



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Title IX Policy/Complaint Procedures

NUMBER: BUL-2521.2

ISSUER: Dave Holmquist, General Counsel
Office of the General Counsel

DATE: February 14, 2018

ROUTING
All Employees

POLICY: The Los Angeles Unified School District (District) is committed to providing a learning and working environment in which all individuals are treated with respect and dignity. Each student and employee has a right to learn and work in an environment that is free from unlawful discrimination. No District student or employee shall be excluded from participation in, be denied the benefits of, or be subject to discrimination on the basis of actual or perceived gender/sex (including gender identity, gender expression, marital status, parenting, pregnancy, childbirth, breastfeeding, false pregnancy, termination of pregnancy and pregnancy related medical conditions), sexual orientation or a person’s association with a person or group with one or more of these actual or perceived characteristics in any District educational program or activity or to which it provides significant assistance.

MAJOR CHANGES: This bulletin replaces BUL-2521.1 *Title IX Policy/Complaint Procedures* dated June 7, 2006. The content updates current law regarding Title IX required notices, single-gender classes and schools, District policy and procedures, including complaint investigations, as well as provides current contact and reference information.

GUIDELINES: I. BACKGROUND

Existing law under Title IX of the Education Amendments of 1972 states, “No person . . . shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

California Education Code (E.C.) § 200 *et seq.*, affords all persons in public schools, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in § 422.55 of the Penal Code, equal rights and opportunities in the educational institutions of the state.

California’s public schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity.

The law clarifies that gender means actual or perceived sex, and includes a



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person's gender identity and gender expression or gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

Both law and District policy require that all educational programs and activities should be conducted without discrimination based on legally protected characteristics.

More recent law elaborates that a pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with the pupil's gender identity, irrespective of the gender listed on the pupil's records.

II. DEFINITIONS

With respect to this policy, the following definitions apply:

- Appeal: A written request to review the complaint.
- Complainant: A District student, parent/guardian of a District student, District employee, or other person who submits a complaint.
- Complaint: An oral or written allegation that there has been a violation of this policy bulletin, Title IX or Education Code § 220.
- Complaint Procedure: The District's internal procedure to process complaints.
- Days: Calendar days unless otherwise specified.
- District: Any operating unit or program of the District.
- Gender: A person's actual or perceived sex and includes a person's perceived identity, appearance, or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth.
- Gender Identity: An individual's internal, deeply rooted identification as female, male or a non-binary understanding of gender, regardless of one's assigned sex at birth. All people have a gender identity.
- Gender Expression: A person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth. Students who adopt a presentation that varies from the stereotypic gender expectations sometimes may describe themselves as gender nonconforming, gender queer or gender fluid.
- Respondent: An individual alleged to have committed acts in violation of this policy, sometimes referred to as "accused."
- Parenting Students: Students who are the biological mother or biological father of a child, regardless of their marital status.
- Pregnancy: Pregnancy at any stage, including childbirth, breastfeeding, pregnancy-related medical condition, false pregnancy, termination of pregnancy or recovery therefrom.
- Sex: The biological condition or quality of being female or male.



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- **Sexual Orientation**: A person's emotional and/or sexual attraction to another person based on the gender of the other person. Common terms used to describe sexual orientation include, but are not limited to, lesbian, gay, heterosexual and bisexual. Sexual orientation and gender identity are different.
- **Target**: An individual alleged to have experienced acts in violation of this policy.
- **Title IX**: Title IX of the Education Amendments of 1972.
- **Title IX/Bullying Complaint Manager**: An administrator and/or designee responsible to oversee the response to complaints of sex discrimination, sexual harassment, intimidation, bullying and/or hazing.
- **Transgender**: A person whose gender identity differs from their gender assigned at birth and whose gender expression consistently varies from stereotypical expectations and norms. A transgender person desires to live persistently by a gender that differs from that which was assigned at birth. Each transgender person has a unique process in which they go from living and identifying as one gender to another. Gender transition can occur at any age. It begins internally then expands to external expression. This can include social, medical and/or a legal transition.

III. EQUAL TREATMENT OF STUDENTS ON THE BASIS OF ACTUAL OR PERCEIVED SEX IN EDUCATIONAL PROGRAMS AND ACTIVITIES

While the District does not discriminate on the basis of all protected characteristics per the annually issued memorandum *Nondiscrimination Required Notices and Ordering of Student Brochures*, the law assures equal treatment of students in educational programs and activities and specifies that equity on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression shall be practiced in the following ways:

A. Programs and Activities

1. Students have the right to equal learning opportunities in their school.
2. Students may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression, disability, nationality, race or ethnicity, immigration status, religion, or association with anyone with one or more of these characteristics in any program or activity.
3. Students shall be permitted to participate in sex-segregated school programs and activities and use facilities consistent with the student's gender identity, irrespective of the gender listed on the student's record.

B. Course Accessibility and Instruction

1. Students may not be required to take or be denied enrollment in a course because of actual or perceived sex, sexual orientation, gender, gender



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identity or gender expression.

- a. Instruction in all courses and classes must be co-educational, unless otherwise specified under law.
- b. Elementary and secondary units of instruction which deal exclusively with human sexuality may be conducted in separate sessions for boys and girls in accordance with their gender identity.
- c. Student grouping by vocal range and quality is allowed in a chorus or choruses.
- d. Students have the right to be evaluated and graded without regard to actual or perceived sex, sexual orientation, gender, gender identity or gender expression.
- e. Instructional materials and textbooks shall not contain any matter reflecting adversely upon persons because of actual or perceived sex, sexual orientation, gender, gender identity or gender expression, except if such passages are for historical reference.
- f. Instructional materials and textbooks shall accurately portray the cultural, racial, gender, and sexual diversity of our society.
- g. When developing the master program in secondary schools, consideration must be given to the naming and scheduling of classes as to promote sex/gender integration, especially in non-traditional course offerings.
- h. In general, the law does not allow for sex segregation in educational programs except under limited conditions. Recent California law, consistent with Title IX regulations, allows for the District to maintain existing single-sex instructional settings, wherein students may participate on the basis of their gender of identity, with evaluations of the school's programs' or classes' effectiveness to occur every two years at Girls Academic Leadership Academy, Boys Academic Leadership Academy and Young Oak Kim Academy.

C. Counseling

1. Students shall be provided counseling and guidance that is not discriminatory.
2. No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category. In addition, counselors shall affirmatively explore with students the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex.

D. Physical Education

1. All physical education classes, instruction and testing must be co-



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educational.

2. Regulations state that schools must not provide any course or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation by its students on such basis, including physical education classes.
3. Student grouping by ability is allowed. However, any grouping of students during physical education activities should be on-going, flexible, and modified per unit activity and may not have a discriminatory impact. Students are to be assessed by objective standards of individual performance without regard to sex.
4. See BUL-1826.0 *Sex Equity in Physical Education Programs* for detailed information regarding physical education.

