



# Geyserville Unified School District

## **Sexual Harassment & Title IX Procedures (Policy 4119.11 & Regulation 4119.12)**

### **Summary of – Sexual Harassment & Title IX Procedures**

This policy establishes the district's commitment to maintaining a workplace and educational environment free from sexual harassment, discrimination, intimidation, and retaliation. It applies to employees, interns, volunteers, contractors, job applicants, and others connected to district employment.

### **Key Principles**

- The district complies with **Title IX** and prohibits discrimination based on sex and related protected characteristics, including gender identity, sexual orientation, pregnancy, marital/family status, and gender expression.
- Retaliation against anyone who reports or participates in a complaint process is strictly prohibited.

### **District Responsibilities**

The Superintendent or designee must:

- Provide regular sexual harassment training.
- Publicize policies and Title IX notices.
- Investigate complaints promptly, fairly, and thoroughly.
- Take corrective or disciplinary action when violations occur.
- Periodically evaluate the effectiveness of prevention efforts.

### **Reporting Requirements**

- Employees who experience sexual harassment may report it to the district's **Title IX Coordinator**.
- Employees aware of possible harassment involving staff, students, or third parties must notify the Title IX Coordinator within one workday.
- Supportive measures (such as counseling, schedule changes, or workplace adjustments) may be offered before or after a formal complaint is filed.

## **Definition of Sexual Harassment**

Sexual harassment includes:

- Unwelcome sexual advances or requests for sexual favors.
- Verbal, visual, or physical conduct of a sexual nature.
- Conduct that creates a hostile, intimidating, or offensive work or educational environment.
- Quid pro quo harassment (conditioning benefits on sexual conduct).
- Sexual assault, dating violence, domestic violence, or stalking.

Under Title IX, harassment must occur within a district education program or activity where the district has substantial control.

## **Complaint Procedures (Title IX Regulation 4119.12)**

The regulation outlines formal grievance procedures, including:

- Filing formal complaints with the Title IX Coordinator.
- Written notice to both parties.
- Equal opportunity to present evidence and witnesses.
- Objective investigations with no bias or conflicts of interest.
- Presumption that the respondent is not responsible until proven otherwise.
- Written decisions issued within 60 calendar days, unless extended for good cause.
- Appeals allowed within 10 days based on procedural errors, new evidence, or bias.

## **Informal Resolution**

- Mediation or informal resolution may be offered voluntarily before a final determination.
- Informal resolution cannot be used for allegations that an employee sexually harassed a student.

## **Confidentiality and Privacy**

The district must protect the privacy of complainants, respondents, and witnesses except where disclosure is legally required or necessary for the investigation.

## **Disciplinary Actions**

**Original Adopted Date:** 04/14/2021 | **Last Revised Date:** 08/20/2025 | **Last Reviewed Date:** 08/20/2025

Employees found responsible for harassment or retaliation may face discipline up to and including dismissal.

### **Training Requirements**

- Supervisors must receive at least 2 hours of harassment training every two years.
- Non-supervisory employees must receive at least 1 hour every two years.
- Newly hired or promoted supervisors must be trained within six months.
- Specialized Title IX training is required for coordinators, investigators, decision-makers, and informal resolution facilitators.

### **Recordkeeping**

The district must maintain records of:

- Complaints and investigations for at least 7 years.
- Training materials and actions taken.
- Childhood sexual assault allegations and related records indefinitely.

For more information you may view our district policies.

**Regulation 4119.11: Sexual Harassment:** <https://shorturl.at/tGDMg>

**Regulation 4119.12:** <https://shorturl.at/a8eGr>

**Title IX Sexual Harassment Complaint Procedures:** <https://shorturl.at/MgxE9>

### **Title IX Coordinator Contact**

#### **Superintendent Mark Beebe**

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