

San Francisco Unified School District

Complaint Procedures Regarding Sexual Harassment

Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other written, verbal, visual or physical conduct of a sexual nature made to a person of the same or opposite sex.

Examples of Sexual Harassment

- Touching, pinching, and grabbing body parts.
- Visual forms of harassment such as derogatory posters, letters, poems, graffiti, cartoons, drawings, etc.
- Making suggestive or sexual gestures, looks, verbal comments or jokes.
- Spreading sexual rumors or making unwanted sexual propositions.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Being cornered, forced to kiss someone or coerced to do something sexual.
- Pulling-off someone's clothes.
- Attempted rape and rape. **(mandatory police report)**

Procedure

Step I: Informal Resolution:

- Attempt to resolve the conflict through discussion, or other means, with the alleged offender, counselor, other adult, or friend.
- If you have been unsuccessful in using informal resolution or you do not wish to confront the alleged offender, proceed with Step II.

Step II: Formal Resolution

- Inform your counselor, teacher, or administrator that you would like to file a formal sexual harassment complaint.
- With the help of your counselor, teacher, or administrator, complete appropriate incident report.
- The head counselor/dean will initiate and complete an investigation within 10 school days. This investigation may include interviews with the complainant, accused, witnesses and other suspected victims.
- The parent/guardian/caregiver of the victim will be notified by the head counselor/dean that a sexual harassment complaint form has been filed.
- See *Section D* of the *Crisis Response Manual* for further information.

Step III: Written Response

- After the investigation has been completed, the head counselor shall endeavor to issue a written response to the complainant within 10 school days.