E. Athletics

Compared programs must be equivalent, that is equal, or equal in effect. Identical benefit, opportunities, or treatment are not required, provided the overall effect of any differences is negligible. Overall, the athletic interests and abilities of male and female students must be equally and effectively accommodated.

1. Schools shall offer all students equal opportunities to play sports.
2. Equipment and supplies, game and practice schedules, budgets, coaching, travel allowances, facilities, recruitment, publicity, support services and tutoring offered to teams shall provide comparable and equitable athletic opportunities for members of both sexes.
3. Students shall be permitted to participate in sex-segregated athletic teams and competitions consistent with their gender identity in accordance with California Interscholastic Federation guidelines.

F. Sexual Harassment

Sexual harassment of or by school employees or students is a form of sex and gender discrimination and is prohibited. School personnel must respond promptly to allegations of sexual harassment. See District policy BUL-3349.1 *Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult)* for detailed information regarding sexual harassment.

G. Pregnant and Parenting Students

1. No student or applicant for enrollment will be subject to discrimination on the basis of that student's pregnancy at any stage of pregnancy, childbirth,



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lactation status, false pregnancy, termination of pregnancy, recovery from pregnancy, or parental or marital status.

2. Pregnant and parenting students, regardless of their marital status, have the same rights as other students to remain in their current educational program or to attend any District school or program for which they would otherwise qualify and to do so in an environment free of discrimination or harassment.
4. Pregnant and parenting students must have full access to the same programs and activities for which they would otherwise qualify, including, but not limited to, graduation, awards, ceremonies, field trips, student clubs, after-school activities, and any other school-related programs/activities. As such, students cannot be expelled, suspended, or otherwise excluded from, or required to participate in, school programs/activities solely on the basis of their pregnancy-related conditions or parental/marital status.
4. District schools and programs shall make reasonable accommodations to facilitate the equal access and full participation of pregnant, lactating, breastfeeding and parenting students.
5. Schools may require a pregnant female student to provide written permission from her licensed healthcare provider that she is physically and emotionally able to remain in or participate in a school activity or program only if such permission is also required for other health conditions or temporary disabilities requiring medical care.

See District policy BUL-2060.1 *Pregnant and Parenting Students Educational Rights* for detailed information regarding pregnant and parenting students.

H. Extra-Curricular Activities, Programs, and Clubs

Participation in all extra-curricular activities, programs, and student clubs shall be available to all students without regard to actual or perceived sex, sexual orientation, gender, gender identity or gender expression.

All student clubs are to have equal access to facilities and a fair opportunity to meet.

No extra-curricular activity, program, or club is to be labeled or scheduled with the result of the separation of students on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. Participation in student clubs will follow guidelines for student body activities and student club bylaws.

I. Fundraising



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Board Rule 1721 states, “It is the intent of the Board that no donation shall provide a substantial advantage in educational benefits to a school if such benefits cannot be balanced in all schools.” When fundraising for programs and activities in a school, ensure equity across the school. Where booster clubs provide benefits and services to athletes of one sex that are greater than what the District is providing to athletes of the other sex, the District shall take action to ensure that the benefits and services are equivalent for both sexes.

IV. CERTAIN PROGRAMS AND ACTIVITIES ARE EXCLUDED

Title IX and the California Education Code do not apply to the following:

- A. YMCA, YWCA, Boy Scouts, Girl Scouts, Camp Fire Girls and voluntary youth service organizations.
- B. Father-son and mother-daughter activities, provided that comparable activities are offered for students of the other sex. Care must be taken that such activities accommodate for students and their various family configurations.
- C. Scholarships based upon a combination of factors where participation is limited to individuals of one sex, if the activity complies with other nondiscriminatory provisions of the law and District policy.

V. RESPONSIBILITY FOR POLICY IMPLEMENTATION

A. School Principals or Site Administrators shall:

1. Identify the administrators or designees responsible to serve as the site’s Title IX/Bullying Complaint Managers and establish a systematic process to oversee the response to complaints of sexual harassment in a safe and private manner.
 - a. The role of the Title IX/Bullying Complaint Manager is to oversee the response to any complaints of sexual harassment or sex discrimination, as well as to provide support, information, and options to complainants and/or targets regarding sexual harassment or sex discrimination. The Title IX/Bullying Complaint Manager also has responsibilities regarding addressing complaints of bullying and hazing as articulated in District policy BUL-5212.2 *Bullying and Hazing Policy (Student-to-Student and Student-to-Adult)*.
 - b. School sites must identify at least two Title IX/Bullying Complaint Managers so complainants can choose the person with whom they feel most comfortable discussing their concerns.



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- c. Provisions must be made to facilitate the ability of non-verbal or limited-English speaking complainants to access the Title IX/Bullying Complaint Managers and file a complaint. A complainant unable to make a written complaint will be assisted by District personnel.
 2. Inform staff, students, parents, volunteers, coaches or activity leaders of District policy requiring the promotion of mutual respect, tolerance and acceptance, as well as District policy regarding nondiscrimination and sexual harassment and information about reporting procedures for targets or witnesses of discrimination or sexual harassment.
 3. Distribute the District's *Title IX and Nondiscrimination, Students Know Your Rights* brochure to every student in secondary and adult schools at the beginning of each school year. See the annually issued District memorandum *Nondiscrimination Required Notices and Ordering of Student Brochures* for how to obtain this brochure.
 4. Present the District's policy on nondiscrimination and sexual harassment in age-appropriate language as part of any orientation for new students at the beginning of each semester or summer session as applicable. This presentation shall include information concerning how to file a discrimination or sexual harassment complaint.
 5. Provide training to certificated and classified staff regarding the District's nondiscrimination and sexual harassment policies and communicate to staff their individual responsibilities to respond, intervene and report such behavior.
 6. Certify in the Administrator Certification On-Line System that the location has complied with the mandates of this policy. See the *Administrator Certification On-Line System* memorandum issued annually by the Division of District Operations.
 7. Refer to the Educational Equity Compliance Office and Local District area any complaint that names the principal as a respondent or any complaint that alleges school-wide discriminatory practices.
- B. Title IX/Bullying Complaint Managers shall:
1. Post the English and Spanish *Title IX/Bullying Complaint Manager* posters attached to this policy in school administrative offices, including student government meeting rooms or other prominent locations accessible to students where notices are regularly posted regarding rules, regulations, procedures or standards of conduct.



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2. Employ this policy at the site, in consultation with the principal or designee, to provide a comprehensive system through which allegations of sexual harassment and sex discrimination can be safely and easily reported, and the ensuing investigations, interventions and monitoring documented comprehensively using appropriate District forms and electronic protocols.
3. Respond quickly to any complaints of harassment and discrimination, and take action to address the behavior, as well as provide support, information and options to students regarding discrimination and harassment.
4. Intervene immediately to witnessed events and take action to remedy harassment and discrimination.
5. Track the site's response to harassment and discrimination complaints to analyze and identify any patterns or systemic problems revealed in order that they may be addressed. See the sample log (Attachment J) attached to this policy for tracking Title IX/Bullying complaints.
6. Promptly refer any complaints of harassment and discrimination involving an adult as perpetrator to the site administrator.

