



TITLE: Sexual Harassment Policy

PURPOSE:

The Alliance Judy Ivie Burton Technology High School charter, submitted (11/20/14) and approved Los Angeles Unified School District (12/04/14), addresses non-discrimination, harassment, intimidation and bullying in the context of discipline (Element 10 Suspension and Expulsion Procedures) and due process rights for students under the Modified Consent Decree.

This policy prohibits sexual harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Furthermore, this policy application extends to include students, parents, employees, agents of the Governing Board, and the general public.

POLICY:

Sexual Harassment

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process established pursuant to this policy.

Instruction/Information

The Principal or designee shall ensure that all students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender.
2. A clear message that students do not have to endure sexual harassment.
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
4. Information about the person(s) to whom a report of sexual harassment should be made.

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All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of sexual harassment to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of sexual harassment.

Any student who feels that he/she is being, or has been, subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within twenty-four (24) hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint. In any case of sexual harassment involving the principal, or any other School employee to whom the complaint would ordinarily be made, the employee who receives the student's report, or who observes the incident, shall report to the or the Principal or designee.

The Board prohibits any form of retaliation against any student or employee who files a complaint or report regarding an incident of sexual harassment.

Investigation:

Upon receiving a complaint of sexual harassment, from a student, staff member, parent, volunteer, visitor or affiliate of the Charter School, the Principal or designee shall immediately investigate the complaint. At the conclusion of the investigation, if the Principal or designee finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment, notify the complainant of the outcome of the investigation, and address its effects on the victim.

Complaints shall be investigated and resolved within thirty (30) school days, unless circumstances reasonably require additional time.

The Charter School acknowledges and respects every individual's rights to privacy. To that end, consistent with legal requirements, all reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible. All records related to any investigation of discrimination, harassment, intimidation or bullying will remain in a secure location in the Main Office of the Charter School and will be maintained for at least one-review cycle. In no case may the Principal or designee reveal confidential student information related to other students, including the type and extent of discipline issued against such students.

The Board or designee shall ensure that the student handbook clearly describes the Charter School's policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The Charter School's policy shall also be posted on the web-site and any other location that is easily accessible to students and employees (such as staff lounges and student government meeting rooms). In those instances when the complaint filed under this policy also requires investigation under the Uniform Complaint Procedures, such investigation will be undertaken concurrently.

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Appeal:

Should the Complainant find the Principal's or designee's resolution unsatisfactory, he/she may within five (5) school days of the date of resolution, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated Charter School employees who are unfamiliar with the case and who have been previously designated and trained for this purpose shall be assembled to conduct a confidential review of the Complainant's appeal and render a final disposition.

Resolution:

Students who engage in harassment, intimidation, bullying, or retaliation in violation of law, Board Policy, or Charter Petition provisions may be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited harassment, intimidation, bullying, or retaliation may be subject to disciplinary action, up to and including dismissal.

**Alliance Judy Ivie Burton Technology High School
SEXUAL HARASSMENT COMPLAINT FORM**

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the Charter School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by the Charter School:

Received by: _____

Date: _____

Follow up Meeting with Complainant held on: _____

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