



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Title IX Policy/Complaint Procedures
BUL-2521.1

ISSUER: Kevin S. Reed, General Counsel
Office of the General Counsel

DATE: June 7, 2006

ROUTING
Principals
Administrators
School Staff
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 sex, sexual orientation, or gender in any District educational program or activity.

MAJOR CHANGES: This bulletin replaces Bulletin No. L-4 (Rev.) "Title IX Policy/Grievance Procedure" which is dated August 15, 2001. The content updates current District policy and procedures, as well as provides current contact and reference information. Also, the bulletin's attachment (Incident Report Form-Complaint/Investigation Record) had a minor formatting change that has been corrected.

GUIDELINES: The following guidelines apply.

BACKGROUND

The purpose of the regulations is to ensure compliance with federal and state nondiscrimination laws in any program or activity conducted by an educational institution.

- 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."
- In 1982, the California Education Code, Section 200 et seq., added the same prohibitions against discrimination based on sex in the educational institutions of the state.
- In 1983, the Los Angeles Board of Education adopted a Title IX policy/student grievance procedure and affirmed the rights of students to attend District programs and activities free of sex discrimination.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- In 1992, the Board of Education passed a resolution that school sites should identify Title IX Complaint Managers to whom students would feel comfortable reporting incidents of sexual harassment.
- In 1993, the California Education Code required school districts to be reviewed for compliance with the state's gender equity policies through means of the Coordinated Compliance Reviews conducted by the California Department of Education.
- In January 2000, Section 220 was added to the California Education Code adding sexual orientation and gender identity as specific categories protected from discrimination and harassment.
- In July 2001, regulations to implement the California Education Code, Title 5 California Code of Regulations, Section 4900 et seq., "Nondiscrimination and Educational Equity," became effective.
- In 2003, the California Department of Education reconfigured its review process, naming it Categorical Program Monitoring (CPM). The new CPM instrument, "Educational Equity," recognizes sex, sexual orientation, and gender, as well as ethnic group identification, race, ancestry, national origin, religion, color, and mental or physical disability as protected categories.

I. DEFINITIONS

With respect to this policy bulletin, the following definitions apply:

- Appeal shall mean a written request to review the complaint.
- Complainant shall mean a District student, parent/guardian of a District student, District employee, or other person who submits a complaint alleging that there has been a violation of Title IX or Education Code Section 220.
- Complaint shall mean an oral or written complaint alleging that there has been a violation of this policy bulletin, Title IX, or Education Code Section 220.
- Complaint Procedure shall mean the District's internal procedure to process complaints.
- Days shall mean calendar days unless otherwise specified.
- District shall mean any operating unit or program of the Los Angeles Unified School District.
- Gender shall mean 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.
- Parenting Students shall mean students who are the biological mother or biological father of a child.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- Pregnancy shall mean pregnancy at any stage of pregnancy, including childbirth, false pregnancy, termination of pregnancy, or recovery from pregnancy.
- Protected Categories from discrimination or harassment are sex (including sexual orientation, gender identity, pregnancy, childbirth or related medical conditions); ethnicity (such as race, color, national origin, and ancestry); religion (including religious accommodation); disability (mental or physical disability or reasonable accommodation); age; marital status, or any other basis protected by federal, state, or local law, ordinance, or regulation.
- Respondent shall mean an individual alleged to have committed acts in violation of this policy.
- Sex shall mean the biological condition of being a female or male.
- Sexual Orientation shall mean actual or perceived heterosexuality, homosexuality, or bisexuality. However, some individuals may use alternative terms to describe their sexual orientation.
- Title IX is Title IX of the Education Amendments of 1972.
- Title IX Complaint Manager is an administrator or designee responsible to respond to any complaints of sex discrimination and/or sexual harassment. School sites must identify more than one Title IX Complaint Manager so that students can choose the person with whom they feel most comfortable discussing their concern.

II. EQUAL TREATMENT OF STUDENTS IN EDUCATIONAL PROGRAMS AND ACTIVITIES

Title IX and the California Education Code assure the equal treatment of students in educational programs and activities and specify that sex and gender equity shall be practiced in the following ways:

- A. Programs and Activities
- Students have the right to equal learning opportunities in their school.
 - 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 sex, sexual orientation, or gender in any program or activity.
- B. Course Accessibility and Instruction
- Students may not be required to take and/or may not be denied enrollment in a course because of their sex, sexual orientation, or gender.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- Instruction in all courses and classes must be co-educational.
- Elementary and secondary units of instruction which deal exclusively with human sexuality may be conducted in separate sessions for boys and girls.
- Students have the right to be evaluated and graded without regard to their sex, sexual orientation, or gender.
- Instructional materials and textbooks shall not contain any matter reflecting adversely upon persons because of their sex, sexual orientation, or gender.
- Instructional materials and textbooks shall accurately portray the cultural, racial, gender, and sexual diversity of our society.
- When developing the master program in secondary schools, consideration must be given to the naming and scheduling of classes as to promote sex integration, especially in non-traditional course offerings.

C. Counseling

- Students shall be provided with counseling and guidance that is not discriminatory.
- Counselors may not advise students to enroll in particular career classes or programs/activities based on sex, sexual orientation, or gender.

