

Book	ADMINISTRATIVE REGULATIONS
Section	4000 Personnel
Title	Sexual Harassment
Number	4119.11
Status	Active
Legal	GOVERNMENT CODE
	Legal Reference
	Education Code
	200-262.4 Prohibition of discrimination on the basis of sex
Adopted	March 12, 2003

All Personnel: Sexual Harassment

Reporting Procedure (Informal)

Because many instances of sexual harassment are perceived or intensified by poor communication or misunderstanding, the offended individual may attempt to resolve any perceived instance of sexual harassment through the use of the following informal procedures:

1. If at all possible, the offended employee should request a meeting with the offender during which time they should have a verbal discussion that will make the offending individual aware of the offensive behavior. In many instances, this is the simplest and most direct way to make the person aware that the attentions or behavior are unwelcome, and a friendly but honest discussion is the most likely means of resolving a sexual harassment problem at the earliest possible moment.
2. The offended employee may choose to use a district-adopted form available in school and Human Resources offices to notify the offender of the offensive behavior.

Reporting Procedure (Formal)

If the informal procedures above do not bring about resolution of the problem or the individual does not wish to use the informal procedure, individuals who believe that they have been sexually harassed should report such incident(s) to their immediate supervisor, building principal, or the Assistant Superintendent of Human Resources for investigation and corrective action as appropriate. A district form, Charge of Sexual Harassment, is available in the Human Resources office for making this report. In addition, individuals may file a complaint in accordance with the district's personnel or uniform complaint procedures.

Individuals also have the right to pursue civil law remedies regarding their concerns. Inquiries or complaints may also be referred directly to the Department of Fair Employment and Housing and the Office of Civil Rights. The addresses and phone numbers of available resources are listed in Board Policy 4030.

All employees shall, within one working day, report to their immediate supervisor any sexual harassment by or of students. Any employee who engages in, permits, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser. Sexual harassment may also be considered a violation of laws relating to child abuse.

