

**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Action Steps to Prevent and Respond to Sexual**  
**Harassment and Gender-based Harassment**  
**Spring 2014 – Fall 2015**

**BACKGROUND INFORMATION**

The District recognizes the need to ensure that all schools are safe, welcoming, and free from all forms of bullying and harassment, including sexual and gender-based harassment. Provided below is a chronology of action steps that have taken place within the past year, as well as steps that are planned, to prevent sexual and gender-based harassment in schools, provide education and training to students and staff, and apply appropriate interventions, when needed.

**Action Steps Taken to Address Sexual Harassment**

Spring 2014 – Members of the Sexual Harassment Advisory Committee (SHAC) and the Policy Subcommittee began working on a comprehensive model sexual harassment policy. This work continues

September 2014 – All schools provided a lesson in sexual harassment awareness to all students in grades 4 – 12. Suggested activities from curriculum developed by the *Pennsylvania Coalition Against Rape* was provided to school administrators.

November 2014 – The Berkeley High School (BHS) Principal sent a sexual harassment overview and FAQs to all BHS teachers and students. Teachers were told to read the information to their students during 2<sup>nd</sup> period class.

December 2014 – A voluntary restorative circle was held for BHS students who had been targeted in a recent sexual harassment incident. A separate voluntary restorative circle was held for BHS students who had been accused of engaging in sexual harassment in the same incident.

December 2014 – The BHS Principal e-mailed sexual harassment FAQs to all BHS students.

December 2014 - BUSD Designates the Director of Student Services as the District's Interim Title IX Coordinator.

January 2015 – A letter from the Superintendent regarding sexual harassment was sent electronically to all BUSD middle school and high school families in English and Spanish.

January 2015 – A meeting to establish guidelines regarding receiving, investigating, and responding to reports of sexual harassment was held. A document for staff with guidelines for responding to sexual harassment was drafted.

January 26 – 29 – The District’s Interim Title IX Coordinator attended the Association of Title IX Administrators’ (ATIXA) National Conference in Nashville, Tennessee, and received Certification as a Title IX Coordinator. ATIXA is the organization that has also training OCR staff in Title IX compliance.

March 2015 – A letter from the Superintendent regarding sexual harassment was mailed to all BUSD middle school and high school families. The letter was provided in English and Spanish.

April 8, 2015 – The Board approved an Interim Sexual Harassment Policy based on the California School Boards Association’s Sample Sexual Harassment Policy. The District had been working on a more robust policy and will return to working on it upon the completion of OCR’s investigation and receipt of OCR’s findings and recommendations.

April 2015 – The District’s SHAC was expanded to include staff from middle and high schools, and high school students, in addition to parents and the Director of Student Services. The newly reformed SHAC met on April 9 and planned training on healthy relationships and sexual harassment awareness for high school seniors.

April 2015 – The new Interim Sexual Harassment Policy was provided to all BUSD managers along with information regarding sexual harassment and Title IX.

May 6, 2015 – The Board approved the budget allocation for a full-time Title IX Coordinator/Compliance Officer position.

May 21 – SHAC meeting held; SHAC members reviewed options for professional development for staff and training for students related to sexual harassment.

May 26 – 27 – SHAC sponsored training was provided by Peace Over Violence on sexual harassment awareness, including safe relationships, consent, and the importance of being an upstander, to all BUSD high school seniors, including BHS, Berkeley Technology Academy, and Independent Study students.

June 24 – The Board approved an updated Uniform Complaint Procedures Policy which shall be followed to respond to complaints regarding sexual harassment, discriminatory bullying, and other discrimination complaints.

June 15-16 – Six BUSD administrators (a Vice Principal and Dean from BHS, two Vice Principals from King MS, one Vice Principal from Longfellow MS, and one Vice Principal from Willard MS, attended a two-day ATIXA Title IX Investigator training in San Diego.

July 15-17 – A team of staff from Longfellow Middle School, including the Vice Principal, Counselor, Teachers, Safety Officer, and After-School Coordinator, attended a summer institute on healthy relationships and sexual harassment facilitated by Futures Without Violence.

August 13 – SHAC meeting held at BHS. Participants discussed progress on the Title IX Coordinator Position, preliminary survey results from the Peace Over Violence student training at BHS in May, and professional development related to sexual harassment.

August 24 – Assistant Superintendent Pasquale Scuderi sent a “sexual harassment reporting resource” to all middle school and high school administrators with a directive that it be provided to all staff and be discussed at each school’s first staff meeting (attached).

August 2015 – Updates were made to the Parent Student Handbook to reflect new information related to sexual harassment, including the Title IX Coordinator position and contact information, the new Interim Sexual Harassment Policy, the updated Uniform Complaint Policy, procedures, and complaint form, and policy and procedures to support gender expansive students. The handbook and forms are available on the BUSD website in English and Spanish.

August 2015 – Gender neutral bathrooms have been established at all schools.

August 31 – Approximately 80 BUSD staff, including Safety Officers from all sites and before and after-school staff, participated in sexual harassment training with Peace Over Violence on their first day back to work from summer break.

August 31 – At BHS, all staff received a “sexual harassment report resource” with step-by-step instructions from Principal, Sam Pasarow, on how to receive and respond to a report of sexual harassment from a student. Additionally, on August 31, all BHS teachers participated in sexual harassment training with Peace Over Violence staff.

September 9 – Sexual harassment prevention and awareness education was discussed with the elementary and middle school Principals. Sexual

harassment education/prevention curricula from Pennsylvania Coalition Against Rape and Dora Dome Law Offices were provided to the Principals with educational sessions related to sexual harassment to take place by September 30.

September 10 – SHAC meeting held at BHS; participants discussed parent student handbook updates, progress on the Title IX Coordinator position, and professional development related to sexual harassment.

September 17 – BUSD’s website sections related to sexual harassment and complaints were updated to reflect new forms, procedures, and information.

### **Planned Activities**

September 22 – Welcome assemblies for all BHS students, including Independent Study students, will be held at BHS. The assemblies will include information regarding various forms of harassment, including sexual harassment and harassment related to gender identity.

September 23 - Information regarding sexual harassment will be presented to Berkeley Technology Academy students at a school-wide assembly.

September 25 - early October – A second round of interviews for candidates for the Title IX Coordinator/Compliance Officer will be held (There was one potential candidate during the first round during August who did not accept the position.) If there is/are highly qualified candidate(s) available, it is possible that a Title IX Coordinator/Compliance Officer could be in place by early/mid-October.

September – BUSD staff will discuss professional development related to sexual harassment with Futures Without Violence staff.

October 6 – BHS Principal, Sam Pasarow, will be holding a meeting for parents/guardians which will include a discussion on school climate, restorative justice, sexual harassment, and school spirit activities.

October – Sexual harassment and gender harassment awareness and prevention education will be provided to 9<sup>th</sup> grade students BHS.

February – BUSD will administer the California Healthy Kids Survey and plans to include expanded module(s) with specific questions related to sexual harassment, gender identity, and school climate.

### **Enclosures:**

BUSD Sexual Harassment Report Resource for Staff  
Equal Rights Advocates’ Ending Harassment Now Report