D. Physical Education

- All physical education classes must be co-educational.
- Participation in a particular physical education activity or sport, if required of students of one sex, shall be available to students of each sex.
- Instruction and testing in all physical education classes are to be co-educational.
- Student grouping by ability is allowed. However, any grouping of students during physical education activities should be ongoing, 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.
- See "*Sex Equity in Physical Education Programs*" Bulletin No. BUL - 1826.0 dated August 5, 2005, for detailed information regarding physical education.

E. Athletics

- Schools shall offer all students equal opportunities to play sports.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- Equipment and supplies, game and practice schedules, budgets, coaching, travel allowances, facilities, publicity, support services, and tutoring offered to teams shall provide comparable and equitable athletic opportunities for members of both sexes, without disparity or imbalance.

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 to allegations of sexual harassment.
- See “*Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult)*” Bulletin No. BUL - 1041 dated June 10, 2004, for detailed information regarding sexual harassment.

G. Pregnant and Parenting Students

- 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, false pregnancy, termination of pregnancy, recovery from pregnancy, or parental or marital status.
- 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.
- 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 legally 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.
- District schools and programs shall make reasonable adjustments to facilitate the equal access and full participation of pregnant and parenting students.
- Schools may require a 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**



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

required for other health conditions or temporary disabilities requiring medical care.

- See “*Pregnant and Parenting Students Educational Rights*” Bulletin No. BUL - 2060.0 dated October 25, 2005, 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 sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.
- 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 sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, and mental or physical disability.

III. CERTAIN PROGRAMS AND ACTIVITIES ARE EXCLUDED

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

- YMCA, YWCA, Boy Scouts, Girl Scouts, Camp Fire Girls, and voluntary youth service organizations.
- Father-Son and Mother-Daughter activities—provided that comparable activities are offered for students of the other sex.
- 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 state and federal law and District policy.

IV. RESPONSIBILITY FOR POLICY IMPLEMENTATION

A. School Principal or Site Administrator shall:

- Identify the administrator(s) or designee(s) responsible to serve as Title IX Complaint Managers and establish a systematic process to report and respond to complaints of sex discrimination and sexual harassment.

1. The role of the Title IX Complaint Manager is to respond to any complaints of sex discrimination and/or sexual harassment, as well as to provide support,



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

information, and options to students regarding sex discrimination and/or sexual harassment.

2. **School sites must identify more than one Title IX Complaint Manager** so that students can choose the person with whom they feel most comfortable discussing their concerns.
3. Provisions should be made to facilitate the ability of non- and limited-English speaking students to access the Title IX Complaint Manager(s) and file a complaint.
 - Communicate with and ensure that staff, students, and parents are informed of District policy requiring the promotion of mutual respect and acceptance, as well as, District and school policy regarding nondiscrimination and sexual harassment.
 - Include information about the reporting procedures for targets of or witnesses to discrimination or sexual harassment when informing students, parents, and employees about the District's "Nondiscrimination Statement" and "Sexual Harassment Policy."
 - Distribute (in secondary schools) the District's "*Title IX and Nondiscrimination*" brochure to every student at the beginning of each school year.
 - Present in age-appropriate language the District's policy on nondiscrimination and sexual harassment as part of any orientation program conducted for students at the beginning of each quarter, semester, or summer session, as applicable. This presentation shall include information concerning how to file/report a discrimination or sexual harassment complaint.
 - Provide training to certificated and classified staff regarding the District's "Nondiscrimination Statement" and "Sexual Harassment Policy" and communicate to staff their individual responsibilities to respond, intervene, and report such behavior.
 - Certify on the "Administrator Certification Form" that the school/work location has complied with the mandates of this policy bulletin.
 - Refer to the Local District Office any complaint that names the principal as a respondent or any complaint that alleges school-wide discriminatory practices.

B. Title IX Complaint Managers shall:

- Ensure that the "Title IX Complaint Manager" posters, in both



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

English and Spanish, are posted in school administrative offices, including student government meeting rooms (in secondary schools), or other prominent locations accessible to students where notices are regularly posted regarding rules, regulations, procedures, or standards of conduct.

- Respond quickly to any complaints of sex discrimination and/or sexual harassment and take action to address the behavior, as well as provide support, information, and options to students regarding sex discrimination and/or sexual harassment.
- Intervene immediately to witnessed events and take action to address discrimination and/or sexual harassment.
- Refer any complaints about discrimination or sexual harassment involving an adult to the site administrator immediately.

C. Employees shall:

- Share responsibility for creating an environment where students and staff know that discrimination and sexual harassment will not be tolerated.
- Support the District's efforts to prevent discrimination and sexual harassment by taking steps to intervene immediately when such actions occur.
- Encourage anyone alleging that he or she is a target of, has witnessed, or has information about discrimination or sexual harassment to report such an incident.
- Report such situations/incidents to the site administrator and/or Title IX Complaint Manager when severe, frequent, or pervasive.
- Cooperate in any investigation of a discrimination or sexual harassment complaint.
- Guard against any actions that would be considered retaliatory against another employee or student who has filed or is participating in the investigation of a discrimination or sexual harassment complaint.