C. Employees shall:

1. Share responsibility for modeling appropriate behavior and creating an environment where students and staff know that sexual harassment and sex discrimination are inappropriate and will not be tolerated.
2. Educate students about appropriate interactions and social norms.
3. Cultivate positive relationships with students per the District's *Code of Conduct with Students*.
4. Support the District's efforts to recognize and prevent harassment and discrimination and take steps to intervene immediately and safely when such incidents occur.
5. Report incidents of sexual harassment and discrimination to the site administrator or Title IX/Bullying Complaint Manager.
6. Encourage anyone alleging to be a target of, a witness to, or to have information about harassment and/or discrimination to report such an incident to the designated administrator or Title IX/Bullying Complaint Manager.



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Manager.

7. Cooperate in complaint investigations of harassment and discrimination.
8. Guard against actions that would be considered retaliatory against anyone who has filed or is participating in a complaint investigation.

D. Students shall be informed that:

1. They are to act respectfully towards everyone and should consider how others may perceive or be affected by their actions and words.
2. They are to help create a safe school environment by not engaging in or contributing to harassment and discrimination. Student resources, such as brochures, posters and videos can be found on District websites at [Human Relations, Diversity and Equity](#) and [Educational Equity Compliance Office](#).
3. They are to report incidents of harassment and discrimination to the designated administrator or Title IX/Bullying Complaint Manager in cases when they may be the witness or target of harassment and/or discrimination.
4. They are never to engage in retaliatory behavior or ask, encourage or consent to anyone retaliating on their behalf.

VI. NOTIFICATION – DISSEMINATION – POSTING

A. Employees

The *Nondiscrimination Statement* (Attachments A, B) and *Sexual Harassment Policy* (Attachments C, D) shall be provided to all District employees annually at the beginning of each school year.

B. Students

1. All required District nondiscrimination policy statements are included in the *Parent Student Handbook*, which all schools are required to distribute to all students annually and at the time of initial enrollment.
2. The District's written policy on nondiscrimination and sexual harassment shall be presented in age-appropriate language as part of any orientation program conducted for new students at the beginning of each semester and summer session as applicable. This presentation shall include information concerning how to file and report a discrimination or sexual



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harassment complaint.

3. All secondary and adult schools are required to distribute the District's *Title IX and Nondiscrimination, Students Know Your Rights* brochure to every student at the beginning of each school year and at the time of initial enrollment. See the annually issued *Nondiscrimination Required Notices and Ordering of Student Brochures* memorandum.
4. In Grades K-6, the *Students, Don't Let Others Bully or Harass You!* brochure may be distributed and used for discussion of the required information. It may be found on the [Educational Equity Compliance Office](#) website.

C. Parents/Guardians

The *Parent Student Handbook* may be used to provide notification of the District's *Nondiscrimination Statement* and *Sexual Harassment Policy* to parents and guardians.

Notification – Posting

1. The District's English and Spanish *Nondiscrimination Statement* and *Sexual Harassment Policy* posters must be posted in all schools and offices, including staff lounges and student government meeting rooms, in the main administration building, or other prominent locations where notices are regularly posted regarding rules, regulations, procedures or standards of conduct.
2. The *Nondiscrimination Statement* and *Sexual Harassment Policy* posters can be ordered in Armenian, Chinese, Farsi, Korean, Polish, Russian or Tagalog, from the Educational Equity Compliance Office at (213) 241-7682 to then duplicate in the quantity necessary to meet the specific needs of the individual school's student population.
3. The English and Spanish *Title IX/Bullying Complaint Manager* posters attached to this bulletin are to be used to identify those school administrators or designees designated to oversee sex discrimination and/or sexual harassment complaints.
4. *Title IX/Bullying Complaint Manager* posters are to be posted in school administrative offices, including student government meeting rooms or other prominent locations accessible to students where notices are regularly posted regarding rules, regulations, procedures, or standards of conduct. Suggested other prominent locations may include classrooms,



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cafeterias and student bulletin boards.

Notification – Publication

The District's *Nondiscrimination Statement* and *Sexual Harassment Policy* poster summaries attached to this bulletin shall be included in school or District publications (e.g., student planners, student handbooks or staff handbooks) that set forth the school's or District's comprehensive rules, regulations, procedures and standards of conduct.

Notification – Internet

Schools shall post in a prominent and conspicuous location on their websites all of the following:

1. The names and contact information of the Title IX Complaint Managers for that school, including phone numbers and email addresses.
2. This website link, [Title IX and Nondiscrimination](#), which provides information regarding the rights of a pupil and the public and the responsibilities of the District under Title IX.

VII. CONFIDENTIALITY AND NON-RETALIATION

Complaints of harassment and discrimination involving students shall be handled in a confidential manner to respect the privacy of all parties to the fullest extent possible under the law. Complainants are protected from retaliation. The District prohibits retaliation in any form against anyone who files a complaint of suspected harassment or discrimination or participates in the complaint investigation process. Retaliation is grounds for a separate complaint. Incidents of retaliation may be reported to the Title IX/Bullying Complaint Manager or administrator for appropriate investigation and follow-up. These confidentiality and non-retaliation requirements extend to all parties involved.

VIII. COMPLAINT PROCEDURES

When a complaint or a report of discrimination or harassment is received, it shall be given immediate attention. Schools/sites that know, or reasonably should know, of possible discrimination or harassment must promptly investigate to determine what occurred and take appropriate steps to eliminate the conduct, prevent its recurrence and remedy its effects. The school's investigation is different from law enforcement or personnel investigations. A law enforcement or personnel investigation does not relieve sites of their independent obligation to investigate the conduct.



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Complainants may access either an informal resolution at the site or formal complaint resolution process through the Educational Equity Compliance Office. Informal processes are encouraged for expedient resolutions. However, the informal process shall be bypassed if the complainant names a principal as a respondent or the complaint alleges school-wide discriminatory practices. In those circumstances, the complainant should initiate a formal complaint directly with the Educational Equity Compliance Office. Otherwise, refer to BUL-6612.0 *Non-Discrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure* for employee-to-employee related harassment or discrimination complaints.

Below are the guidelines for investigating and responding to sexual harassment and sex discrimination complaints.

A. Informal Process or Site Level Investigation Response:

Any written or oral report of discrimination or harassment is a discrimination or harassment complaint and must be addressed. The *Title IX Sex Discrimination/Sexual Harassment Complaint* (Attachments G, H) may be used to file the complaint. A reasonable effort must be made to investigate and address allegations submitted anonymously if the report contains sufficient information to identify alleged targets and/or accused persons.

