

REPORTING SEXUAL HARASSMENT

The Oak Park Unified School ("District") prohibits sexual harassment directed toward any student by anyone, at school, or at any school-sponsored or school-related events. The District strongly encourages all students to report suspected incidents of sexual harassment to Mr. Stew McGugan, the District's Compliance Officer, or to any school site administrator, even when the potential victim of harassment has not complained. Any employee who receives a report or observes an incident of suspected sexual harassment shall notify Mr. Stew McGugan or a school site administrator. The District prohibits retaliatory behavior toward any person who brings forth a complaint of sexual harassment or who is otherwise involved in an investigation into suspected misconduct. All complaints of sexual harassment brought forth by or on behalf of any student will be processed in accordance with District Administrative Regulation ("AR") 1312.3 – Uniform Complaint Procedures, a copy of which is available on the District's website and may be obtained at the school front office.

WHAT IS SEXUAL HARASSMENT?

Examples of types of conduct that are prohibited and may constitute sexual harassment, regardless of whether the harassment occurs between people of the same or opposite sex, include:

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body or overly personal conversation
- Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
- Spreading sexual rumors or teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Massaging, grabbing, fondling, stroking, brushing or touching an individual's body or clothes in a sexual way
- Displaying sexually suggestive objects
- Sexual violence, including sexual assault, sexual battery, or sexual coercion
- Electronic communications, such as through social media or text messaging, that contain comments, words, or images described above

WHAT TO DO IF YOU EXPERIENCE OR WITNESS SEXUAL HARASSMENT?

- Tell the harasser their words and/or actions are offensive and to STOP.
- Contact and report the incident to staff IMMEDIATELY.
- Avoid being alone with the harasser.
- Record the incident in writing - what, where, when it happened.
- Save any notes or pictures you receive from the harasser.
- Ask any witnesses to write down what they heard/saw without any help from you or anyone else.

WHAT ARE THE RIGHTS OF COMPLAINANT/VICTIM AND ALLEGED OFFENDER?

- The victim or person reporting has the right to file a formal written complaint with the District.
- The individual named in the complaint will be informed of the claims brought forth against them.
- Support services will be provided by the District/school site upon receipt of the complaint, which may include counseling, academic support services, and/or a "no contact" order.
- The victim may agree to engage in procedures to informally resolve the complaint, as appropriate under AR 1312.3.
- Both parties will be given the opportunity to respond to and provide evidence related to the complaint.
- Both parties will receive notice of the outcome of the complaint, as described in AR 1312.3.

HOW DO I REPORT SEXUAL HARASSMENT?

To report a complaint of sexual harassment or obtain additional information related to this notice, you may contact the the District's compliance office listed below or any school site administrator:

Title IX Compliance Officer, Assistant Superintendent of Human Resources T: (818) 735-3207 E: smcgugan@opusd.org

STUDENTS HAVE A RIGHT TO ATTEND SCHOOL FREE FROM SEXUAL HARRASMENT

Sexual harassment is a violation of the California Education Code and Title IX of the Education Amendments of 1972.

For a copy of the district's sexual harassment policy and procedure, contact your school or visit www.opusd.org