

**PERSONNEL**

**SUBJECT: Sexual Harassment**

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established pursuant to this policy and accompanying Administrative Regulations.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and Administrative Regulation.
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply.
3. Ensuring prompt, thorough, and fair investigation of complaints, consistent with the district's Title IX Sexual Harassment Complaint Procedures (AR 4119.12/4219.12/4319.12 ) or Nondiscrimination in Employment (AR 4030), as applicable.
4. Taking timely and appropriate corrective/remedial action(s).

**Sexual Harassment Reports and Complaints**

All complaints and allegations of sexual harassment shall be kept confidential to the extent possible. (2 CCR 11023)

District employees who feel that they are being or have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to the district's Title IX Coordinator/Nondiscrimination Coordinator, a supervisor, the principal, the Superintendent or designee, or any other District administrator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the

complaint.

Any supervisor or administrator who receives a sexual harassment complaint shall promptly notify the district's Title IX Coordinator/Nondiscrimination Coordinator.

Once notified, the district's Title IX Coordinator/Nondiscrimination Coordinator shall ensure the complaint is promptly addressed through the District's Title IX Sexual Harassment Complaint Procedures (AR 4119.12/4219.12/4319.12) or Nondiscrimination in Employment (AR 4030), as applicable. Complaints which do not meet the definition of sexual harassment under Title IX, may still be subject to consideration under state law and applicable District policy.

Any district employee determined to have engaged or participated in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with applicable law, district policy, and any applicable collective bargaining agreement.

Any district employee who permits unlawful sexual harassment, or fails to report an observed incident of sexual harassment, may be subject to disciplinary action up to and including dismissal.

### **Record-Keeping**

In accordance with law, the Superintendent or designee shall maintain a record of all reported cases allegations of sexual harassment to enable the District to monitor, address, and prevent repetitive harassing behavior in District schools.