The following guidelines are recommended to investigate and resolve complaints using the informal process at the site:

1. Assure the target(s) that the District takes allegations of harassment and/or discrimination seriously, will not tolerate such treatment, and has strong policies against it.
2. Inform the target(s) of the confidentiality and non-retaliation guidelines, and assure them that they will not be required to confront the accused persons.
3. Assure the target(s) of interim steps that will be taken to monitor the parties and effectively address any alleged discriminatory or harassing behavior, to include providing additional monitoring of the safety of targets and any specific steps to eliminate the conduct. Make targets aware of available resources and the right to report a crime to law enforcement.

Interim measures to protect targets may include options to avoid contact with the accused in academic and extracurricular settings, safety plans, increased monitoring, training and educational materials to address



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school climate, as well as support resources, such as academic support, counseling, health and mental health services. In general, when taking interim measures, minimize the burden on the target(s).

4. Provide the names of school personnel who can help if the situation/incident continues or escalates.
5. Provide all parties, including parents and guardians, with the District's *Nondiscrimination Statement* and/or *Sexual Harassment Policy* poster summaries as applicable. *Sexual Harassment Policy Acknowledgement* forms found in BUL-3349.1 *Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult)* can be used to document the sexual harassment policy has been reviewed and is understood by all parties. Secondary students may also be provided with the District's *Title IX and Nondiscrimination, Students Know Your Rights* brochure. In Grades K-6, students may be provided with the *Students, Don't Let Others Bully or Harass You!* brochure.
6. When investigating sexual harassment complaints, carefully consider all available information in determining whether the conduct described violates the District's sexual harassment policy and whether it rises to the level of creating a hostile environment.

The following elements should be used for this analysis:

- a. Was the conduct unwelcome to the target?
- b. Was the conduct of a sexual nature or based on actual or perceived sex, sexual orientation, gender, gender identity or gender expression?
- c. Was the conduct severe, persistent or pervasive?
- d. Was the conduct objectively offensive; in other words, would a reasonable victim of similar characteristics (i.e. age, gender) find the conduct objectively offensive?
- e. Did the conduct limit the individual's ability to participate in or benefit from an educational program or activity?

When the answers to questions "a" and "b" are "yes," the conduct could constitute sexual harassment. Taking into consideration the totality of the circumstances, if the answers to all the questions are "yes" then the sexual harassment likely also constitutes a hostile environment which is a violation of Title IX and can be subject to formal discipline.

It is important to note that sexual harassment is inappropriate and requires an immediate response and/or corrective actions to be taken to prevent its recurrence and address its effects, whether or not the conduct



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has risen to the level of a hostile environment.

If the conduct does not meet the elements of this analysis for sexual harassment or hostile environment, the conduct may still be inappropriate and require an immediate response and corrective action.

When investigating discrimination complaints, carefully consider all available information in determining whether the conduct described in the complaint violates the District's nondiscrimination policy. The following three questions should be asked:

- a. Was the student treated differently in a way that interfered with or limited the ability of the student to participate in or benefit from a District program or activity?
- b. Was the different treatment based on actual or perceived sex, sexual orientation, gender, gender identity or gender expression?
- c. Did the context or circumstances of the incident(s) provide a legitimate and non-discriminatory basis for the different treatment pursuant to District policy?

When, based on the evidence obtained as part of the investigation, the answers to questions "a" and "b" are "yes" and the answer to "c" is "no," the incident/situation may be considered sex discrimination. However, conduct that does not rise to the level of sex discrimination may still be considered inappropriate behavior and may require that corrective actions be taken.

7. Obtain specific information relevant to the complaint such as where, when, and the frequency with which the incident(s) occurred, as well as the identities of the accused persons, other affected parties and any witnesses. If appropriate, request that complainants provide a written statement. If complainants are unable to provide written statements, District personnel will provide assistance. It is recommended that transcribed statements be done in the presence of a District witness.
8. Interview accused persons and provide assurances regarding confidentiality and non-retaliation. If appropriate, request that accused persons provide written statements. If accused persons are unable to provide written statements, District personnel will provide assistance. It is recommended that transcribed statements be done in the presence of a District witness.
9. Interview any witnesses or other affected parties identified by the targets and accused persons and provide assurances regarding confidentiality



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and non-retaliation. If appropriate, request written statements. If witnesses or other affected parties are unable to provide written statements, District personnel will provide assistance. It is recommended that transcribed statements be done in the presence of a District witness. Preserve any evidence and documentation provided by the parties, such as emails, screenshots, pictures and physical evidence.

10. Take appropriate administrative steps to respond to allegations of sex discrimination or sexual harassment, including acting to end the conduct, monitoring to ensure it does not reoccur and addressing any hostile environment that may have been created. Response strategies may involve the initiation of interventions, counseling and disciplinary proceedings for the accused and providing supports to targets and other affected parties, which can be memorialized using the District's electronic tools for documenting interventions, discipline, counseling and incidents. Using the *Complaint Investigation Record* (Attachment I) along with the District's electronic tool for reporting and documenting incidents, known as the Incident System Tracking Accountability Report (ISTAR), provides a vehicle to document the incident, required investigation, whether any discriminatory and/or harassing behavior has ceased and interventions provided for target(s) and the accused. See District policy BUL-5269.2 *Incident System Tracking Accountability Report (ISTAR)*.
11. Refer to District policies BUL-5655.3 *Guidelines for Student Suspension* and BUI-6231.0 *Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support* for further guidance with interventions. For assistance in providing written communication of the school's investigative responses to parents of the accused, see the *Sample Follow-Up Letter to Parents* for accused students found in BUL-3349.1 *Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult)*.
12. Inform complainants in general terms that the District protects the privacy and confidentiality of individuals regarding the outcomes of the complaint and whether corrective actions have been or will be taken to resolve the complaint as required by law. Tell complainants of applicable appeal processes.
13. Inform parents/guardians of student complainants about the filing, the status of the investigation and findings, as well as the resolution of any complaint of discrimination or harassment in general terms. Care must be taken to protect the identity of the accused and any witnesses and the confidentiality of the specific administrative actions. Confidentiality



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laws prohibit sharing information about a child's educational records, disciplinary actions, counseling or other sensitive information to persons other than that child's legal parents/guardians and authorized staff. For assistance in providing written communication of the school's investigative responses to parents/guardians of student complainants, see the *Sample Follow-Up Letter to Parents* for student targets found in BUL-3349.1 *Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult)*.