D. Students shall be informed that:

- They are expected to act respectfully towards everyone, and should consider how others may perceive or be affected by their actions and words.
- They have the responsibility to report situations/incidents of discrimination or sexual harassment to the designated site administrator or Title IX Complaint Manager in cases when they may be the witness or target of discrimination or sexual harassment.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

V. NOTIFICATION – DISSEMINATION – POSTING

A. Employees

The “Nondiscrimination Statement” and the “Sexual Harassment Policy” which are attached to this bulletin shall be provided to all District employees on an annual basis at the beginning of each school year.

B. Students

- All required nondiscrimination notices are provided in the “*Parent Student Handbook*.” All schools are required to distribute the “*Parent Student Handbook*” to all students annually and to every student at the time of initial enrollment.
- 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 students at the beginning of each quarter, semester, or summer session, as applicable. This presentation shall include information concerning how to file/report a discrimination or sexual harassment complaint.
- All secondary schools are required to distribute the District’s “Title IX and Nondiscrimination” brochure to every student at the beginning of each school year.
- For information on how to order the brochures (free from the Stores Warehouse), see the memorandum issued annually by the Office of the General Counsel, “*Ordering and Distribution of Students Brochures - Title IX and Nondiscrimination and Section 504 and Students with Disabilities*.”

C. Parents and/or Guardians

The District’s “*Parent Student Handbook*” may be used to provide notification to parents and guardians of the District’s nondiscrimination statement and sexual harassment policy.

D. Notification – Posting

- The District’s “Nondiscrimination Statement” and the “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.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- The “Title IX Complaint Manager” posters, in both English and Spanish, attached to this bulletin are to be used to identify those school site administrators or designees designated to handle sex discrimination and sexual harassment complaints.
- The “Title IX Complaint Manager” posters are to be posted in school administrative offices, including student government meeting rooms (in secondary schools), 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 (in secondary schools), the cafeteria, and student bulletin boards.

E. Notification – Publishing

The District’s “Nondiscrimination Statement” and the “Sexual Harassment Policy” one-page summaries, which are attached to this bulletin, shall be included in any school or District publication (e.g., a Student Planner, Student Handbook, or Staff Handbook) that sets forth the school’s or the District’s comprehensive rules, regulations, procedures, and standards of conduct.

VI. CONFIDENTIALITY AND NONRETALIATION

Complaints of discrimination and sexual harassment shall be handled in a confidential manner to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those persons who need to know within the confines of the District’s reporting procedures and investigative process.

The District will not tolerate retaliation against anyone for filing a complaint or participating in the complaint investigation process. These confidentiality and nonretaliation requirements extend to all parties involved.

VII. COMPLAINT PROCEDURES

When a complaint or a report of discrimination or sexual harassment is received, it shall be given immediate attention. Described below are informal and formal methods of responding to discrimination and sexual harassment complaints.

- A. **Informal Process:** Informal resolutions of student discrimination and sexual harassment complaints should be addressed at the school site. The informal process shall be bypassed if the complainant names a principal



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

as a respondent or the complaint alleges school-wide discriminatory practices. In those circumstances, the complainant may initiate a formal complaint and file directly with the Local District Office.

The following steps may be followed to reach informal complaint resolutions:

- Any written or oral report of discrimination or sexual harassment is to be considered a discrimination/sexual harassment complaint and must be addressed.
- Assure the target of the discrimination or sexual harassment that the District takes allegations of discrimination and sexual harassment seriously, will not tolerate such treatment, and has strong policies against discrimination and sexual harassment.
- 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 alleged perpetrator(s) and any witnesses. If age appropriate, request that the complainant provide a written statement.
- Provide the target of the discrimination/harassment with assurances regarding confidentiality and nonretaliation.
- Assure the target of the discrimination/harassment that he/she will not be required to confront the accused person and that steps will be taken to monitor that the alleged harassing behavior does not continue. Provide the individual with the names of school personnel who can help if the situation/incident continues, escalates, or occurs again.
- Interview the accused person(s) and provide assurances regarding confidentiality and nonretaliation. If age appropriate, request that the accused person(s) provide a written statement.
- Interview any witnesses identified by the target of the discrimination/harassment and the accused person(s) and provide assurances regarding confidentiality and nonretaliation. If age appropriate, request that any witnesses provide a written statement.
- Provide all parties, including parents and guardians, with the District's "Nondiscrimination Statement" and/or "Sexual Harassment Policy," as applicable. Secondary students may also be provided with



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

the District's "Title IX and Nondiscrimination" brochure (see Section V - "Notification-Dissemination-Posting").

- **If the complaint alleges sex discrimination**, 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:
 1. 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?
 2. Was the different treatment based on sex, sexual orientation, or gender?
 3. 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 #1 and #2 are "yes" and the answer to question #3 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.

- **If the complaint alleges sexual harassment**, carefully consider all available information in determining whether the conduct described in the complaint violates the District's sexual harassment policy. The following five questions should be asked:
 1. Was the conduct of a sexual nature?
 2. Was the conduct unwelcome?
 3. Did the conduct create a hostile environment for the alleged target of the harassment?
 4. Was the conduct severe, persistent, or pervasive?
 5. Did the conduct limit the individual's ability to participate in or benefit from an educational program or activity?

