



San Francisco Unified School District
OFFICE OF EQUITY

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SFUSD'S OFFICE OF EQUITY

TITLE IX/SEXUAL HARASSMENT COMPLAINT PROCEDURE

Each school site is responsible for investigating all claims of sexual harassment. However, if the Office of Equity receives a Title IX Complaint about the underlying harassment or about a school's failure to appropriately respond, the District's Office of Equity is under a duty to investigate the complaint.

What Happens after a Complaint is filed?

Within ten (10) calendar days of receiving the complaint, the SFUSD Title IX Coordinator or designee shall meet with the complainant by telephone or in person allow the complainant and/or their representative(s) an opportunity to present the complaint and any evidence, or information that may lead to evidence, to support the allegation(s) in the complaint.

Confidentiality

If a victim discloses an incident to a SFUSD employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, SFUSD must weigh that request against the school or district's obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the school or district honors the request for confidentiality, a complaining party must understand that the SFUSD's ability to meaningfully investigate the incident and pursue disciplinary action against the accused student(s) may be limited. Although rare, there are times when the school may not be able to honor a complaining party's request in order to provide a safe, non-discriminatory environment for all students.

Types of Evidence Collected

During the course of the investigation, the Title IX Coordinator will collect relevant documents, consider available physical evidence, and interview witnesses with information pertinent to the complaint. The Title IX Coordinator may obtain statements from other individuals who were witnesses to the alleged violation or who can provide relevant information concerning the alleged violation and review documents that may provide information relevant to the alleged violation.

Communication with the Office of Equity

Throughout the investigation, the Title IX Coordinator will maintain ongoing contact with the student allegedly targeted.

What are the consequences for persons who violate Title IX?

The proper remedial action, if warranted, will be determined on a case-by-case basis.. After the Office of Equity reaches its findings and issues its preliminary recommendations for discipline, it works with the school sites and pupil services to ensure that the discipline is designed to end the conduct, prevent

its recurrence and address its effects on the student targeted and the broader school community. Examples of appropriate remedial action for the individual who engaged in the harassment, intimidation or bullying may include:

1. parent notification,
2. counseling,
3. guidance,
4. education about the impact of the conduct,
5. referral to a student success team,
6. transfer to alternative programs, classes, or school,
7. separating the individual who engaged in the conduct from the student targeted, provided the separation does not penalize the student targeted.
8. denial of participation in extracurricular or co-curricular activities or other privileges,
9. and/or discipline, including suspension or expulsion.

Retaliation

Title IX and SFUSD policies prohibit retaliation for filing a complaint of sexual harassment with the school site or with the Office of Equity.

Timeline

The Office of Equity has up to 60 days to complete its investigation and issue a Written Notice of Outcome. However, the Office of Equity will seek to complete its investigation as soon as possible. If the complaining party does not agree with the office of Equity's Findings, it can appeal to the California Department of Education or the Office for Civil Rights. Civil remedies are also available.

Any student who feels they are being or have been harassed based on sex or gender is encouraged to immediately talk to a teacher, other school employee, and contact the District's Title IX Coordinator:

Office of Equity, Kiki Williams, Title IX Coordinator

Phone: 415-355-7334

Email: williamsk3@sfusd.edu

For more information about SFUSD's non-discrimination policies, please visit:

www.sfusd.edu/equity