, including but not limited to:

1. The unauthorized disclosure, use, collection, or dissemination of personal information. Personal information may include account numbers, home and other addresses, credit card numbers, telephone numbers, age, health status and records, financial information, contact information for parents and students, or any identifiable photos and videos.
2. Sharing their assigned account information, passwords, or other information used for identification and authorization purposes, or using an account without explicit authorization. The employee in whose name an employee account is issued is responsible for its proper use and security at all times.
3. Using information technology for fraudulent purposes, illegal solicitation, political lobbying, the transmission of obscene or pornographic materials, criminal activities, or terrorist acts.
4. Using information technology to engage in commercial or for-profit activities.
5. Using information technology to promote unethical practices or any activity prohibited by law or District policy, or encourage the use of drugs, alcohol, marijuana, vaping, or tobacco.
6. Accessing visual depictions that are obscene, pornographic, or harmful to minors. The District will use measures to block or filter, to the extent practicable, such depictions. If employees incidentally access such depictions during their normal duties despite these measures, they should promptly inform the

Information Technology Help Desk so that the District's measures may be reviewed or improved.

7. Distributing material that is threatening, obscene, disruptive, sexually explicit, discriminatory, defamatory, libelous, or that harasses or disparages others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Bullying, cyberbullying, harassment, intimidation, or threatening of others is strictly prohibited.

8. Infringing on copyright, license, trademark, patent, or other intellectual property rights. Plagiarism of any material is also prohibited.

9. Installing or using unauthorized software or hardware. The use of malicious software on District equipment or on the District network is also prohibited.

10. Bypassing or circumventing District technology security or controls.

11. Vandalizing District technology or network resources. Vandalism includes but is not limited to the abuse of District infrastructure, unauthorized altering or accessing of District resources, and destruction or defacement of District property.

C. Privacy

Since the use of District information technology is intended for conducting District business, employees have no expectation of privacy in any use of District information technology.

Employees should be aware that computer files and communications over voice and data networks, including e-mail, text messages, and voice mail, are not private. The District reserves the right to monitor employee's network activities, at any time without advanced notice or consent. The District may access, review, copy, and store or delete any electronic communication or files, and disclose these, as it deems necessary. The creation or use of a password by an

employee does not create a reasonable expectation of privacy. These technologies shall not be used to transmit confidential information about students, employees or District operations without authority.

D. Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse may result in the restriction or cancellation of access. Misuse may also lead to disciplinary and/or legal action for employees, including dismissal from District employment or criminal prosecution by government authorities.

E. Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges an employee accrues due to the use of the District's network are to be borne by the employee. The District also denies any responsibility for the accuracy or quality of the information obtained through employee access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees. By permitting an employee to use District information technology resources, the employee agrees to not hold the District or any District personnel responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. The employee shall also agree to indemnify and hold harmless the District and District personnel for any damages or costs incurred as a result of the employee's use of District information technology resources.

Legal Reference: Government Code 3543.1 Penal Codes 313, 502, 632 United States Codes, Title 20, 6801-6979, 7001 United States Code, Title 47, 254 Code of Federal Regulations, Title 47, 54.520

Adopted: November 13, 2018 (Supersedes BP/AR 4370)

EMPLOYEE CONTENT FILTERING

CORONA-NORCO UNIFIED SCHOOL DISTRICT
BOARD POLICY AR 8320
INFORMATION TECHNOLOGY SERVICES
ALL EMPLOYEES
EMPLOYEE CONTENT FILTERING

The District participates in and receives funding from the Federal FCC E-rate program, which mandates that the District be compliant with the Federal Children's Internet Protection Act ("CIPA") as amended by the Protecting Children in the 21st Century Act. The purpose of content filtering is to safeguard students and be compliant with CIPA by limiting access to Internet content that may be harmful, obscene, questionable, illegal, or otherwise unauthorized ("Inappropriate Content").