14. If a student has been a target of discrimination or harassment based on sexual orientation or gender identity, consult with the student to determine an appropriate way to inform the student's parents/guardians of the conduct. Student sexual orientation or gender identity should be divulged only on a need-to-know basis among staff and not otherwise divulged without permission of the student. See District policy BUL-6224.1 *Transgender Students – Ensuring Equity and Nondiscrimination*.
15. Monitor with targets that the discrimination/harassment has ceased. For example, arrange for a designated staff person to check-in with targets after one week and again after two weeks to evaluate whether remedies implemented have been effective.
16. The *Complaint Investigation Record* (Attachment I) may be used to document findings and actions taken to address the complaint, as well as monitoring and assessment of the effectiveness of actions taken. If discriminatory or harassing conduct has not ceased, additional actions and monitoring will be required. The completed *Complaint Investigation Record* is in addition to noting incidents, discipline and counseling using the District's electronic databases. A copy of the completed *Complaint Investigation Record* should be provided to the site's ISTAR designee to attach to the electronic incident record.
17. A behavior may be inappropriate yet not meet the impact criteria of sex discrimination or sexual harassment. The *Complaint Investigation Record* may be used when the conduct is determined to be inappropriate behavior that did not constitute discrimination/harassment. Corrective action may still be necessary and the form provides a vehicle to document the investigation and actions taken.
18. *Complaint Investigation Record* forms must be safeguarded by retaining them in a separate school file in a central location as opposed to a student's cumulative record. Upload electronic copies of the completed investigation record to ISTAR, if applicable, as well as print and attach copies of relevant ISTARs to any hardcopy file of the investigation



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

GUIDELINES (cont.):

record. Access to these records is restricted to those individuals with a legitimate need for such access. These records must be kept for five years from the school year in which the complaint was filed. Duplicate copies should also be filed in each accused student's individual disciplinary file.

- B. Formal Complaint of Discrimination/Harassment and/or Appeal of Site Informal Decision:
1. In addition to or instead of filing a complaint at a site, individuals have the right to file a formal written complaint of discrimination or harassment with the Educational Equity Compliance Office within six months of the last occurrence or when knowledge of the complaint was first obtained depending on which comes first. A complainant unable to make a written complaint will be assisted by District personnel.
 2. The written complaint/appeal may be filed using the *Title IX Complaint Form*, the District's Uniform Complaint Procedures (UCP) form or simply by filing a written complaint statement.
 3. The complaint shall contain the following information:
 - a. The specific facts about the complaint which may be helpful to the complaint investigator including, but not limited to the following: the nature of the complaint, names of those involved, witnesses, and dates/places of occurrences;
 - b. The specific relief being sought; and
 - c. Other relevant or supportive documentation or information the complainant believes will provide assistance in understanding the complaint.
 4. The formal complaint should be made to the District's Title IX Coordinator in the Educational Equity Compliance Office at 333 South Beaudry Avenue, 20th Floor, Los Angeles, California 90017 for appropriate investigation and response.
- C. Formal Complaint/Appeal Process - The Educational Equity Compliance Office will follow steps outlined below and in the District's UCP policy in response to a formal written discrimination or harassment complaint or appeal of a site decision:
1. Provide the complainant with a written acknowledgement of the complaint within 10 days which:



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

GUIDELINES (cont.):

- a. Advises and assures the complainant that confidentiality of the facts will be observed to the maximum extent possible.
- b. Advises and assures the complainant that the District prohibits retaliation against anyone who files a complaint or participates in a complaint investigation.
- c. States that the complaint investigation/resolution process will be completed within 60 days of receipt of the complaint.
- d. Advises the complainant to call or send any additional information or documentation relevant to the complaint.
- e. Informs the complainant that a written report of findings and conclusions, listing any corrective action taken will be provided at the conclusion of the investigation.

2. Conduct an impartial investigation and work to resolve the matter.

3. Provide a written report of findings and conclusions to the complainant and the respondent within 60 days of receipt of the complaint/appeal that also contains the following:

- a. The assurance that the District prohibits retaliation in any form for filing a complaint/appeal, reporting instances of noncompliance, discrimination, harassment, intimidation and/or bullying or for participation in the complaint-filing or investigation process. These non-retaliation requirements extend to all parties involved.
- b. A statement advising the complainant of the option to appeal the Educational Equity Compliance Office's decision to the California Department of Education within 15 days of receipt of the Educational Equity Compliance Office's decision letter.

D. Further Options Regarding Complaints of Sex-Based Discrimination, Harassment, Intimidation and/or Bullying

A complainant may appeal the Educational Equity Compliance Office's findings to the California Department of Education – Education Equity UCP Office within 15 days of receipt of the District's decision. Such appeals should specify the reasons for appealing the decision, include a copy of the original complaint and the District's decision and be addressed to: California Department of Education, Education Equity UCP Office, 1430 N Street, Sacramento, California 95814.

E. Civil Remedies

Pursuant to the California Education Code § 262.3, persons who have filed a complaint should also be advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

also be available to them under California or federal discrimination, harassment, intimidation and/or bullying laws.

ATTACHMENTS: Attachment A: *Nondiscrimination Statement* (English)
Attachment B: *Nondiscrimination Statement* (Spanish)
Attachment C: *Sexual Harassment Policy* (English)
Attachment D: *Sexual Harassment Policy* (Spanish)
Attachment E: *Title IX/Bullying Complaint Manager Poster* (English)
Attachment F: *Title IX/Bullying Complaint Manager Poster* (Spanish)
Attachment G: *Title IX Sex Discrimination/Sexual Harassment Complaint* (English)
Attachment H: *Title IX Sex Discrimination/Sexual Harassment Complaint* (Spanish)
Attachment I: *Complaint Investigation Record*
Attachment J: *Title IX/Bullying Complaint Log*

AUTHORITY: This is the policy of the Superintendent. The following legal standards are applied:

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*
Title IX Regulations, Title 34, Code of Regulations, Part 106
California Education Code, § 200, § 201, § 220, § 221.5, § 221.7, § 221.8, §§ 222-224, § 230, § 262.3, § 46010.1, § 48205, § 49602, §51222, § 51241
California Family Code, § 6924, and § 6925
California Penal Code, § 11166
Title 5, California Code of Regulations, §§ 4600-4687, § 4900, *et seq.*

RELATED RESOURCES:

- [Administrator Certification On-Line System](#), Memorandum issued annually by the Office of the Superintendent
- [Bullying and Hazing Policy \(Student-to-Student and Student-to-Adult\)](#), BUL-5212.2, Division of District Operations
- [Child Abuse and Neglect Reporting Requirements](#), BUL-1347.3, Office of the General Counsel
- [Code of Conduct with Students – Distribution and Dissemination Requirement](#), BUL-5167.0, Office of the Superintendent
- [Lactation Accommodations for Employees](#), BUL-6689.0, Office of the General Counsel
- [Nondiscrimination Required Notices and Ordering of Student Brochures](#), Memorandum issued annually by Office of the General Counsel
- [Parent Student Handbook Distribution](#), Memorandum issued annually by the Office of the Superintendent
- [Pregnant and Parenting Students Educational Rights](#), BUL-2060.1, Student Health and Human Services and Office of the General Counsel
- [Responding to and Reporting Hate-Motivated Incidents and Crimes](#), BUL-2047.1, Office of the General Counsel
- [Sex Equity in Physical Education Programs](#), BUL-1826.0, Chief Instructional Officer, Secondary