When the answers to questions #1 - #5 are "yes," the conduct may be considered sexual harassment. However, conduct that does not rise to the level of sexual harassment may still be considered inappropriate behavior and may require that corrective actions be taken.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- Appropriate administrative steps in response to discrimination and/or sexual harassment might include action to end the harassment, monitor that it does not reoccur, and address any hostile environment that may have been created for the student(s) who had been the target(s) of the conduct. Response might also involve the initiation of disciplinary proceedings.
- Inform the complainant in general terms that corrective actions have been or will be required to resolve the complaint. Specific corrective actions with regard to employees or students are to be kept confidential.
- Parents/guardians of the complainant shall be informed of the filing, as well as the resolution of any complaint of discrimination/sexual harassment. As appropriate, parents/guardians should be kept informed of the status of the investigation and resolution of the complaint. Care must be taken to protect the identity of the accused person(s) and any witnesses.
- If a student has been a target of harassment based on sexual orientation or gender identity, consult with the student to determine an appropriate way to inform the student's parents or guardians of the harassing conduct. Student sexual orientation and/or gender identity cannot be divulged without permission of the student.
- Monitor with the target of the harassment that the harassment has ceased.
- Use the "Incident Report Form-Complaint/Investigation Record" attached to this bulletin to document the actions taken to address the complaint and to monitor and assess the effectiveness of those actions.
- The same "Incident Report Form-Complaint/Investigation Record" may be used in instances where the conduct is determined to be inappropriate behavior which did not rise to the level of discrimination or sexual harassment, or when there are no findings of violations of the District's nondiscrimination or sexual harassment policy. In those cases, corrective actions may still be necessary and using the form provides a vehicle for the documentation of the investigation and the actions taken.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- “Incident Report Form-Complaint/Investigation Record” forms must be safeguarded by keeping a separate school file for the retention of these records. Access to these records is to be restricted to those individuals who have a legitimate need for such access. These records must be kept for five years from the school year in which the complaint was filed.
 - After monitoring that the harassment has stopped, forward a copy of the completed “Incident Report Form-Complaint/Investigation Record” to the Local District Operations Coordinator **AND** the Educational Equity Compliance Office – Beaudry – 20th Floor.
- B. **Formal Process**: If a complaint cannot be resolved informally at the school site, the following procedures are to be used. The formal investigation of such a complaint shall be completed within 60 days of receipt of the written complaint.
- A written statement (complaint) should be filed by the complainant with the Local District Office within six months of the last occurrence of the reported incident or within six months of when knowledge of the incident was first obtained. This written statement may be filed using the “Title IX Sex Discrimination/Sexual Harassment Complaint Form,” a “Uniform Complaint Procedures Form,” or simply by filing a written statement.
 - The Local District will provide the complainant with a written acknowledgment of receipt of the complaint within five days which:
 - a. Advises and assures the complainant that confidentiality of the facts will be observed to the fullest 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. Advises the complainant that he/she should feel free to call or send any additional information relevant to the complaint.
 - d. Informs the complainant that a written report of findings will be provided to the complainant at the conclusion of the investigation. Specific corrective actions with regard to employees or students are to be kept confidential.
 - The Local District Office will conduct an impartial investigation and work to resolve the matter by taking appropriate action, which may include the use of disciplinary or other remedial measures. A written



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

report of findings and conclusions should be provided to the complainant and the respondent which reiterates the confidentiality and non-retaliation provisions, as well as advises the complainant of his or her right to appeal the Local District's decision.

C. **Internal District Appeal:** If the complainant is dissatisfied with the Local District Office decision, he or she may send an appeal to the District Title IX Coordinator in the Educational Equity Compliance Office within 15 days of receipt of the Local District's decision letter.

- The appeal must be in writing, signed, should state the reason(s) for the appeal, and list any steps that were taken in an attempt to resolve the complaint. A copy of the Local District's decision letter should be forwarded along with the appeal correspondence.
- The complaint will be evaluated by the District Title IX Coordinator in the Educational Equity Compliance Office. If indicated, an impartial investigation will be conducted.
- A final written letter of findings and a rationale for the disposition will be provided to the complainant.

D. **Further Options:** An appeal of either the Local District's or the Educational Equity Compliance Office's findings may also be made to the California Department of Education. The written appeal must be sent within 15 days of receipt of the letter of findings. Such appeals should be addressed to the: California Department of Education; Office of Equal Opportunity; 1430 N Street – Room 6019, Sacramento, California 95814-5901.

E. **Civil Law Remedies:** Pursuant to the California Education Code, Section 262.3, persons who have filed a complaint should also be advised that civil law remedies may be available to them.

AUTHORITY: This is the policy of the Superintendent of Schools. 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, §230, §262.3, §46010.1, §48200, §48205, §49061, §49602, §51222, §51241

California Family Code, §6924, and §6925



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

California Penal Code, §11166

Title 5, California Code of Regulations, §4630, §4900, et seq.