The District's Employee Content Filtering Policy is written in accordance with the Student Responsible Use Policy (AR 8510), the Student Content Filtering Policy (AR 8520), and the Employee Responsible Use Policy (AR 8310). Employees agree to the following code of conduct to safeguard our students, other end-user communities and networks:

A. Technical Measure for Content Filtering

The District utilizes a Palo Alto Networks ("PAN") firewall to provide Uniform Resource Locator ("URL") based content filtering for all Internet access on the District's network. The PAN maintains a categorized list of Internet resources, which it frequently updates with additions, removals, and other modifications. The District maintains an access control matrix, which defines who (based on their role) may or may not access each category. When end-users request access to an Internet resource, the PAN determines the category of the resource, using the categorized list. The PAN determines the end-user's role (based on their login to the District's network) and looks up that role's access privilege for the category in the access control matrix. Based on the results of this lookup, the

access request is allowed or denied. The Information Technology Department, Human Resources Department, and Information Technology Steering Committee define the settings in the access control matrix. The settings are based on appropriate levels of educational value, productivity, CIPA compliance, security risks, and other considerations as to whether the categorized content may be Inappropriate Content. The District reserves the right to change the category of an Internet resource, as it deems appropriate.

B. Access by Role

An employee's access will be determined by an access tier in accordance with the employee's role within the District. See Exhibit 8320 for the access control matrix for employees.

All employees who concurrently interact with students and the Internet must be thoroughly familiar with the Student Content Filtering Policy (AR 8520 and Exhibit 8520). Employee use of the District's resources should actively support compliance with the policy.

C. Third-Party Services

Third-Party services used by the District may process personal employee and student information in accordance with their policies. The District has validated the Third-Party services' privacy policies to make sure they adhere to Children's Online Privacy Protection Act, Family Educational Rights and Privacy Act, and California State Assembly Bill 1584 prior to engaging these services.

D. Bypass and Limitations of Content Filtering

Content filtering is a component of the District's technology security and control systems, and, other than described below, any attempts to bypass or circumvent it are prohibited and may result in a loss of privileges. Employees should be aware that content filtering may, on occasion and inadvertently, allow access to Inappropriate Content or block access to content that is not Inappropriate Content. Employees should promptly inform the Information Technology Help Desk if they incidentally access content they believe to be Inappropriate Content while using the District network to access the Internet so that the content may be evaluated and the PAN's configuration may be improved. Employees who are blocked from content they believe is not Inappropriate Content may find and substitute accessible content for the blocked content, request a review of the blocked content using the process provided by the Information Technology Department, or submit a request directly to PAN to change the categorization of the blocked content. The Information Technology Department can assist employees with this request process.

E. Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse may result in the restriction or cancellation of access. Misuse may also lead to disciplinary and/or legal action for employees, including dismissal from District employment or criminal prosecution by government authorities.

Legal Reference:

United States Code, title 20, sections 6751-6777

United States Code, title 47, section 254

Code of Federal Regulations, title 47, section 54.520

Revised: (February 7, 2020, Exhibit Only) 6/24/19 (Exhibit
Included) CORONA-NORCO UNIFIED SCHOOL DISTRICT

INFORMATION TECHNOLOGY SERVICES
ALL EMPLOYEES
EMPLOYEE CONTENT FILTERING
Refer to BP AR 8320 for Access Control Matrix

EMPLOYEE PERSONAL DEVICE POLICY

CORONA-NORCO UNIFIED SCHOOL DISTRICT
BOARD POLICY AR 8340
INFORMATION TECHNOLOGY SERVICES
ALL EMPLOYEES
PERSONAL DEVICE POLICY

Employee use of personal devices (e.g., laptops, tablets, smart phones, and network-connected peripherals) provides opportunities to improve results in regard to student learning, teacher collaboration, administrative effectiveness, and other aspects of the District’s mission. When used capably and appropriately, these devices enable our employees to be more effective, efficient, and flexible; which, in turn, improves their capacity to promote educational and operational excellence. Accordingly, the District will allow employees to use personal devices on the District’s facilities and specified networks, in accordance with the Employee Responsible Use Policy (AR 8310) and the following guidelines.

A. General Guidelines

A personal device is a privately owned electronic appliance, which may include laptops, tablets, smart phones, and any current or emerging devices that can be used for word processing, Internet access, recording of images or sound, email, text messages, applications, and other electronic communication. The District’s Bring Your Own Device (“BYOD”) network is a wireless data transmission medium created and maintained by the District for the dedicated purpose of supporting secure connection of personal devices to the Internet and selected District information resources. Any personal device connected to the District’s BYOD network will be configured with the District’s Enterprise Mobility Management (“EMM”) solution. EMM applies management

policies to the personal device to establish a safe, secure, and productive environment for students and employees. It is the employee's responsibility to make sure their device meets the minimum requirements and is capable of EMM enrollment. Employees will be held responsible for appropriate use and maintenance of their device. Personal devices on the District's facilities or BYOD network should be used by employees in an ethical and responsible manner. The use of the District's BYOD network or of a personal device on District facilities is a privilege, not a right; misuse may result in the restriction or cancellation of access. Misuse may also lead to disciplinary and/or legal action for employees, up to and including dismissal from District employment or criminal prosecution by government authorities. The use of personal devices by employees is optional. Employees who choose not to bring their own device will not be penalized.