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- [*Sex-Specific and All-Gender Single and Multiple-User Restrooms*](#), REF-6799.0, Office of the General Counsel
- [*Sexual Harassment Policy \(Student-to-Student, Adult-to-Student, and Student-to-Adult\)*](#), BUL-3349.1, Office of the General Counsel
- [*Non-Discrimination and Anti-harassment \(Including Sexual Harassment\) Policy and Complaint Procedure*](#), BUL-6612.0, Office of the General Counsel
- [*Transgender Students – Ensuring Equity and Nondiscrimination*](#), BUL-6224.1, Office of the General Counsel
- [*Uniform Complaint Procedures \(UCP\)*](#), BUL-5159.7, Office of the General Counsel

ASSISTANCE: For further information or assistance:

Educational Equity Compliance Office (Student Related Matters) (213) 241-7682;
<http://achieve.lausd.net/eeco>; [LGBTQ resources](#)

Julie Hall-Panameño, Director
District Title IX & Section 504 Coordinator

Equal Opportunity Section (Employee Related) (213) 241-7685;
<http://achieve.lausd.net/Page/3056>

Human Relations, Diversity and Equity (213) 241-8719;
<https://achieve.lausd.net/human-relations>

Learning Zone Web-Based Training – [*Title IX Complaint Manager Training*](#)

Local District Office

- Local District Administrator of Operations or Operations Coordinator
- Local District Title IX Designee

Office of the General Counsel (213) 241-7600

LOS ANGELES UNIFIED SCHOOL DISTRICT

NONDISCRIMINATION STATEMENT

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation and/or bullying. The District prohibits discrimination, harassment, intimidation and/or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy related medical conditions), sexual orientation, religion, color, national origin, ancestry, immigration status, physical or mental disability, medical condition (cancer-related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

Discrimination is different treatment on the basis of a protected characteristic in the context of an educational program, work or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by the District.

Harassment occurs when a target is subjected to unwelcome conduct on the basis of a protected characteristic, which in turn rises to also creating a hostile environment when the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under similar circumstances, and is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived protected characteristics, school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school or office has notice of discriminatory, harassing, intimidating and/or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred and take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action. Complainants are protected from retaliation. The District prohibits retaliation against any person who files a complaint or an appeal, reports instances of noncompliance, discrimination, harassment, intimidation, and/or bullying, or who participates in the complaint-filing or investigation process.

This nondiscrimination policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of the Superintendent of the Los Angeles Unified School District.

For inquiries or complaints related to discrimination, harassment, intimidation and/or bullying of students based on actual or perceived protected characteristics, contact your school's administrator, the school's Title IX/Bullying Complaint Manager or:

**Julie Hall-Panameño
District Section 504 and Title IX Coordinator
Educational Equity Compliance Office
(213) 241-7682**

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination, harassment, and/or intimidation, contact your school administrator or:

**Equal Employment Opportunity Section
(213) 241-7685**

Both Offices are located at:

**Los Angeles Unified School District
333 South Beaudry Avenue – 20th Floor
Los Angeles, CA 90017**

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

DECLARACIÓN DE PROHIBICIÓN A LA DISCRIMINACIÓN

El Distrito Escolar Unificado de Los Ángeles está comprometido a brindar un ambiente laboral y educativo libre de toda discriminación, acoso, intimidación y/o abuso. El Distrito prohíbe la discriminación, acoso, intimidación y/o abuso por razones, reales o percibidas, de raza, género/sexo (incluyendo identidad de género, expresión de género, embarazo, alumbramiento, amamantamiento y condiciones médicas relacionadas con el embarazo), orientación sexual, religión, color, origen nacional, ascendencia, estado de inmigración, discapacidad física o mental, condición médica (relacionada con cáncer y características genéticas), estatus militar o de veterano de guerra, estado civil, estado de pareja registrada, edad (mayores de 40 años), información genética, creencia o afiliación política (ajena a un sindicato), asociación de una persona con otra persona o grupo que tenga una o más de estas características reales o percibidas o por cualquier otra razón que cuente con la protección de ordenanzas o reglamentos, leyes federales, estatales o locales en los programas o actividades que ofrece el Distrito o para los cuales ofrece ayuda sustancial.

La discriminación es un trato distinto por razones de una característica en el individuo que está protegida por la ley dentro del contexto de un programa educativo, trabajo o actividad sin una razón legítima que se no discriminatoria e interfiere y limita la capacidad del individuo para participar o beneficiarse de los servicios, actividades o privilegios que brinda el Distrito.

El acoso ocurre cuando la persona, blanco de dicho acoso, está sujeta a una conducta desagradable por razones de características en el individuo que están protegidas por la ley y que a su vez también origina un ambiente hostil donde el acoso es tanto subjetivamente ofensivo en contra de la persona, blanco de dicho acoso, y también sería ofensiva para una persona razonable de la misma edad y características en circunstancias similares y es suficientemente severa, generalizada o persistente de tal manera que interfiere o limita la capacidad del individuo para participar o beneficiarse de los servicios, actividades u oportunidades que brinda el Distrito.

El personal escolar que observe discriminación, acoso, intimidación y/o abuso por razones, reales o percibidas, de un individuo con características que protege la ley, tiene la obligación de inmediato tomar las medidas para intervenir si existen las condiciones de seguridad necesarias. Una vez que el personal de una escuela u oficina ha sido notificado de una conducta de discriminación, acoso, intimidación y/o abuso, cometida ya que sea por empleados, estudiantes o terceras personas, deberá tomar las medidas necesarias e inmediatas para investigar o determinar lo que ocurrió y de manera razonable y bien pensada tomar pasos oportunos y efectivos para detener la conducta, eliminar un ambiente hostil, si se ha creado, y prevenir que la conducta ocurra una vez más. Estos pasos se deberán tomar ya sea que exista una persona que se quejó o pidió intervención por parte del personal o la dirección escolar. Los demandantes están protegidos contra represalias. El Distrito prohíbe las represalias contra cualquier persona que presente una queja o apelación, informa casos de incumplimiento, discriminación, acoso, intimidación y/o abuso, o que participe en el proceso de presentación de quejas o investigación.

Esta política de prohibición a la discriminación se aplica a todas las acciones relacionadas con actividad o asistencia escolar en de todas las escuelas u oficinas dentro de la jurisdicción del Superintendente del Distrito Escolar Unificado de Los Ángeles.