RELATED RESOURCES:

- Administrator Certification Form – Memorandum issued annually by the Office of the General Counsel.
- Antibullying Policy (In Schools, at School-Related Events, and Traveling to and from School), Bulletin No. BUL-1038.1, dated August 16, 2004, issued by the Office of the Chief Operating Officer.
- Child Abuse and Neglect Reporting Requirements, Bulletin No. BUL-1347, dated November 15, 2004, issued by the Office of the General Counsel.
- Ordering and Distribution of Student Brochures - “Title IX and Nondiscrimination” and “Section 504 and Students with Disabilities.” Memorandum issued annually by the Office of the General Counsel.
- Parent Student Handbook Distribution - Memorandum issued annually by the Office of the Chief Operating Officer.
- Pregnant and Parenting Students Educational Rights, Bulletin No. BUL-2060.0, dated October 25, 2005, issued by Student Health and Human Services and the Office of the General Counsel.
- Required Nondiscrimination Notices - Memorandum issued annually by the Office of the General Counsel. (This memorandum references requirements for the publication and dissemination of information relating to District nondiscrimination policies—including Title IX policies.)
- Responding to and Reporting Hate-Motivated Incidents and Crimes, Bulletin No. BUL-2047.0, dated October 10, 2005, issued by the Office of the General Counsel.
- Sex Equity in Physical Education Programs, Bulletin No. BUL-1826.0, dated August 5, 2005, issued by the Chief Instructional Officer, Secondary.
- Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult), Bulletin No. BUL-1041, dated May 10, 2004, issued by the Office of the General Counsel.
- Sexual Harassment Policy – Employees, Bulletin No. BUL-1893.1, dated August 1, 2005, issued by the Office of the General Counsel.
- Uniform Complaint Procedures (UCP) - Memorandum issued annually by the Specially Funded Programs Division. (This memorandum references an additional avenue provided by the District for the filing of complaints which allege that the District has practiced unlawful discrimination or has failed to comply with state or federal laws governing its educational programs, including failures to comply with Title IX.)
- Transgender and Gender Nonconforming Students – Ensuring Equity and Nondiscrimination, Reference Guide No. REF-1557, dated February 15, 2005, issued by the Office of the General Counsel.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ASSISTANCE: For further information, to ask questions, to seek assistance, or for related resources, contact any of the following District Offices:

Local District Office

- Local District Operations Coordinator
- Local District Title IX Designee

Educational Equity Compliance Office

- District Title IX Coordinator at (213) 241-7682

Equal Employment Opportunity Office at (213) 241-7685

Office of General Counsel

- Field Services Team at (213) 241-7600

Teen Parent Program Office at (213) 763-7430

Visit the Website of the Educational Equity Compliance Office to look up additional related information: Website-http://www.lausd.k12.ca.us/lausd_offices/eec)

LOS ANGELES UNIFIED SCHOOL DISTRICT

NONDISCRIMINATION STATEMENT

The Los Angeles Unified School District is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's sex (including sexual orientation or gender identity, pregnancy, childbirth or related medical condition); ethnicity (such as race, color, national origin, and ancestry); religion (including religious accommodation); disability (mental or physical disability or reasonable accommodation); age; marital status; or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by the District. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and that can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admission or access to, or treatment or employment in, District programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in District programs or activities.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes may be found in other District policies that are available in all schools and offices. It is the intent of the District that all such policies are read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities.

The District prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

For inquiries or complaints related to discrimination or harassment based on a student's sex (Title IX); sexual orientation or gender identity (Title 5, CCR, §4910); race, color, or national origin (Title VI); or mental or physical disability (Section 504), contact:

**Sue Spears, Director, Educational Equity Compliance Office
District Title IX and Section 504 Coordinator
(213) 241-7682**

For inquiries or complaints related to employee-to-employee 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 ANGELES

DECLARACION ANTIDISCRIMINATORIA

El Distrito Escolar Unificado de Los Ángeles está comprometido a proporcionar un entorno de trabajo y estudio libre de discriminación y hostigamiento ilegales. El Distrito prohíbe estas prácticas cuando estén motivadas por el sexo (la orientación sexual, la identidad de género, el embarazo, el parto o una condición médica relacionada); el grupo étnico (como la raza, el color, la ascendencia o el origen nacional); la religión (incluidas las adaptaciones motivadas por ésta); la discapacidad (mental o física, o una modificación razonable por este motivo); la edad; el estado civil; o por alguna otra razón que especifiquen las leyes, las ordenanzas o los reglamentos federales, estatales o locales. El acoso en base a cualquiera de las categorías protegidas definidas anteriormente constituye una forma de discriminación ilícita que el Distrito no está dispuesto a tolerar. El acoso se define como la intimidación o la conducta abusiva dirigidas a un estudiante o empleado que produzca un entorno hostil, y puede traer como resultado medidas disciplinarias contra el estudiante o el empleado infractor. El hostigamiento puede revestir muchas formas, incluidos los actos verbales y los insultos, las declaraciones o la conducta que amenace o humille físicamente.

Esta política antidiscriminatoria abarca la admisión o el acceso, tratamiento o empleo, a las actividades y programas del distrito, incluyendo la educación vocacional. El desconocimiento del idioma inglés no será un obstáculo para la admisión a los programas y a las actividades del Distrito ni para la participación en los mismos.