B. Employee Responsibilities

Personal devices are the sole responsibility of the employee who assumes the risk for personal devices brought to District facilities. The District accepts no responsibility for either the security of, or the data residing on the personal device and will not support, repair or troubleshoot personal devices. The District shall not be liable for any lost, stolen, or damaged personal devices, including any loss of data or other content from such devices. The District will not pay any charges or fees from cellular or other service providers incurred as a result of an employee's use of personal devices on District facilities. Any software or hardware related issues that arise while a personal device is connected to the District network are the employee's responsibility. Employees who access District data, including, but not limited to, student or employee information on personal devices are responsible for safeguarding that data with appropriate security measures. Such measures include, but are not limited to, use of passwords, care in the handling and transportation of the device, and secure storage of the device when unattended or not in use. Camera, video, or voice recording functionality on personal devices shall not be used in any manner that infringes on the privacy rights of other persons. No recording

of any kind is permitted in bathrooms, locker rooms, nurse's office, staff offices, or any other areas where there is an expectation of privacy. Employees agree to a code of conduct that recognizes the need to use their personal device appropriately when on the District's facilities or BYOD network, as follows:

1. Ensure the security of their personal device.
2. Maintain the configuration, operating system, and applications of the personal device. This includes ensuring that the personal device's security controls are not subverted via "hacks", jailbreaks, roots, security software changes, or changing security settings.
3. Refrain from sharing or lending their personal device to students, parent/guardians, employees, or other persons.
4. Disable the personal device from serving as a hub ("hotspot") for other wireless devices while on the District's facilities.
5. Prevent the storage of inappropriate data on the personal device such as, but not limited to, images or content that may be deemed harmful to minors and sensitive student or staff information that should only reside on District controlled computing resources.
6. Limit personal use of the personal device (i.e., for other than educational or administrative purposes), such that any personal use has no adverse effect on any student's academic performance or on the employee's job performance, imposes no tangible cost to the District, and does not unduly burden the District's resources.
7. Respect and not abuse the District's limited networking, computing, and security resources. This includes taking reasonable and prudent steps to prevent the personal device from unduly burdening or creating a security risk to the District's resources. Personal devices shall not be connected

to any District network via a hardwire (i.e., cabled) connection; connection for personal devices shall exclusively be via the wireless BYOD network.

8. Cooperate with efforts by the District's Information Technology Department to resolve operational or security concerns that they believe may stem from personal devices and the District's BYOD network.

9. Remove a personal device from EMM when the employee exits the District, transfers ownership or control of the personal device, or decommissions the personal device from regular use.

10. Ensure use is ethical and responsible.

C. Device Recommendations

The District will provide a list of minimum specifications that the personal device must meet to be connected to the District's BYOD network. Personal devices that do not meet the minimum requirements or are not listed as recommended devices cannot be used on the District's BYOD network. The District may provide a list of devices that are disallowed on the District's facilities or BYOD network.

D. Use of Enterprise Mobility Management (EMM)

To use the District's BYOD network, personal devices will be enrolled in EMM, which will apply management policies that establish a safe, secure, and productive environment for students and employees. The District may send notifications or workplace appropriate content to the personal device from EMM. The District will be responsible for all licensing costs relating to this content.

