

# SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE



## What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

### Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students’ bodies or how they look or act
- Making jokes or comments about students’ masculinity or femininity and/or who they are attracted to or love



### Physical:

- Pulling at or touching someone’s clothing in a sexual manner (like pulling down someone’s pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone’s body on purpose



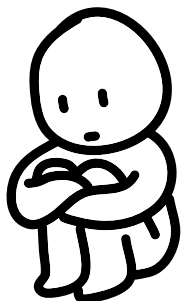
### Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos (“nudes”)



### **Sexual harassment can make someone feel many emotions**

You may feel scared, uncomfortable, upset, embarrassed or angry.



When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.



# What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

**Sexually assaulting another person is wrong and it is against the law. In Michigan statute, this is called “Criminal Sexual Conduct.”**

## About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said “yes” before, does not mean “yes” now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

**If someone doesn't consent to sexual acts it is sexual assault.**



# What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

# What if This is Happening to Someone I Know?

Believe. Listen. Support.



- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.



# Resources

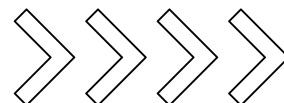
## There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

### Michigan's Sexual Assault Hotline (VOICES4)

**Text:** 866-238-1454 **Call:** 855-864-2374

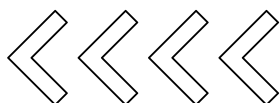
**Chat:** <https://mcedsv.org/sexual-violence-hotline-chat/>



### Michigan's Domestic/Dating Violence Hotline (VOICEDV)

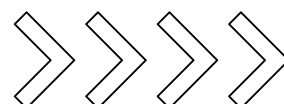
**Text:** 877-861-0222 **Call:** 866-864-2338

**Chat:** <https://mcedsv.org/hotline-domestic-violence/>



### Youth Resources Web Page

<https://mcedsv.org/resources>



### School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

Pontiac Academy for Excellence

**District Title IX Coordinator**

Michelle Thomas

2125 University Park Drive, Okemos, MI 48864

517.203.3774

[TitleIXCoordinator@leonagroupmw.com](mailto:TitleIXCoordinator@leonagroupmw.com)**District Policies Related to Sexual Harassment and Sexual Assault****Policy 2260**

- The Academy does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry or genetic information in its educational programs or activities. The Academy also does not discriminate in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the School, or social or economic background, to learn through the curriculum offered in this School. Educational programs shall be designed to meet the varying needs of all students.

**Policy 2266**

- The Academy does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Academy prohibits Sexual Harassment that occurs within its education programs and activities. When the Academy has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

**Policy 5517**

- It is the policy of the Academy to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Academy.
- The Academy encourages those within the School community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Academy will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Academy will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For the complete policies, visit the district's [nondiscrimination/Title IX webpage](https://www.pontiacacademy.org/title-ix) at <https://www.pontiacacademy.org/title-ix>.

*The policies prohibit adverse action against a person for reporting sexual harassment and sexual assault.*

## **Title IX Notice of Nondiscrimination**

It is the policy of Pontiac Academy for Excellence, not to discriminate on the basis of race, color, sex (including but not limited to sexual orientation, gender identity, or gender expression), religion, national origin or ancestry, age, disability, height, weight, genetics, or marital status in its programs or activities.

Pontiac Academy for Excellence as required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, including in admission and employment.

Any inquiries about the application of Title IX, and its implementing regulations, may be referred to Pontiac Academy for Excellence's Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office of Civil Rights, or both.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact:

Michelle T. Thomas, Title IX Coordinator  
E-mail: [TitleIXCoordinator@leonagrouppmw.com](mailto:TitleIXCoordinator@leonagrouppmw.com)  
Address: 2125 University Park Dr., Okemos, MI 48864  
Phone: 517-203-3774

Pontiac Academy for Excellence's Title IX Policy and Grievance Procedure can be found here:

[\[link\]](#)

[\[link to training materials\]](#)