En otras declaraciones de reglas del Distrito disponibles en todas las escuelas y las oficinas, se puede obtener información adicional que prohíbe otras clases de discriminación o acoso ilícitos, conducta impropia o delitos motivados por prejuicios o una combinación de lo anterior. El Distrito tiene el propósito de que todos los reglamentos de esta índole se lean constantemente con el fin de garantizar la mayor protección posible contra la discriminación ilícita en el suministro de servicios y oportunidades educativos.

El Distrito Escolar prohíbe las represalias contra toda persona que entable una queja o participe en la investigación de la misma.

Haga el favor de comunicarse con la persona cuyos datos aparecen a continuación para hacer preguntas o presentar quejas relacionadas con la discriminación o el acoso motivados por el sexo de un(a) alumno(a) (Título IX); la orientación sexual o identidad de género (Título V, CCR, §4910); la raza, el color o el origen nacional (Título VI); o la discapacidad mental o física (Artículo 504):

Sue Spears, Directora de la Oficina de Cumplimiento de la Equidad Educativa
Coordinadora de Título IX y del Artículo 504 en el Distrito
(213) 241-7682

Para hacer preguntas o presentar quejas relacionadas con la discriminación o el acoso entre empleados, haga el favor de comunicarse con la siguiente dependencia:

Equal Employment Opportunity Section
(213) 241-7685

Ambas oficinas se encuentran en:
El Distrito Escolar Unificado de Los Ángeles
333 South Beaudry Avenue, 20th Floor (Piso 20)
Los Angeles, California 90017

LOS ANGELES UNIFIED SCHOOL DISTRICT SEXUAL HARASSMENT POLICY

The Los Angeles Unified School District is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students, or persons doing business for the District is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

The District considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three. However, students enrolled in Kindergarten and grades one through three may be subject to other disciplinary actions.

Any student or employee of the District who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the site administrator or Title IX 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 will be promptly investigated in a way that respects the privacy of the parties concerned.

California Education Code Section 212.5 defines sexual harassment 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.**

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory or vulgar comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; and/or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; and/or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

**To obtain specific rules and procedures for reporting charges of sexual harassment
and for pursuing available remedies, contact:**

**Educational Equity Compliance Office [Sue Spears, Director, and District Title IX Coordinator]
at (213) 241-7682, when issues or complaints involve students,**

or

Equal Opportunity Section, at (213) 241-7685, when issues or complaints involve employees

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES NORMAS SOBRE EL ACOSO SEXUAL

El Distrito Escolar Unificado de Los Ángeles se ha comprometido a mantener un ambiente de trabajo y estudio que esté libre del acoso sexual. El acoso sexual en contra de los empleados o estudiantes o por parte de los mismos o en contra de personas que hagan trámites para el Distrito es una forma de discriminación sexual puesto que constituye un tratamiento diferencial basado en el sexo, orientación sexual, o identidad sexual de la persona, y por ese motivo, es una violación de las leyes estatales y federales y una violación de esta norma.

El Distrito considera que el acoso sexual es un delito mayor que puede traer como consecuencia una acción disciplinaria contra el empleado infractor o la suspensión o expulsión del estudiante infractor si éste es alumno de los grados del cuarto al duodécimo. La suspensión o la expulsión como consecuencia disciplinaria por el acoso sexual no se aplicarán a los alumnos matriculados en el jardín de infantes ni a los que cursan estudios en los grados del primero al tercero. Sin embargo, estos alumnos pueden ser objeto de otras acciones disciplinarias

A cualquier estudiante o empleado del Distrito que crea haber sido víctima de acoso sexual se le insta a traer el problema a la atención del administrador del plantel o de la persona encargada de la demanda del Título IX, de manera que se pueda tomar la medida apropiada para resolver el problema. El Distrito prohíbe las represalias contra quienquiera que entable una denuncia por acoso sexual o cualquier participante en el proceso de la investigación de la denuncia. Las denuncias serán investigada de manera expedita y respetando la privacidad de las personas involucradas.

El Artículo 212.5 del Código de Educación de California define el acoso sexual como cualquier conducta de índole sexual no deseada como pedir favores sexuales u otros ya sean verbales, visuales, físicos realizada por alguien que trabaje en el sitio, ya sea en el lugar de trabajo o en el plantel educativo, bajo las siguientes condiciones:

- **La sumisión a la conducta se vuelve explícita o implícitamente una condición del empleo, estado o progreso académico.**
- **La sumisión a la conducta por el individuo o el rechazo de la misma se utiliza como la base del empleo o de las decisiones académicas que afecten al individuo.**
- **La conducta tiene como propósito o efecto un impacto negativo en el trabajo o en el rendimiento académico del individuo o el efecto de crear un ambiente de trabajo o de estudio amedrentador, hostil u ofensivo.**
- **La sumisión a la conducta del individuo o el rechazo de la misma se usa como la base de cualquier decisión que afecte al individuo con respecto a las prestaciones y servicios, honores, programas o actividades disponibles en la entidad educativa o a través de la misma.**

El acoso sexual puede incluir, entre otras cosas, lo siguiente:

