

May 25, 2016

**AMEND BOARD REPORT 12-0425-PO1**  
**AMEND BOARD REPORT 09-1216-PO1**  
**AMEND BOARD REPORT 08-0123-PO4**  
**COMPREHENSIVE NON-DISCRIMINATION,  
TITLE IX AND SEXUAL HARASSMENT POLICY**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

That the Board amend Board Report 12-0425-PO1 Comprehensive Non-Discrimination, Title IX and Sexual Harassment Policy.

**PURPOSE:** The purpose of this report is to recommend that the Board amend Board Report 12-0425-PO1 Comprehensive Non-Discrimination, Title IX and Sexual Harassment Policy.

~~Part 1. Covered Individuals: No employee, student, contractor, consultant, vendor, or volunteer~~

(collectively referred to as "covered individuals") shall engage in any conduct that unlawfully discriminates, sexually harasses or retaliates, as these terms are defined in Section III of this policy, against another while employed ~~working for attending school or participating in district functions school endeavors~~

2. Reporting - The procedure for reporting claims of discrimination, harassment or retaliation are set

**B. Sexual Harassment:**

1. Definition - As used in this policy, sexual harassment means any un-welcomed sexual advance or request for sexual favors or conduct of a sexual nature, including offensive remarks about a covered

**IV. REPORTING PROCEDURES**

**A. Timely Reporting:** Complaints of discrimination, sexual harassment, retaliation or other violations of this policy shall be made within 90 calendar days of the discrimination, sexual harassment or retaliation.

complaint of. The 90 calendar day reporting requirement shall be extended to 180 days if the EEOC

Safeguards and Parental Supports Office of Dispute Resolution, and any submission deadlines will be extended to compensate for time lost due to the error in submission.

**C. Complaints by Employees, Contractors, Consultants, Vendors and Volunteers:** For employees, contractors, consultants, vendors and volunteers complaints of discrimination, sexual harassment or retaliation shall be made to any of the following persons:

1. The Principal, administrator in charge or the assistant principal of the school in which that the Complainant works in;
2. The department head of the Complainant's office, including network chief if the Complainant is a Principal, or the department head of the hiring department if the Complainant is a consultant/vendor/contractor, the department head of the hiring department; or
3. The EOC Administrator or EOC Investigator designate.

1. the supervisor from disciplining an employee for an Aact(s) of Mmisconduct under the Employee Discipline and Due Process Policy relevant District discipline policy, guideline and/or collective bargaining agreement referenced in Section VI, B herein, other than for those Aacts covering

discrimination, harassment or retaliation; or

2. the principal from relinquishing a volunteer's authorization to serve; or
3. the Board from subjecting a contractor, consultant or vendor to remedies of law or remedies pursuant to their contract.

**V. EOCO RESPONSES TO COMPLAINTS**

**A. Information and Advice:** Covered individuals and members of the public may contact the EOCO to seek advice, information or counseling on matters related to discrimination, sexual harassment and retaliation, and options available under this policy.

**B. Formal Complaint:**

1. Signed Complaint - When an individual makes a complaint of discrimination, sexual harassment or retaliation to the EOCO Administrator or designee EOCO Investigator receives a complaint, either directly a signed complaint from the Complainant or indirectly from the individuals authorized in Section IV to receive complaints, the EOCO Administrator or EOCO Investigator, will be requested that the Complainant sign a complaint. The EOCO will attempt to contact the Complainant within fifteen calendar days after receiving

5. *Amended and Additional Complaints* - Nothing herein prevents a Complainant from amending a complaint to include new allegations, or from submitting multiple complaints on unrelated incidents.

**VI. VIOLATIONS AND DISCIPLINE**

**A. Violations:** It is a violation of this policy for:

- 2. Any principal, administrator in charge, assistant principal or department head, including network chiefs, to fail to abide by the reporting and other obligations identified in this policy;
- 3. Any principal, administrator in charge, assistant principal or department head, including network chiefs, to intentionally ignore sexually harassing conduct, unlawful discriminatory conduct, or retaliation, or

services to their school about this policy. Network Chiefs and Department Heads shall maintain a copy of this

policy in their offices and annually shall advise each employee or consultant/contractor they supervise about this policy. A poster informing covered individuals regarding prohibited discrimination, sexual harassment and retaliation will be posted in a prominent location at all schools, Network offices and in each Control