Si usted tiene alguna pregunta o queja relacionada con discriminación, acoso, intimidación y/o abuso de estudiantes por razones, reales o percibidas, de un individuo con características que protege la ley, comuníquese con su administrador escolar, el Administrador de Quejas por Intimidación/Título IX o con:

**Julie Hall-Panameño,
District Section 504 and Title IX Coordinator
Educational Equity Compliance Office
(213) 241-7682**

Si usted tiene alguna pregunta o queja relacionada con discriminación, acoso y/o intimidación entre empleados, entre un estudiante y empleado o de carácter laboral, comuníquese con su administrador escolar o con:

**Equal Employment Opportunity Section
(213) 241-7685**

Ambas oficinas están ubicadas en:

**Los Angeles Unified School District
333 South Beaudry Avenue – 20th Floor
Los Angeles, CA 90017**

LOS ANGELES UNIFIED SCHOOL DISTRICT

SEXUAL HARASSMENT POLICY

The Los Angeles Unified School District (LAUSD) is committed to providing a working and learning environment free from sexual harassment. The District prohibits sexual harassment of or by employees, students, or persons doing business with or for the District on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. Failure to follow this policy is a violation of state and federal law.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Reporting such conduct to an administrator or Title IX/Bullying Complaint Manager can be an appropriate intervention. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred. School personnel are to take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created, and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action. This policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of the Superintendent of the Los Angeles Unified School District.

Any student or employee of the District who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the school-site administrator or the school's Title IX/Bullying Complaint Manager so that appropriate action may be taken to resolve the problem. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints must be promptly investigated in a way that respects the privacy of the parties concerned.

For inquiries about District policies and procedures related to sexual harassment of or by students, including how to file a sexual harassment complaint contact:

**Educational Equity Compliance Office
Julie Hall-Panameño
LAUSD Section 504 and Title IX Coordinator
(213) 241-7682**

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination or harassment, contact:

**Equal Employment Opportunity Section
(213) 241-7685**

**Both offices located at:
Los Angeles Unified School District
333 South Beaudry Avenue - 20th Floor
Los Angeles, CA 90017**

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

POLÍTICA SOBRE EL ACOSO SEXUAL

El Distrito Escolar Unificado de Los Ángeles está comprometido a proporcionar un ambiente laboral y de aprendizaje libre del acoso sexual. El Distrito prohíbe el acoso sexual hacia y de parte de los empleados, los estudiantes o las personas haciendo negocios con o para el Distrito en base al sexo real o percibido, orientación sexual, identidad de género o expresión de género. El incumplimiento a esta política es una violación a las leyes estatales y federales.

El acoso sexual es definido como cualquier conducta de índole sexual no deseada, pedir favores sexuales y otra conducta verbal, visual o física de naturaleza sexual hecha por un trabajador o cualquier otra personal en el plantel educativo, bajo cualquiera de las siguientes condiciones:

- La rendición a la conducta se hace explícita o implícitamente como una condición de empleo, estatus académico o ascenso laboral.
- La rendición a la conducta del individuo o el rechazo de la misma, es usado como plataforma del empleo o de las decisiones académicas que afectan al individuo.
- La conducta tiene el propósito o efecto de causar un impacto negativo en el trabajo, en el rendimiento académico o el efecto de crear un ambiente de trabajo o de estudio intimidante, hostil u ofensivo para el individuo.
- La rendición a la conducta del individuo o el rechazo de la misma se usa como base para cualquier decisión que afecte al individuo con respecto a las prestaciones, servicios, reconocimientos, programas o actividades disponibles en o a través del plantel educativo.

Al presenciar un acto de discriminación, hostigamiento, intimidación y/o acoso escolar basado en las características reales o percibidas de una categoría protegida (como se enumeraron arriba), el personal del plantel educativo está obligado a tomar medidas inmediatas para intervenir siempre y cuando sea seguro hacerlo. Al reportar tal conducta a un administrador o a la persona asignada al Título IX/Administrador de Quejas del Acoso Escolar puede hacer una intervención apropiada. Una vez que el plantel escolar u oficina tenga conocimiento de conductas discriminatorias, de hostigamiento, de intimidación o de acoso escolar, ya sean realizadas por los empleados, estudiantes, o por terceras personas, debe tomar medidas inmediatas y apropiadas para investigar y determinar lo sucedido. El plantel escolar debe tomar medidas inmediatas y eficaces, razonablemente calculadas, para poner fin a la conducta, y eliminar un entorno hostil, si es que ha sido creado y evitar que la conducta vuelva a ocurrir. Estas medidas se deben tomar aunque el individuo no presente una queja, o bien si éste pide al plantel escolar u oficina que tome medidas. Esta política se aplica a todos los actos relacionados con la actividad escolar o asistencia dentro de cualquier plantel escolar u oficina bajo la jurisdicción del Superintendente del Distrito Escolar Unificado de Los Ángeles.

Cualquier estudiante o empleado del Distrito que cree que ha sido víctima de acoso sexual debe llevar la queja al administrador del plantel escolar o la persona asignada al Título IX/Administrador de Quejas del Acoso Escolar para que se tomen las medidas adecuadas para resolver el problema. El Distrito prohíbe las represalias en contra de cualquier persona que presente una queja de acoso sexual o cualquier participante en el proceso de la investigación de la queja. Las quejas deberán ser investigadas con prontitud de una manera que respete la privacidad de las partes involucradas.

Para consultas sobre las políticas del Distrito y los procedimientos relacionados al acoso sexual hacia y de parte de los estudiantes, que incluye cómo presentar un queja de acoso sexual, contacte:

Oficina para el Cumplimiento de la Equidad Educativa
Julie Hall-Panameño
 Coordinador de la Sección 504 y el Título IX del Distrito
 (213) 241 7682

Para preguntas o quejas relacionadas con el empleado a empleado, estudiante a empleado, o discriminación u hostigamiento laboral, comuníquese a:

Sección de Igualdad de Oportunidad de Empleo
 (213) 241 7685

Ambas oficinas están ubicadas en:

Distrito Escolar Unificado de Los Ángeles
 333 South Beaudry Avenue - Piso 20
 Los Ángeles, CA 90017

THE TITLE IX/BULLYING COMPLAINT MANAGERS FOR OUR SCHOOL ARE:

ROOM #

ROOM #

ROOM #

**Report discrimination, harassment,
intimidation and bullying to any of the people
listed here or to any school administrator.**

THEY CAN HELP!

**LOS ADMINISTRADORES DEL
TÍTULO IX/
ADMINISTRADORES DE
QUEJAS DE ACOSO ESCOLAR
DE NUESTRA ESCUELA SON:**

SALÓN #

SALÓN #

SALÓN #

**Reportar la discriminación, hostigamiento,
intimidación y el acoso escolar a cualquiera de las
personas mencionadas aquí o a los
administradores de la escuela.**

¡ELLOS PUEDEN AYUDARLE!

