

**REGULATION 4119.11, 4219.11, 4319.11: SEXUAL HARASSMENT****Adoption Date:** 1/24/1994**Revised:** 11/25/1996, 2/11/2002, 3/06/2006, 3/16/2010, 8/02/2016, 6/18/2019, 11/10/2020, 3/08/2022, 5/10/2022

---

The following administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

**Definitions**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions:

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile, or offensive work environment.
4. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent:

1. A district employee conditioning the provision of a district aid, benefit, or service on the person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

**Examples of Sexual Harassment**

Examples of actions that might constitute sexual harassment under state or federal law in accordance with the definitions above, in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

### **Title IX Coordinator/Compliance Officer**

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee, investigate, and resolve sexual harassment complaints processed under AR 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contacted at:

Jeff Youskievicz  
Assistant Superintendent, Educational Services  
Title IX Coordinator/Compliance Officer  
Silver Valley Unified School District  
35320 Daggett-Yermo Rd. | P.O. Box 847 | Yermo, CA 92398  
jyouskievicz@svusdk12.net | 760-254-2916 Ext. 1157

### **Training**

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours, and nonsupervisory employees receive at least one hour, of classroom or other effective interactive training and education regarding sexual harassment. All newly hired employees and employees promoted to a supervisory position shall receive training within six months of their assumption of the new position.

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or to effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Such training may be completed by employees individually or as part of a group presentation, may be completed in shorter segments as long as the applicable hourly requirement is met, and may be provided in conjunction with other training provided to the employees. The training shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

The district's sexual harassment training and education program shall include, but is not limited to, the following:

1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and correction of sexual harassment
2. The types of conduct that constitute sexual harassment
3. Remedies available for victims in civil actions, and potential employer/individual exposure/liability
4. Strategies to prevent harassment in the workplace
5. Supervisors' obligation to report sexual harassment, discrimination, and retaliation of which they become aware
6. Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
7. The limited confidentiality of the complaint process
8. Resources for victims of unlawful harassment, such as to whom they should report any alleged harassment
9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the district's obligation to conduct an effective workplace investigation of a harassment complaint

10. What to do if the supervisor is personally accused of harassment
11. The essential elements of the district's anti-harassment policy, and how to use the policy if a harassment complaint is filed  

Employees shall receive a copy of the district's sexual harassment policy and administrative regulations, which they shall read and acknowledge that they have received.
12. Information, including practical examples, of harassment based on gender identity, gender expression, and sexual orientation
13. Prevention of abusive conduct, including a review of the definition and elements of abusive conduct pursuant to Government Code 12950.1, the negative effects that abusive conduct has on the victim and other in the workplace, the detrimental consequences of this conduct on employee productivity and morale, and that a single act does not constitute abusive conduct unless the act is severe or egregious

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider.

#### **Notifications**

The Superintendent or designee shall notify employees that the district does not discriminate on the basis of sex as required by Title IX, that the Title IX nondiscrimination requirement extends to employment, and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

The district shall notify employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator.

A copy of the Board policy and this administrative regulation shall:

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired
3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct
4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's web site
5. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to employees or employee organizations

All employees shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing (DFEH) or the district that contains, at a minimum, components on:

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH poster on discrimination in employment and the illegality of sexual harassment and the DFEH poster regarding transgender rights.

### **Complaint Procedures**

All complaints and allegations of sexual harassment by and against employees shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to AR 4030 - Nondiscrimination in Employment.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, and address any continuing effects.

---

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### **State**

2 CCR 11006-11086  
2 CCR 11021  
2 CCR 11023  
2 CCR 11024

2 CCR 11034  
5 CCR 4900-4965

Ed. Code 200-262.4  
Gov. Code 12900-12996  
Gov. Code 12940  
Gov. Code 12950  
Gov. Code 12950.1  
Lab. Code 1101  
Lab. Code 1102.1

#### **Description**

Discrimination in employment  
Discrimination in employment - retaliation  
Harassment and discrimination prevention and correction  
Required training and education on harassment based on sex, gender identity and expression, and sexual orientation  
Terms, conditions, and privileges of employment  
Nondiscrimination in elementary and secondary education programs  
Educational equity; prohibition of discrimination on the basis of sex  
Fair Employment and Housing Act  
Unlawful discriminatory employment practices  
Sexual harassment  
Sexual harassment training  
Political activities of employees  
Discrimination: sexual orientation

#### **Federal**

20 USC 1681-1688  
34 CFR 106.1-106.9

34 CFR 106.51-106.61

42 USC 2000e-2000e-17

#### **Description**

Title IX prohibition against discrimination  
Nondiscrimination on the basis of sex in education programs or activities  
Nondiscrimination on the basis of sex in employment in education program or activities  
Title VII, Civil Rights Act of 1964, as amended

**Management Resources**

Court Decision  
 Court Decision  
  
 Court Decision  
 Court Decision  
  
 Court Decision  
 Court Decision  
 U.S. Equal Employment Opportunity Com. Publication  
 Website  
 Website  
 Website

**Description**

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257  
 Department of Health Services vs. Superior Court of California, (2003) 31 Cal.4th 1026  
 Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275  
 Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989  
 Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57  
 Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998  
 Promising Practices for Preventing Harassment, November 2017  
 California Department of Fair Employment and Housing  
 U.S. Department of Education, Office for Civil Rights  
 U.S. Equal Employment Opportunity Commission

**Cross References**

**Code**

0410  
 0450  
 0450  
 1312.3  
 1312.3  
 1312.3-E (1)  
 1312.3-E (2)  
 3530  
 3530  
 3600  
 4030  
 4030  
 4040  
 4040-E (1)  
 4112.9  
 4112.9-E (1)  
 4117.7  
 4118  
 4118  
 4119.21  
 4119.21-E (1)  
 4119.22  
 4131  
 4144  
 4144  
 4212.9  
 4212.9-E (1)  
 4218.1  
 4219.21  
 4219.21-E (1)  
 4219.22  
 4231  
 4244  
 4244  
 4300  
 4300  
 4312.9  
 4312.9-E (1)  
 4317.7  
 4319.21

**Description**

Nondiscrimination in District Programs and Activities  
 Comprehensive Safety Plan  
 Comprehensive Safety Plan  
 Uniform Complaint Procedures  
 Uniform Complaint Procedures  
 Uniform Complaint Procedures  
 Uniform Complaint Procedures  
 Risk Management/Insurance  
 Risk Management/Insurance  
 Consultants  
 Nondiscrimination in Employment  
 Nondiscrimination in Employment  
 Employee Use of Technology  
 Employee Use of Technology  
 Employee Notifications  
 Employee Notifications  
 Employment Status Reports  
 Dismissal/Suspension/Disciplinary Action  
 Dismissal/Suspension/Disciplinary Action  
 Professional Standards  
 Professional Standards  
 Dress and Grooming  
 Staff Development  
 Complaints  
 Complaints  
 Employee Notifications  
 Employee Notifications  
 Dismissal/Suspension/Disciplinary Action (Merit System)  
 Professional Standards  
 Professional Standards  
 Dress and Grooming  
 Staff Development  
 Complaints  
 Complaints  
 Administrative and Supervisory Personnel  
 Administrative and Supervisory Personnel  
 Employee Notifications  
 Employee Notifications  
 Employment Status Reports  
 Professional Standards

4319.21-E (1)  
4319.22  
4344  
4344  
5145.7

Professional Standards  
Dress and Grooming  
Complaints  
Complaints  
Sexual Harassment