

12. abusive sexual contact, or non-contact sexual abuse (voyeurism, unwanted exposure to pornography, taking nude or inappropriate photographs of a sexual nature of another person without his or her consent or knowledge, or of a person who is unable to consent or refuse).

Sexual harassment is prohibited in any form, whether said or done in person, over the telephone, via e-mail, over the internet or using any other form of communication.

III. Reporting Procedures

Any person who believes that he/she is a victim of sexual harassment or sexual violence or witnesses or has knowledge of conduct that may constitute sexual harassment, should immediately report the alleged conduct. Complaints can be made orally or in writing. Whenever possible, complaints should include a description of the alleged harassment, the date(s) of the alleged harassment and the name(s) of the alleged harasser(s).

Students may report their complaint involving a staff member (or other adult in the school building) to the building principal, assistant principal, their teacher, to any other adult in their building or directly to the District Human Rights Officer. Parents or guardians may also file complaints on behalf of students.

Employees are encouraged to report complaints to their supervisor or other administrator in their management chain, to any Assistant Superintendents, the Superintendent or directly to the District's Human Rights Officer.

All employees of the District are responsible for ensuring the safety of students. Employees who observe harassment of students are expected to report that harassment in accordance with the complaint procedure. Employees who fail to do so may be subject to disciplinary actions.

The Director of Human Resources has been designated as the District's Human Rights Officer (HR) and chief compliance officer for Title IX. As such, the Director of Human Resources has overall responsibility for compliance with Title IX.

In the event the District's Human Rights Officer is accused, the Superintendent will appoint an alternative Human Rights Officer.

The Director of Human Resources will provide training to other staff charged with investigating sexual harassment complaints and will investigate reports of sexual harassment involving District staff.

Individuals are encouraged to report complaints as previously described, but any individual may choose to complain directly to any agencies listed in Section VII.

IV. Investigation

By authority of the District, the HR Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall promptly initiate an investigation. The HR Officer may conduct the investigation or designate other individuals to assist. The complaining party may be asked to submp 212.041 096678(s)-2.

sexual violence.

V. Report and Recommendation

Once the investigation is complete, the HR Officer

