

Fontana Unified School District
SEXUAL HARASSMENT POLICY: STUDENTS
Grade 6 – 12 / Adult Ed.

In accordance with California Education Code Section 231.5(e) a copy of the educational institution's written policy

5. Title IX Coordinator: For complaints involving sexual harassment the Title IX Coordinator is the Assistant Director, Child Welfare and Attendance, 9680 Citrus Avenue, Building #12, Fontana, CA 92335, telephone 357-5000, ext 7095.

6. Complaint Procedure and Resolution Procedures:

a. Step One, School Site Level:

All students who believe they have been the subject of sexual harassment are encouraged to inform the person engaging in such conduct that the conduct is offensive and must stop. If student is unwilling or unable under the circumstances to order the conduct stopped, the student is to proceed to Step Two.

b. Step Two, Inform An Appropriate Administrator, or Adult Staff Member:

As soon as possible or within six months of the alleged incident of sexual harassment, the student should:

1. Present his/her/their complaint to their school site principal. If the principal is the alleged harasser, then the student may present his or her complaint to the Assistant Director, Child Welfare and Attendance.
2. Upon receiving a sexual harassment complaint the appropriate administrator shall:
 - a. Counsel the alleged victim and outline the options available.
 - b. Obtain a factual written statement of the complaint.
 - c. Assist in follow-up investigation, interviewing the accused, witnesses, and supervisor, as appropriate, and recommending the disposition of the complaint.
 - d. Take all appropriate action to protect the student.
 - e. Instruct parties involved that the matter is confidential.
 - f. Advise the student of the right to file a formal complaint.
 - g. The parents or guardians of any complainant or alleged harasser shall be notified.
 - h. The immediate supervisor or other appropriate supervisor/administrator will review the factual information collected to determine whether the alleged conduct constitutes sexual harassment, giving consideration to the record as a whole and the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred, and will take and/or authorize appropriate action. This Policy does not preclude an employee accused of sexual harassment from invoking his or her right to representation by an appropriate bargaining unit representative.

c. Formal Resolution Process

1. If the informal process does not resolve the complaint to the satisfaction of the alleged victim, or the victim is unwilling or unable to initiate the informal process, the following formal procedures are available:

- a. The complaint shall be reduced to writing and sent to the Superintendent or designee in a timely manner.
- b. Within 60 days from receipt of the complaint, the Superintendent will complete or cause to be completed an investigation and prepare a written decision as set forth in Board Policy 1312.4.
- c. Any and all rights which exist regarding confidentiality and/or privacy in these matters will be fully