

# Section 11

TITLE IX





## **TITLE IX (NON-DISCRIMINATION ON THE BASIS OF SEX)**

### **Includes Sexual Harassment (BP/AR 4030)**

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical

**PROCESS OF INVESTIGATION OF**

**EMPLOYEE HARASSMENT OR DISCRIMINATION IN EMPLOYMENT**

*Confidentiality Rule: Do not delegate calling to anyone else. Do not leave messages that are detailed. Mark all information regarding this matter CONFIDENTIAL.*

**STEP I**  
**Principal or Direct Supervisor**

**Fill Out PSL-F088 Title IX Grievance Request**

**STEP II**  
**Director, Human Resource Services**

**Appeal**

**STEP III**  
**Chief Human Resources Officer**

1. Complaint (Form or Verbal Complaint Put Into Writing by Principal/ Direct Supervisor)

1. Appropriate Human Resource Services Director to Investigate and Document

1. Investigate and Confer With Superintendent and Legal Counsel

2. Principal or Direct Supervisor to Investigate and Document

2. Make Finding and Recommendation to Resolve

2. Make Finding and Proposed Resolution

3. Make Finding and Recommendation to Resolve

3. Written Finding to be Kept in Human Resource Services Office; cc: to Chief Human Resources Officer

3. Make Recommendation to Superintendent and Board of Education if Necessary

4. Copy of Written Finding to be Kept at Site; cc: to Human Resource Services Office Within 10 Days





Human Resource Services

## Title IX Grievance Review Request

**CONFIDENTIAL**

Instructions: Individuals alleging Title IX discrimination and requesting review are required to complete this form and submit it to the appropriate Title IX Compliance Coordinator:

Student Related Issues Director of Student Services/Alternative Education ~~OR~~

Employee Related Issues Chief Human Resources Officer

5735 4<sup>th</sup> Avenue, Sacramento, CA 95824 P.O. Box 246870, Sacramento, CA 95824-6870