

TITLE IX (NON-DISCRIMINATION ON THE BASIS OF SEX)

Includes Nondiscrimination & Sexual Harassment (BP/AR 0410, 4119.11 & 4030)

The Governing Board prohibits unlawful discrimination, intimidation, bullying against and/or harassment of district employees, job applicants, and District programs & activities on the basis of actual or perceived race, color, national origin, nationality, ancestry, ethnicity, ethnic group identification, religious creed, religion, age, marital status, pregnancy, physical or mental disability, disability, medical condition, veteran status, gender, gender identity, gender expression, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, or in any way participates in the district's complaint procedures instituted pursuant to this policy. Any district employee who engages in or permits unlawful discrimination or harassment shall be subject to disciplinary action up to and including dismissal. A district employee shall be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident of discrimination and/or harassment, whether or not the victim complains. Unlawful harassment includes, but is not limited to:

- ✓ Slurs, epithets, threats, or verbal abuse.
- ✓ Derogatory or degrading comments, descriptions, drawings, pictures, or gestures.
- ✓ Unwelcome jokes, stories, or teasing.
- ✓ Any other verbal, visual, or physical conduct which adversely affects employment, interferes with work performance, or creates an intimidating, hostile, or offensive work environment.

(Harassment may arise not only as a result of the offender's intention, but also as a result of the offended person's perception of the conduct.)

Title IX Policy on Sexual Harassment 4119.11(a) and 5145.7(a)

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by an employee, student, or other person at school or at any school-related activity.

- ✓ Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action.

The Governing Board prohibits sexual harassment in the working environment of District employees or applicants by any person in any form.

- ✓ Employees who permit, engage, or participate in such harassment may be subject to disciplinary action up to and including dismissal.

Report Violations to:

1. Your supervisor or site administrator for initial attempts at resolution, or
2. Contact District Title IX Compliance Coordinators:

Student Related Issues:

Stephan Brown, Director II, Student Services/Alternative Education, (916) 643-9425, OR