E. Monitored Use

The District participates in and receives funding from the Federal FCC E-rate program, which mandates that the District be compliant with the Federal Children's Internet Protection

Act (“CIPA”) as amended by the Protecting Children in the 21st Century Act. This requires the District to have a filtering system that actively monitors and filters inappropriate Internet content. Any attempts to bypass the District’s content filtering or security measures are prohibited and will result in a loss of privileges. When using a personal device that is not connected to the District’s BYOD network (e.g., by using a cellular data plan), the employee must remain aware that the Internet content received on that personal device is not protected by the District’s filtering system. The employee will be responsible for ensuring that any content that is available for students on that personal device meets the District’s policies for content filtering (AR 8320, AR 8520). The District recommends employees use devices connected to a District network when engaged in District related activities. If an employee becomes aware of any security problem with their personal device while on the District’s facilities or BYOD network, they shall immediately report such information to the Information Technology Help Desk. To comply with CIPA requirements and certify adherence to the Employee Responsible Use Policy (AR 8310) while using the District’s BYOD network, each employee’s personal device will be subject to protection and monitoring systems. Any inappropriate material and/or unauthorized configuration changes will be monitored, and appropriate disciplinary procedures will be enforced. Removal of EMM components from a personal device will result in the device losing access to the District’s BYOD network. Upon enrollment of a personal device into EMM, basic information such as, but not limited to, make, model, operating system version, installed applications, and device serial number will be logged. It is not the District’s intention to actively manage or access personal devices. In situations where there is a potential violation of the Employee Responsible Use Policy (AR 8310), the District reserves the right to investigate activities on the District’s network, including BYOD devices, to determine if any wrongdoing occurred. The District reserves the right to monitor employees’ Internet use. If an employee is found to have violated Board policies or administrative regulations, then the employee’s user privileges may be suspended, revoked, canceled or limited, and the violation may result in disciplinary action.

F. Employee Personal Device Privacy

1. Employees should be aware that the contents of the personal device and any communications sent or received on the device may be subject to disclosure:

According to the California Public Records Act (CPRA), when an employee conducts public business using private email or personal devices, those communications may be subject to disclosure.

Employees who bring a personal device onto District facilities or connect it to the District's BYOD network are considered the "authorized possessors" or owners of personal devices within the meaning of the California Electronic Communications Privacy Act (Penal Code section 1546 et seq.) to the extent, if any, the Act applies. Accordingly, any employee who elects to possess or use a personal device on the District's BYOD network is deemed to have consented to a search of that device by District authorities if reasonable suspicion of a violation of District rules or federal, state or local law exists, pursuant to all applicable laws and District policies.

2. The District respects an employee's privacy in regard to their personal device. The District will monitor information about the device only as necessary to provide a safe and secure environment for our students and employees. Upon request, the District will provide a list of the type of information that is collected from personal devices.

G. Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges an employee accrues due to the use of the District's network are to be borne by the employee. The District also denies any responsibility for the accuracy or quality of the information obtained through employee access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District,

its affiliates, or employees. By permitting an employee to bring a personal device to District facilities, the employee agrees to not hold the District or any District staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. The employee agrees to indemnify and hold harmless the District and District personnel for any damages or costs incurred as a result of the employee's use and possession of the device. Legal Reference: CSEA code of ethics, NEA code of ethics, CPSEL Administrative Standards
Administrative Regulation Dated: September 3, 2019

MONTHLY ABSENCE REPORT SUMMARY

Under penalty of perjury, employees sign the Monthly Absence Report Summary each month, their signature certifying that the Monthly Absence Report Summary is an accurate reporting of their absences for the month. It is the responsibility of each employee to make sure any absence is documented correctly prior to signing the report. **Timeline to sign Absence Report Summary is within three (3) business days after the concluding month.**

Appendix A: Uniform Complaint Procedure Form

Attachment A – English Uniform Complaint Procedures Form

Corona-Norco Unified School District Uniform Complaint Procedures Form

Last Name _____ First Name _____

Student Name (if applicable) _____ Grade _____ Date of Birth _____

Address _____ Apt. # _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email Address _____

Date of Alleged Violation _____ School/Office of Alleged Violation _____

*****Please note a copy of this complaint will be sent to all parties/persons named in the complaint within (5) business days of Human Resources receiving the written complaint.**

For allegations of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- Adult Education
- School Site Councils
- Migrant Education
- Every Student Succeeds Act
- Agricultural Vocational Education
- Pupil Fees for Educational Activities
- Foster/Homeless/Juvenile Court Pupils/Children of Military Families
- California Peer Assistance and Review Programs for Teachers
- Career/Technical Education, Career Technical and Technical Education, and Career Technical and Technical Training
- Courses without Educational Content/Already Satisfied for Graduation/Postsecondary Education
- Accommodations for Pregnant and Parenting Pupils
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- Consolidated Application
- Child Care & Development
- Compensatory Education
- School Safety Plan
- Physical Education Minutes
- State Preschool
- School Plan for Student Achievement
- After School Education/Safety
- Local Control Accountability Plan