- La conducta verbal no deseada como los comentarios lascivos o despectivos; las indirectas, insultos o insinuaciones; las invitaciones o comentarios sexuales no deseados; insinuar por citas; hacer amenazas; o el difundir rumores acerca de otros y el calificarlos según su actividad o rendimiento sexual.
- La conducta visual no deseada como la exhibición de objetos, cuadros, carteles, material escrito, caricaturas o dibujos con insinuaciones sexuales, los graffiti de índole sexual o el uso de gestos obscenos.
- La conducta física no deseada que incluye tocar, pellizcar, besar, palmear, abrazar, obstaculizar el movimiento normal a alguien que no lo desee o agredir o interferir con el trabajo o el estudio de un individuo debido a su sexo, orientación sexual, o identidad sexual de la persona.
- Las amenazas y exigencias o presión para ceder a proposiciones indecorosas a fin de mantener un trabajo o posición académica o para evitar otras pérdidas y los ofrecimientos de beneficios a cambio de favores de tipo sexual.

Si desea información específica acerca de las reglas y los procedimientos para reportar cargos de acoso sexual y buscar las medidas correctivas apropiadas, comuníquese con:

Sue Spears, directora de la Oficina de Cumplimiento de la Equidad Educativa, y coordinadora distrito del Título IX, llamando al (213) 241-7682, cuando los casos o las quejas impliquen a estudiantes,

o

a la División de Igualdad de Oportunidades (Equal Opportunity Section), teléfono (213) 241-7685, cuando los casos o las quejas impliquen a empleados.

6/06

PLEASE POST

**THE TITLE IX*
COMPLAINT MANAGERS
FOR OUR SCHOOL ARE:**

ROOM #

ROOM #

ROOM #

**SEX DISCRIMINATION/SEXUAL
HARASSMENT IS ILLEGAL**

*Federal Title IX and state law prohibits discrimination on the basis of sex, sexual orientation, or gender, which includes prohibiting acts of sexual harassment.

PLEASE POST

**LAS PERSONAS DEL
TITULO IX* ENCARGADAS
DE ATENDER QUEJAS PARA
NUESTRA ESCUELA SON:**

SALÓN #

SALÓN #

SALÓN #

**DISCRIMINACION DE LOS
SEXOS O AL ACOSO SEXUAL
SON ILEGALES**

*La ley Federal del Título IX y del Estado prohíben la discriminación en base al sexo, orientación sexual, o identidad sexual de la persona, incluyendo actos prohibidos de acoso sexual.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Educational Equity Compliance
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:	/ /		
	Date of Birth	Grade	Track
		For Employee:	
			Employee Number
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
 333 South Beaudry Avenue, 20th Floor; Los Angeles, CA 90017 (School Mail: Beaudry Site, 20th Floor)
 Telephone: (213) 241-7682 FAX: (213) 241-3312 Web Site: <http://www.lausd.k12.ca.us/lausd/offices/eec>

**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	/ /			Para el Empleado	
	Fecha de Nacimiento	Grado	Ciclo		Número del Empleado
Escuela / Lugar de trabajo				Distrito Local	

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 Web Site: [Http://www.lausd.k12.ca.us/lausd/offices/eec](http://www.lausd.k12.ca.us/lausd/offices/eec)**

**LOS ANGELES UNIFIED SCHOOL DISTRICT
INCIDENT REPORT FORM – COMPLAINT/INVESTIGATION RECORD**

Confidential--For School/District Recording Purposes Only

Send a copy of the completed Incident Report Form-Complaint/Investigation Record to Your Local District Operations Coordinator.

When investigating allegations of discrimination, sexual harassment, or hate-motivated incidents/crimes, a copy of the completed Incident Report Form-Complaint/Investigation Record should also be mailed to the Educational Equity Compliance Office – Beaudry – 20th Floor.

		Date of Report	
School		Local District	
		School Phone#	
Name/Title of Reporting Party		Phone #	Ext.

BRIEF DESCRIPTION OF INCIDENT:

INCIDENT INFORMATION:

Date/Time		Place/Incident	
Names of Any Witnesses			

Name of person who is the target of the behavior			
Student/Grade/DOB		Adult/Position	M <input type="checkbox"/> F <input type="checkbox"/>

Name of person who is the target of the behavior			
Student/Grade/DOB		Adult/Position	M <input type="checkbox"/> F <input type="checkbox"/>

Name of person who is accused of the behavior			
Student/Grade/DOB		Adult/Position	M <input type="checkbox"/> F <input type="checkbox"/>

Name of person who is accused of the behavior			
Student/Grade/DOB		Adult/Position	M <input type="checkbox"/> F <input type="checkbox"/>

BRIEF DESCRIPTION OF SCHOOL ACTIONS TAKEN/ADMINISTRATIVE FOLLOW-UP:

School		Date of Report	
		Local District	

CATEGORY OF INCIDENT/COMPLAINT:

Discrimination/Harassment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hate-Motivated Incident/Crime	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes is indicated above, then the attached Complaint/Investigation Record <u>MUST</u> be used to document the actions taken to address the complaint and to monitor or assess the effectiveness of those actions.			

