



SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT

Receipt and Acknowledgment of Sexual Harassment Policy

The Governing Board of the San Lorenzo Valley Unified School district has adopted a policy on sexual harassment. Please carefully read the following definition of the policy, procedure for completing the complaint form, if needed, and the appeal process. If additional information is needed, please contact your principal or Julie Haff, Title IX Coordinator.

SEXUAL HARASSMENT DEFINITION:

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is made either explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

EXAMPLES OF SEXUAL HARASSMENT

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as:
 - a. Sexual flirtations or propositions
 - b. Graphic comments about an individual's body
 - c. Overly personal conversations or pressure for sexual activity
 - d. Sexual jokes or stories
 - e. Unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions or the spreading of sexual rumors
2. Unwelcome visual conduct such as:
 - a. Drawings, pictures, graffiti, or gestures
 - b. Sexually explicit emails
 - c. Displaying sexually suggestive objects
3. Unwelcome physical conduct such as:
 - a. Massaging, grabbing, fondling, stroking, or brushing the body
 - b. Touching an individual's body or clothes in a sexual way
 - c. Cornering, blocking, leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Each principal and supervisor has the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes discussing the District's sexual harassment policy with employees or his/her students and assuring them that they are not required to endure sexually insulting, degrading or exploitive treatment or any

other form of sexual harassment.

SEXUAL HARASSMENT (continued)

TRAINING

Every two years, the Superintendent or designee shall ensure that the supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2 CCR 7288.0)

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

COMPLAINT PROCESS

Any employee who believes he or she has been subjected to sexual harassment prohibited by Board Policy 4119.11 may file a complaint with his or her immediate supervisor and/or the Superintendent. The complaint must be in writing, signed by the complainant and completed on the District Grievance form for Title IX. (Form may be requested from the immediate supervisor or the Personnel Department.) To the highest degree possible, all information will be kept confidential. No action will be taken against any employee who files a complaint. A prompt, thorough, and fair investigation will be conducted. The complainant will be notified of the outcome. For more information regarding this policy, please call the Personnel Office at 336-5193.

Additional information regarding Legal Remedies and the Complaint Process are available through:

- Fair Employment and Housing Department and Equal Employment Opportunity Commission
 - www.dfeh.ca.gov
- Equal Employment Opportunity Commission
 - www.eeoc.gov

I hereby acknowledge receipt of the Sexual Harassment policy.

(Signature)

(Date)

(Print Name)