For complaints of discrimination, harassment, intimidation and/or bullying (employee-to-student, student-to-student, and third party to student), please check which of the actual or perceived protected characteristics upon which the alleged conduct was based:

- Sex
- Gender Identity
- Ethnic Group Identification
- Nationality
- Color
- Association with a person or group with one or more of the actual or perceived categories listed above
- Sexual Orientation
- Gender Expression
- Race or Ethnicity
- National Origin
- Mental or Physical Disability
- Gender
- Ancestry
- Religion
- Age
- Lactating Student

For complaints of bullying that are not based on the above listed protected characteristics, and other complaints not listed on this form, please contact your school Title IX/Bullying Complaint Manager, School Principal or Administrator of Operations.

Civil law remedies are detailed in Title 5 California Code of Regulations, section 4600 et seq.

Appendix A: Uniform Complaint Procedure Form (Continued)

Attachment A – English Uniform Complaint Procedures Form

If you have contacted your school and still require assistance, referrals or resources, please contact the Compliance Office at (951) 736-5069.

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

2. Have you attempted to discuss your complaint with any Corona-Norco Unified School District personnel? If so, with whom and what was the result?

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

I have attached supporting documents. Yes ___ No ___

*****Please note a copy of this complaint will be sent to all parties/persons named in the complaint within (5) business days of Human Resources receiving the written complaint.**

Signature _____ Date _____

Mail, fax or email your complaint/documents to:

RoseMarie Hickman, Ed.D,
Coordinator, Title IX
Compliance Office
Corona-Norco Unified School District
2820 Clark Ave.
Norco, CA 92860
Fax: (951) 736-5077
Rosemarie.Hickman@cnusd.k12.ca.us

For more information, please contact RoseMarie Hickman, UCP Coordinator, at (951) 736-5069.

Appendix B: Williams Case Complaint Form



Williams Uniform Complaint Procedures Form For Educational Code Section 35186 Complaint

ATTACHMENT B

DATE STAMP FOR OFFICE USE ONLY:

California Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. Such complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must indicate below and provide the following contact information.

Response requested: Yes No

Name(Optional): _____		
Mailing Address (Optional): _____	City _____	Zip Code _____
Phone Number Home (Optional): _____	Cell Phone (Optional): _____	Work Phone (Optional): _____

Date of Problem: _____ School Name: _____ Principal: _____

Location of Problem (Room Number, Building, or Location): _____

Course or Grade Level: _____ Teacher Name: _____

Issue of complaint (please check all that apply):

1 Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or District-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided with photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2 Facility Conditions

- A condition at the school poses an urgent or emergency threat to the health or safety of pupils or staff, including: abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, broken windows or exterior doors or gates that will not lock and that pose a security risk, electrical power failure, gas leaks, major pest or vermin infestation, major sewage stoppage, nonfunctioning air-conditioning systems, fire sprinklers, heating or ventilation, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions that the District determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in class.

3 Teacher Vacancy or Misassignment

- Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- A teacher lacks credentials or training to teach English learners is assigned to teach a class with more than 20 per cent English learner pupils in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation: _____

Please file this complaint at the following location(s): Principal's Office and/or mail to the Educational Equity Compliance Office, Corona-Norco Unified School District, Human Resources Division, located at 2820 Clark Avenue, Norco, CA 92860. The telephone number is (951) 736-5069 and Fax is (951) 736-5077.

Rev. 8/2022

Appendix C: Sample Employee Statement Form

SAMPLE

4340(b)

EMPLOYEE STATEMENT FORM

USE OF CRIMINAL JUSTICE INFORMATION

As an employee of Corona-Norco Unified School District, you may have access to confidential criminal record information which is controlled by statute. Misuse of such information may adversely affect the individual's civil rights and violates the law. Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code Sections 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code Sections 11140-11144 and 13301-13305 prescribe penalties for misuse of criminal history information. Government Code Section 6200 prescribes the felony penalties for misuse of public record and CLETS information. Penal Code Sections 11142 and 13303 state:

"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information, is guilty of a misdemeanor."

Any employee who is responsible for such misuse is subject to discipline, up to and including dismissal. Violations of this law may also result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF CRIMINAL RECORD INFORMATION.

Signature: _____

Print Name: _____

Job Classification: _____

Date: _____

Adopted: April 14, 1998