

## **Campbell Union High School District Uniform Complaint Compliance**

If you have a complaint regarding any of the following issues:

Unlawful Discrimination in District Programs and Activities (Title IX)  
Education for English Learners  
Comprehensive Local Plans for Special Education  
504  
Free and Reduced Lunch Program  
Title I Programs  
Sexual Harassment  
Discrimination

Please contact one of the following:

Chief Human Resources Officer  
Assistant Superintendent Educational Services  
Executive Director Special Education  
Director Student Services  
Director Curriculum & Instruction

@  
*Campbell Union High School District*  
3235 Union Avenue  
San Jose, CA 95124  
(408) 371-0960

- File a written complaint of non-compliance with the Chief Human Resources Officer or designee.
- Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation.
- If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.
- Within 60 days, the compliance officer will prepare and send the complainant a written report of the District's investigation and/or decision.
- The report shall include:
  1. Finding and disposition of complaint including corrective action(s)
  2. Rationale for above disposition
  3. Notice of right to appeal decision to the California Department of Education
  4. Detailed statement of specific issues brought up during the investigation and extent to which the issues were resolved
- Appeal may be made to California Department of Education within fifteen (15) days of receiving the District's decision.

## **NOTICE OF NON-DISCRIMINATION**

It is the policy of the Campbell Union High School District to provide equal opportunity for all individuals in education and in employment. District programs and activities shall be free from discrimination based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 5145.3 and 4030 through 4032)

## **TITLE IX EQUAL OPPORTUNITY**

Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students (Title IX of the Education Amendments of 1972.) Inquires on all matters, including complaints, regarding the implementation of Title IX in the District should be referred to, Director of Student Services at (408) 371-0960 ext. 2016.

## **SEXUAL HARASSMENT**

It is the policy of Campbell Union High School District to provide all individuals (employees, students, etc.) work and academic environment free from all forms of discrimination, including sexual harassment.

Sexual harassment includes, but is not limited to:

1. Making unsolicited and unwelcome written, verbal, physical and/or visual contact with sexual overtones. (Written examples: Suggestive or obscene letters, notes, invitations. Verbal examples: Derogatory comments, slurs, jokes, epithets. Physical examples: Leering gestures, display of sexually suggestive objects or pictures, cartoons, posters, or magazines.)
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment).
3. Offering favors or employment or academic benefits such as promotions, favorable grades or performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
4. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. For example, either implying or actually withholding support for an appointment, promotion, or change of assignment, or suggesting that a poor performance report will be given.
5. Engaging in implicit or explicit, coercive sexual behavior which is used to control, influence or affect the career, salary, and/or work environment of another employee.

This policy applies to all phases of the employment and academic relationships, including evaluating, recruiting, testing, hiring, upgrading, promotion/demotion, transfer, layoffs, termination, rates of pay, benefits and selection for training.

It is the stated policy of Campbell Union High School District to prevent and prohibit misconduct on the job, including sexual harassment by co-workers, subordinate employees, vendors, or supervisors. Any employee and/or student found to have acted in violation of the foregoing policies shall be subject to appropriate disciplinary action, including warnings, reprimand, suspension, demotion, and or termination.

## **SPECIAL EDUCATION**

Under federal and state laws, free appropriate special education, both public and private, is available to pupils with exceptional needs. Information of these programs may be obtained from the school guidance advisor, school/district psychologist or the Executive Director of Special Education.

## **COMPLAINT PROCESS**

Any employee or student who believes that they have been subjected to sexual harassment, discriminatory practices, or inappropriate procedures with respect to special education or other educational programs should follow the grievance process set forth in Board Policy 1312 through 1312.3 which is available in the principal's office at each school site and at the District Office located at 3235 Union Avenue, San Jose, CA 95124.

Questions or concerns may be directed to:

Meredyth Hudson  
Chief Human Resources Officer  
(408) 371-0960 extension 2010  
(for Complaints filed by Employees)

German Cerda, Ed.D.  
Assistant Superintendent Educational Services  
(408) 371-0960 extension 2059  
(For Complaints filed by Students/Guardians)

