

MUHSD SEXUAL HARASSMENT/ BULLYING ACTION PLAN (revised May 2020)

<u>Action</u>	<u>Responsible Party</u>	<u>Status</u>
1. Update Board Policies and Administrative Regulations to include all required information post 2006	Business California School Board Association	Completed June 13, 2018 Ongoing as needed
2. Insert updated Title IX information on all school websites	Webmaster	Completed May 21, 2018 July 2020
3. Review district and site websites and insert statements re: sexual harassment/ bullying are not tolerated in MUHSD	Webmaster DO staff	Assistance pages added July, 2018 Assistance pages revised per new Title IX- July 2020
4. Establish common statements and simplified steps for identification and reporting of Sexual Harassment/ Bullying. Include information in digital student "handbooks", round-up packets and New Hire Packets(Document attached)	Child Welfare and Attendance/ Equity and Accountability, APs	Completed for 2018-19 June 27, 2018 Annual updates
5. Allocate mandatory professional learning time to sexual harassment/ bullying policies and procedures for certificated and classified staff. Include mandatory reporting requirements in training • Include training for Title IX team and post training materials online	Human Resources Principals	Completed Fall 2018 Completed Fall 2019 Revised training July 2020
6. Identify budget to pay for professional development and purchase or development of sexual harassment/ bullying informational posters for classrooms and staff rooms	Business	Completed July 2018
7. Independent investigator follows up on complaints and district offers a public forum for addressing Sexual Harassment Response	Attorneys Superintendent/ Cabinet Board	May- June 2018 Ongoing
8. Choose or create posters and translate	Communications	Completed 5-31-18 Revision as needed
9. Hang posters at sites	Custodial Staff Principals	Completed 8-14-18 Replacement ongoing as

		needed Additional posters in all restrooms per AB 543
10. Develop evaluation protocol for sexual harassment/ bullying response processes	Equity and Accountability Contractor- ATIXA	Discussed 10-18, Completed February 2019 Ongoing
11. Develop filing and logging rules for sexual harassment and bullying complaints	Human Resources	Completed 5-31-18 Ongoing
12. Evaluate processes annually by: Including posters and flyers in annual compliance visits and disseminate the CHKS, CSSS, CSPS including custom questions on SH processes annually to all 9th, 11th grade and alternative ed students.	Equity/ Accountability Site staff- CHKS, CSSS, CSPS Teachers Students Parents	Completed Aug 2018 Annual Custom questions not included in CSSS, CSPS 2020
13. Offer or attend training on distinctions between Ed Code, Penal Code and Title IX	Outside agency	Completed Aug 2, 2018
14. Devise responsibility chart on sexual harassment, bullying responders at each site and district	Principals	Completed Sept. 2018 Annual
15. Create administrator document delineating: receiving complaint, discipline, investigation, interim measures and follow-up protocols	Child Welfare and Attendance	Completed Sept. 2018 Revisions ongoing
16. Train administrators on Power, Status and Problems/ Leadership Blind Spots, Inclusive Leadership	Outside Agency- International Success Academy	Completed 8-1-18 Completed 10-29-18 Completed 3-25-19
17. Create parent flyer for website and distribution at parent events, Parent Centers. Translate into Spanish, Hmong and Punjabi	Communications/ Webmaster	Completed July 2018 Revision ongoing
18. Schedule parent information sessions at sites	Principal/ AP Community liaisons	Ongoing

19. Create InnovatED module on Sexual Harassment and Bullying	Communications	Completed July 2018 Updated 2-19 Updated July 2020
20. Include sexual harassment policies and protocols in teacher induction program and substitute teacher trainings	Induction/ Human Resources	Started August 2018 Ongoing
21. Reconfigure new hire packet about sexual harassment to include engaging delivery method (flyer, Google form with mandated reporter info @risk management, InnovatED)	Human Resources/ Communications	Completed 1-7-19 Revision ongoing
22. Examine sexual harassment curriculum in Freshman Seminar and Health classes and include district policies and reporting processes. Consider bystander interventions and training.	Teachers/ Equity and Accountability	Started 2018 Revisions in progress
23. Visit staff at sites to hear concerns	Superintendent/ Board	Completed 5/21-24/18,
24. Create/ purchase intervention curriculum to be delivered on site or through COPE specifically for sexual harassment in lieu of home suspension	Child Welfare and Attendance COPE staff	Completed 7-2-18 New curriculum purchase 2020
25. Create ongoing bulletin announcements to remind students about reporting bullying/ harassment/ digital citizenship	Activities Directors Communication Principals	Ongoing
26. Review and minimize inappropriate social media publicity	Activities directors Communications	Ongoing
27. Consider multicultural issues	Equity and Accountability	Translations completed June 2018 In progress
28. Focus on prevention by including involvement of all genders and sexual orientations in prevention efforts	Equity and Accountability	Ongoing
29. Create a Sexual Harassment Response binder for the school board and update with new information monthly	Equity and Accountability	Ongoing

30. Create and post an online reporting form for sexual harassment, bullying and harassment complaints	Communications/ Equity and Accountability	Completed Feb 2019
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Revised May 2020