



HUMAN RESOURCE SERVICES  
P.O.Box 246870 • Sacramento, CA 95824-6870  
(916)643-9050 • FAX (916)399-2016

Jorge A. Aguilar, Superintendent  
Cancy McArn, Chief Human Resources Officer

SUBJECT: TITLE IX | SEXUAL HARASSMENT | DISCRIMINATION HR-01  
TO: All Employees, Substitutes, and Short Term Temps  
DATE: July 1, 2018  
PREPARED BY: Christina Villegas DEPARTMENT: Human Resources Services  
REVIEWED BY: Roxanne Findlay  
Cindy Nguyen

Includes Nondiscrimination & Sexual Harassment (BP/AR 0410, 4119.11 & 4030)

The Governing Board prohibits unlawful discrimination, intimidation, bullying against and/or harassment of district employees, job applicants, and District programs & activities on the basis of actual or perceived race, color, national origin, sex, or sexual orientation.

Confidentiality



# Human Resource Services

## Process of Investigation of Student-to-Student Harassment, Discrimination, Intimidation, or Bullying

Confidentiality Rule: Do not delegate calling to anyone else. Do not leave messages that are detailed. Mark all information regarding this X29.9 in Tc 0 T3d 541es 0 Tw 1.891 0 884

a Title IX

Complaint The Title IX Officer investigates and documents the process.

- b) The Title IX Officer makes a finding and recommendation to resolve the complaint.
- c) A written finding is filed in the Student Services Office and a copy is sent to the school site and parent.

### STEP III: Appeal Process

- a) Appeals can be made to the California Department of Education (CDE) at <https://www.cde.ca.gov/re/cp/>
- b) The complainant has a right to appeal SCUSD's Decision to CDE by filing a written appeal within 15 days of receiving SCUSD's Decision. The appeal must include a copy of the complaint filed with SCUSD and a copy of SCUSD's Decision. You may also file a complaint through the U.S. Office of Civil Rights.



## Human Resource Services

# Employment Discrimination/Harassment Review Request

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Instructions: Individuals alleging harassment and/or discrimination and requesting review are required to complete this form and submit it to the appropriate Compliance Coordinator:  
Student Related Issues (Title IX): Director of Student Services/Alternative Education OR  
Employee Related Issues (Title VII) : Chief Human Resources Officer