**LOS ANGELES UNIFIED SCHOOL DISTRICT
Educational Equity Compliance Office
TITLE IX SEX DISCRIMINATION/SEXUAL HARASSMENT COMPLAINT FORM**

Person filing complaint:

Name				
	Last		First	Middle
Home Address				
	Street		City	Zip
Home Telephone		Other Contact Number		
Person Filing Complaint is:				
<input type="checkbox"/> Parent <input type="checkbox"/> Advocate <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Other				

Complaint filed on behalf of self (person filing complaint as indicated above) or on behalf of:

Name				
	Last		First	Middle
For Student:	/ /		For Employee:	
	Date of Birth	Grade		Track
School/Work Site			Local District	

Please give the facts about the complaint and attach any relevant documents if available:

Date of Incident	/ /	Place of Incident	
Names of Accused Persons			
Names of Witnesses			
Brief Description of Incident:			

Has your complaint been discussed with any LAUSD personnel? Yes No

If yes, to whom (person/office) have you spoken and what was the outcome?

Signature _____ Date _____

**Los Angeles Unified School District - Educational Equity Compliance Office
333 South Beaudry Avenue, 20th Floor, Los Angeles, CA 90017 (School Mail: Beaudry Site, 20th Floor)
Telephone: (213) 241-7682 FAX: (213) 241-3312 Website: ecco.lausd.net/**

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES
Oficina de Cumplimiento de la Equidad Educativa
TÍTULO IX – FORMULARIO DE QUEJA POR DISCRIMINACIÓN SEXUAL / ACOSO SEXUAL

La persona que presenta la queja:

Nombre			
	Apellido	Primer Nombre	Segundo Nombre
Domicilio			
	Calle	Ciudad	Código Postal
Teléfono Particular		Otro número	
La persona que presenta la queja es:			
<input type="checkbox"/> Padre de familia	<input type="checkbox"/> Representante	<input type="checkbox"/> Estudiante	<input type="checkbox"/> Empleado <input type="checkbox"/> Otro

Queja presentada por el interesado (persona que presenta la queja como se indica arriba) o en nombre de otra persona:

Nombre			
	Apellido	Primer Nombre	Segundo Nombre
Para el estudiante	/ /		
	Fecha de Nacimiento	Grado	Ciclo
Escuela / Lugar de trabajo		Distrito Local	Número del Empleado

Explique los hechos que sustentan esta queja y adjunte documentos pertinentes:

Fecha del incidente	/ /	Lugar del incidente	
Nombre de los acusados			
Nombre de los Testigos			
Breve descripción del incidente:			

¿Ha sido tratada su queja con alguna persona de la administración del LAUSD? Sí No

Si marcó sí, explique con quien habló (persona u oficina) y cual fue el resultado.

--

Firma _____ Fecha _____

Distrito Escolar Unificado de Los Angeles – Oficina de Cumplimiento de la Equidad Educativa
333 S. Beaudry, Piso 20, Los Angeles, CA 90017 (Correo de la Escuela: Beaudry Ave. Piso 20)
Teléfono: (213) 241-7682 FAX: (213) 241-3312 Website: ecco.lausd.net/

Confidential

COMPLAINT INVESTIGATION RECORD
 (Student-to-Student, Student-to-Adult, and/or Adult-to-Student Sex Discrimination/Harassment)
 [For School/District recording purposes only]

School	ISTAR#
---------------	---------------

RECORD OF INVESTIGATION:

Interview alleged target(s)	Date(s)	Interview accused person(s)	Date(s)
Interview witnesses (if any)	Date(s)	Name of Investigator	

FINDINGS/DETERMINATION:

<input type="checkbox"/> Findings indicate sex discrimination and or harassment occurred <input type="checkbox"/> Student-to-Student <input type="checkbox"/> Student-to-Adult <input type="checkbox"/> Adult-to-Student	<input type="checkbox"/> Corrective actions needed
<input type="checkbox"/> Findings indicate that inappropriate behavior occurred, but the behavior did not meet the defining elements of sex discrimination or sexual harassment	<input type="checkbox"/> Corrective actions needed
<input type="checkbox"/> There are no findings of sex discrimination, sexual harassment or inappropriate behavior	<input type="checkbox"/> No corrective action needed

CORRECTIVE ACTIONS (Check all that apply):

Involving Accused Person(s)	Date	Involving Alleged Target(s)	Date
<input type="checkbox"/> Parent Informed of Complaint <input type="checkbox"/> Conference <input type="checkbox"/> Letter <input type="checkbox"/> Telephone	/ /	<input type="checkbox"/> Parent informed of Complaint <input type="checkbox"/> Conference <input type="checkbox"/> Letter <input type="checkbox"/> Telephone Caution - In gender identity or sexual orientation harassment, consult with alleged target as to a safe way to inform parent/guardian of the harassment.	/ /
<input type="checkbox"/> Provide/Explain District Sexual Harassment Policy/Procedures	/ /	<input type="checkbox"/> Provide/Explain District Sexual Harassment Policy/Procedures	/ /
<input type="checkbox"/> Referral for School Counseling	/ /	<input type="checkbox"/> Referral for School Counseling	/ /
<input type="checkbox"/> Education/Behavior Contract	/ /	<input type="checkbox"/> Referral for Outside Counseling	/ /
<input type="checkbox"/> Class Schedule Change	/ /		/ /
<input type="checkbox"/> School Discipline Provided	/ /		
<input type="checkbox"/> Disciplinary Conference	/ /		
<input type="checkbox"/> Opportunity Transfer	/ /		
<input type="checkbox"/> Suspension	/ /	<input type="checkbox"/> Monitor to Check That Unwanted Behavior Has Stopped <input type="checkbox"/> After One Week <input type="checkbox"/> After Two Weeks	
<input type="checkbox"/> Expulsion	/ /		/ /
<input type="checkbox"/> Accused Person's Parents Notified of Resolution of Incident/Complaint	/ /		/ /
<input type="checkbox"/> Safety Plan	/ /	<input type="checkbox"/> Safety Plan	/ /
<input type="checkbox"/> Other	/ /	<input type="checkbox"/> Other	/ /

DESCRIBE OTHER ACTIONS TAKEN OR FURTHER REMEDIAL ACTION TO BE UNDERTAKEN TO PREVENT RECURRENCE OF THE INCIDENT/BEHAVIOR:

NOTIFICATION OF FINDINGS AND ACTIONS TAKEN:

<input type="checkbox"/> Targeted Person	Date(s)	<input type="checkbox"/> Parents	Date(s)	<input type="checkbox"/> Law Enforcement	Date(s)
<input type="checkbox"/> Accused Person	Date(s)	<input type="checkbox"/> Parents	Date(s)	<input type="checkbox"/> DCFS	Date(s)

RETAIN INVESTIGATION RECORDS IN A CENTRAL LOCATION. PROVIDE A COPY OF THE COMPLETED RECORD TO THE ISTAR DESIGNEE TO ENSURE RECORD IS ATTACHED/ENTERED INTO ISTAR.

