

DISTRICT POLICIES

NON-DISCRIMINATION POLICY

The Centinela Valley Union High School District is committed to providing equal employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age, and Vietnam-era status.

Any questions or concerns, please contact:

**Marlene Pitchford
Acting Human Resources Specialist
14901 S. Inglewood Avenue
Lawndale, CA 90260
(310) 263-3210**

SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION

The District shall not tolerate any form of sexual harassment or sexual discrimination in the schools or at the workplace, in any form, including acts of students. Disciplinary action will be taken promptly against any employee, supervisory or otherwise, or student engaging in unlawful sexual harassment or sexual discrimination. A copy of these policies is available at each school and at the District Office, and is a part of all new student orientations. Students or staff should immediately report incidences of sexual harassment or sexual discrimination to the principal or designee, supervisor, or the Assistant Superintendent, Educational Services, to receive information, or if you have any questions about gender equity or sexual harassment, call or write to: Cheryl M. White, Ed. D. Superintendent.(310) 263-3101 or The Commission for Sexual Equity (213) 625-4004.

COMPLAINTS CONCERNING SCHOOL PERSONNEL (BP 1312.1)

COMPLAINT FORM

I have read the Centinela Valley Union High School District policy on Complaints Concerning School Personnel (BP 1312.1) and wish to file a complaint against _____ for the following reasons:

I have previously attempted to discuss the complaint with the employee as follows;

Address and phone number of person filing complaint:

_____	_____
(street address)	(area code)telephone

(city, state, zip)	
_____	_____
signature	date

This form is to be filed with the school principal or immediate supervisor

Complaint received by: _____ Date _____

SEXUAL HARASSMENT

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is unwanted sexual or gender based behavior that occurs when one person has formal or informal power over the other.

There are three elements to sexual harassment:

1. The behavior is unwanted or unwelcome.
2. The behavior is sexual or related to the gender of the person.
3. The behavior occurs in the context of a relationship where one person has more formal power than the others (such as a supervisor over an employee or a faculty member over a student) or more informal power (such as one peer over another).

REPORTING AN INCIDENT

When a sexual harassment incident is reported to a staff member he or she should immediately consult with an administrator who will conduct an investigation. The administrator will help as needed. The administrator will speak to the complaining party, the accused employee or student and all witnesses. Other information should be gathered from personnel or cumulative files. Prior complaints, if any, should be reviewed. A thorough, unbiased confidential investigation should be conducted.

The complaint should be asked:

1. What exactly happened?
2. When did it happen?
3. Where did it happen?
4. Was the behavior unwelcomed?
5. Did anyone else see or hear the incident?
6. Did the teacher/administrator know about the incident?
7. If a student, did he or she tell her parents about the incident?

The student and parent must be notified that they have the right to file a formal complaint and they will be given a copy of the District complaint procedure. The parent should always be kept informed of the progress of the investigation.

WHEN NO ONE WANTS TO FILE A COMPLAINT

Provide complainants with techniques to handle the harassment on their own.

Initiate activities to increase everyone's awareness of sexual harassment.

Have a person of weight and authority speak to the offender.

The institution can bring its own charges against the offender.

UNIFORM COMPLAINT PROCEDURES

The District has established Uniform Complaint Procedures to resolve alleged acts of discrimination on the basis of ethnic group identification, religion, age, sex, color, and physical or mental disability, which apply to all State and Federally Funded Programs. These uniform procedures require the complainant to submit a written complaint to the Assistant Superintendent, Educational Services who will coordinate an investigation and response within 60 days of receipt of the written complaint. A complainant may appeal the District's decision to the California Department of Education by filing a written appeal within 15 days after receiving the District's decision. If a district is found to have violated a state or Federal law and/or regulation, and the district does not take corrective action to comply, then various civil remedies may be available. Contact the Assistant Superintendent, Educational Services for additional information or assistance.

(See next page for Uniform Complaint Form)

UNIFORM COMPLAINT PROCEDURES COMPLAINT FORM

CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

Uniform Complaint Procedures Complaint Form

To be filed with _____
(Superintendent or designee)

I have read the Centinela Valley Union High School District policy on Uniform Complaint Procedures and wish to file a complaint regarding a violation of federal or state law or regulations governing the following educational program which is covered under this procedure:

(State or federally funded educational program in which the alleged violation occurred or other violation covered under the Uniform Complaint Procedure. If this complaint is not subject to the Uniform Complaint Procedure, the school district representative should list below the agency to which the complainant has been referred.)

(Agency to which complainant has been referred if this complaint is not covered by the Uniform Complaint Procedures.)

Nature of Complaint

(Describe here the nature of the alleged violation if the complaint involves the educational services provided to a specific child, please give the name, grade, and school of enrollment. Attach additional pages if necessary.)

Date of Violation:

(Must be within six (6) months of today's date. If not, you will be given information regarding an appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.)

Mediation*

I have been offered and _____ an opportunity for mediation of this complaint.
Accept/ Reject

SIGNED : _____ DATE: _____

Address and Phone Number of Person Filing Complaint:

(Street Address) Telephone: (Area Code) Number

(City, State Zip Code)

COMPLAINT RECEIVED BY: _____ DATE: _____

**UNIFORM COMPLAINT PROCEDURES
COMPLAINT FORM**

GENDER EQUITY

GENDER EQUITY

Employees and students are not, on the basis of gender or sexual orientation, excluded from participation in, denied the benefits of, or subjected to harassment or other forms of discrimination in any program or activity. If you have any questions about gender equity, call or write to: Cheryl M. White, Ed. D. , Assistant Superintendent, Educational Services or the Commission for Sexual Equity (213) 625-4004.

NOTIFICATION TO TEACHER OF VIOLENT ACTS (EC 49079)

The district shall inform the teacher of each pupil who has engaged in or is reasonably suspected to have engaged in acts of Sexual Harassment (EC 48900.2); Hate Violence (EC 48900.3); Harassment, Threats, or Intimidation (EC 48900). The information provided would be based upon any records usually kept by the district or that are received from a law enforcement agency, regarding the pupil. The information shall be held in confidence by the teacher for the limited purpose for which is provided.

HEALTH AND SAFETY

NOTIFICATION OF USE OF PESTICIDE PRODUCTS (EC 17612 and 48980.3)

The law requires that the school district provide to all staff and parents or guardians of pupils at a school site a written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year. Pesticides-Suspend- Deltamethrin, Demand- Lambda- Cyhalothrin, Gopher Getter- Chhlorophacinone, Delta Dust- Deltamethrin, Wasp Freeze, D- trans Allethrin, Maxforce- Fipronil, Intruder- Cyfluthrin, Premise- Imidacloprid, Vikane- Slfuryl Flouride, Fumiroyin Tablets, Aluminum Phosphide, Gopher Getter Type 1- Strychnine. Internet access on information about pesticides and pesticide use reduction as found in Section 13184 of the Food and Agricultural Code.

ASBESTOS MANAGEMENT PLAN (40 cfr' s 763.93)

The District maintains and annually updates its management plan for asbestos-containing material in school buildings.