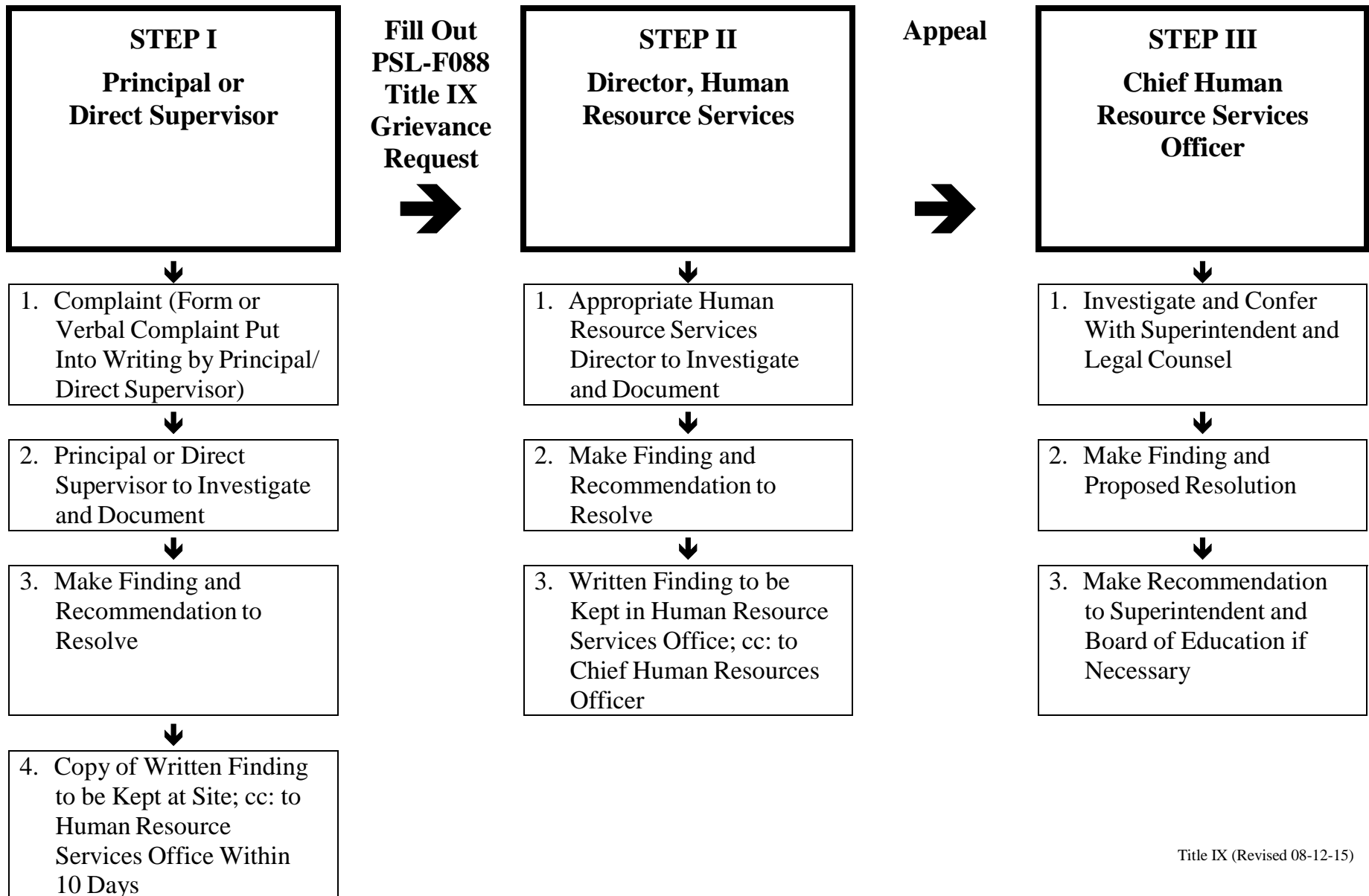
Employee Related Issues:

Cancy McArn, Chief Human Resources Officer, (916) 643-9050.

PROCESS OF INVESTIGATION OF

EMPLOYEE HARASSMENT OR DISCRIMINATION IN EMPLOYMENT

Confidentiality Rule: Do not delegate calling to anyone else. Do not leave messages that are detailed. Mark all information regarding this matter **CONFIDENTIAL**.





Human Resource Services

Process of Investigation of Student-to-Student Harassment or Discrimination

Confidentiality Rule: *Do not delegate calling to anyone else. Do not leave messages that are detailed. Mark all information regarding this matter CONFIDENTIAL.*

Important Note: At any time during the process, the parent/guardian or student may contact and work directly with the Title IX Officer (Director, Student Services/Alternative Education).

STEP I: School Site

- a) Parent/guardian or student submits a complaint either verbal or in writing to the Principal, Assistant Principal, Counselor, Teacher, Activities Advisor, or any other staff member.
- b) The Principal or Direct Supervisor is responsible for investigating and documenting the process.
- c) The Principal or Direct Supervisor makes a finding and recommendation to resolve the complaint.
- d) A copy of the written findings must be kept at the site and a copy must be sent to the Title IX Officer (Director, Student Services/Alternative Education) within 10 days of resolution.

At any time during the process, please do not hesitate to contact the Title IX Officer at 643-9425.

STEP II: Title IX Officer

- a) The Title IX Officer (Director, Student Services/Alternative Education) receives a Title IX Complaint. The Title IX Officer investigates documenting the process.
- b) The Title IX Officer makes a finding and recommendation to resolve the complaint.
- c) A written finding is filed in the Student Services Office and a copy is sent to the school site and parent.

STEP III: Appeal Process

- a) Appeals can be made directly to the Assistant Superintendent of Equity.
- b) Make final recommendation to the Deputy Superintendent.