REPORTED TO/SPOKE TO (as applicable):

Office/Unit Contacted	Name of Contact/Person Taking Report		
Local District Operations			
School Police (213) 625-6631	Officer/Badge #		Police Report #
Local Police Agency	Agency/Office		Badge #
Office of General Counsel (213) 241-7600 Child Abuse or Field Service Attorney			
Educational Equity Compliance (213) 241-7682			
Environmental Health & Safety (213) 241-3199			
Food Services (213) 241-2985			
Maintenance & Operations			
Mental Health (Crisis Team)			
Neighboring Schools (if applicable)			
Nursing Services			
Staff Relations			
Transportation (323) 342-1460			
Youth Relations (213) 745-1990			

NOTE: FOR ALL INCIDENTS/ACCIDENTS INVOLVING AN INJURY TO STUDENTS, EMPLOYEES, OR VISITORS, A SEPARATE INJURY/ ACCIDENT INVESTIGATION REPORT MUST BE FILED WITH THE: OFFICE OF ENVIRONMENTAL HEALTH & SAFETY – BEAUDRY, 20TH FLOOR [213-241-3196], AND OFFICE OF RISK MANAGEMENT & INSURANCE – BEAUDRY, 28TH FLOOR [213-241-3139].

School		Date of Report	
		Local District	

**COMPLAINT/INVESTIGATION RECORD
DISCRIMINATION/HARASSMENT AND/OR HATE-MOTIVATED INCIDENT/CRIME**

I. RECORD OF INVESTIGATION:

Interview alleged target of incident/crime	Date	Interview accused person	Date
Interview witnesses (if any)	Date		
Seek assistance from supervisor, other District offices, or other sources, as needed:			
Person/Office			Date
Person/Office			Date
Person/Office			Date
Person/Office			Date

II. FINDINGS/DETERMINATION:

<input type="checkbox"/>	Findings indicate that discrimination/harassment occurred.
<input type="checkbox"/>	Findings indicate that act of hate-motivated incident/crime occurred.
<input type="checkbox"/>	Findings indicate that inappropriate behavior occurred.
<input type="checkbox"/>	Nature of incident/complaint (check all that apply): <input type="checkbox"/> race <input type="checkbox"/> color <input type="checkbox"/> national origin <input type="checkbox"/> Other: <input type="checkbox"/> religion <input type="checkbox"/> disability <input type="checkbox"/> sex <input type="checkbox"/> sexual orientation <input type="checkbox"/> gender identity
<input type="checkbox"/>	There are no findings of hate motivated incidents/crimes, discrimination/harassment, or inappropriate behavior

III. ACTIONS TAKEN:

Involving Accused Person(s)	Date		Involving Alleged Target(s)	Date
<input type="checkbox"/> Provide Copy/Explain District Nondiscrimination Policy/Procedures		<input type="checkbox"/>	Provide Copy/Explain District Nondiscrimination Policy/Procedures	
<input type="checkbox"/> Provide Copy/Explain District Policy "Hate-Motivated Incidents and Crimes"		<input type="checkbox"/>	Provide Copy/Explain District Policy "Hate-Motivated Incidents and Crimes"	
<input type="checkbox"/> Disciplinary Conference		<input type="checkbox"/>	Administrative Conference	
<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"/>	Parent Informed of Incident <input type="checkbox"/> Conference <input type="checkbox"/> Letter <input type="checkbox"/> Telephone ** Caution: In incidents involving sexual orientation or gender identity, consult with the student to determine an appropriate way to inform the student's parent(s) or guardian(s) of the incident or harassing conduct. Student sexual orientation and/or gender identity cannot be divulged without permission of the student.	
<input type="checkbox"/> Detention Assigned		<input type="checkbox"/>		
<input type="checkbox"/> Parent Informed of Incident <input type="checkbox"/> Conference <input type="checkbox"/> Letter <input type="checkbox"/> Telephone		<input type="checkbox"/>		
<input type="checkbox"/> Suspension		<input type="checkbox"/>		
<input type="checkbox"/> Opportunity Transfer		<input type="checkbox"/>		
<input type="checkbox"/> Expulsion		<input type="checkbox"/>	Monitor to Check that Unwanted Behavior Has Stopped	
<input type="checkbox"/> Accused Person's Parents Notified of Resolution of Incident		<input type="checkbox"/>	<input type="checkbox"/> After One Week <input type="checkbox"/> After Two Weeks	

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

V. NOTIFICATION OF FINDINGS AND ACTIONS TAKEN:

<input type="checkbox"/>	Targeted Person	Date		<input type="checkbox"/>	Parents	Date	
<input type="checkbox"/>	Accused Person	Date		<input type="checkbox"/>	Parents	Date	

RETAIN THIS RECORD. SEND A COPY OF THE COMPLETED INCIDENT REPORT FORM-COMPLAINT/INVESTIGATION RECORD TO YOUR LOCAL DISTRICT OPERATIONS COORDINATOR AND THE EDUCATIONAL EQUITY COMPLIANCE OFFICE – BEAUDRY – 20TH FLOOR.
For additional assistance, call Educational Equity Compliance Office at (213) 241-7682. Page 3 of 3