

# COMPLAINT PROCESS

Any person may report sex discrimination, including sexual harassment; this would be true whether or not the reporter is the alleged victim. The report may be made to the District's Title IX Coordinator or to an elementary or secondary school employee, regardless of that employee's job description. Employees may be the ones reporting if they were witnesses to the harassment.

Complaints can be filed during business or non-business hours by mail, telephone, email; and/or by other means that result in the Title IX Coordinator receiving the report.

Once the Title IX Coordinator, Title IX Designee or other official with authority to take corrective action has received the report of sex discrimination, which includes sexual harassment, the District will both offer supportive measures to involved parties and will assist the complainant or the complainant's representative in understanding the grievance process in order to file a formal complaint of sexual harassment. The site personnel are essential in helping to coordinate the provision of supportive measures with the parties due to their more direct access to the parties.

Complaints will be kept as confidential as possible. Retaliation against someone who files a complaint or participates in a complaint investigation is not permitted.

## OFFICE OF STUDENT CIVIL RIGHTS

Do you need more information or have additional questions about Title IX and Nondiscrimination?

Speak with: Your school principal; the Title IX/Bullying Complaint Manager; the Region Operations Coordinator; or contact us:

Website: <https://www.lausd.org/oscr>

333 S. Beaudry Ave, 18th Floor  
Los Angeles, CA 90017

Email: [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net)

Phone: (213) 241-7682  
Fax: (213) 241-3312

Binh Nguyen, Director  
District Title IX & Section 504 Coordinator

## OFFICE OF STUDENT CIVIL RIGHTS

# TITLE IX AND NONDISCRIMINATION

**STUDENTS:  
KNOW YOUR RIGHTS**



## **TITLE IX REFERS TO FEDERAL ANTI-DISCRIMINATION LAWS THAT ENSURE SEX-BASED EQUALITY IN EDUCATION**

- Students have the right to equal learning opportunities in their schools.
- Students and employees 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 in any program or activity.
- Students may not be required to take or may not be denied enrollment in a course because of their sex.
- Students have the right to be evaluated and graded without regard to their sex.
- Students must be provided counseling and guidance that is not discriminatory.
- Counselors may not urge students to enroll in particular classes or programs or activities based on sex.
- Schools must offer female and male students equal opportunities to play sports.
- Equipment and supplies, game and practice schedules, budgets, coaching travel allowances, facilities, publicity, support services and tutoring offered to teams are to be equivalent between male and female teams.
- Pregnant and parenting students have the same right as any other student to continue in their regular school and in any program for which they qualify.

## **SEXUAL HARASSMENT OF OR BY SCHOOL EMPLOYEES OR STUDENTS IS A FORM OF DISCRIMINATION AND IS THEREFORE PROHIBITED**

- Schools must respond to allegations of sexual harassment once they are reported.
- Sexual harassment is conduct on the basis of sex and satisfies one or more of the following: An employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct, typically referred to as "quid pro quo" sexual harassment; or, sexual harassment is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; often referred to as "hostile environment" sexual harassment; sexual harassment can also be very specific conduct outlined under the Clery Act or Violence Against Women Act – these particular acts are considered severe enough in that only one such incident may be considered sexual harassment, such as sexual assault, dating violence, domestic violence, and stalking.
- Other forms of behavior may be inappropriate and prohibited under other policies and have other recourses, such as the District's Uniform Complaint Procedures (UCP).

## **YOU CAN MAKE A DIFFERENCE**

- Do not harass. "I was only kidding," is not a defense for sexual harassment.
- Do not encourage harassment or stand by silently while someone else is being harassed. Having an audience encourages the harasser.
- Be respectful to everyone. Consider how your words and actions may be perceived by others.
- If you are harassed, tell the harasser to stop.
- If the harassment continues, report it.
- If friends or classmates confide in you that they have been sexually harassed, encourage them to report it.

## **HOW THE DISTRICT MUST RESPOND**

Once the District knows of sexual harassment or allegations of sexual harassment, as defined under Title IX, the District must respond promptly and treat complainants and respondents equitably by offering non-disciplinary, non-punitive, individualized supportive measures to the parties and by following a grievance process that complies with Title IX to determine responsibility before any disciplinary sanctions are imposed. Supportive measures may include referrals for Multi-Tiered System of Supports (MTSS) meetings; options to avoid contact or mutual restrictions on contact, such as seating and class changes, changing student groupings, changes in work locations, safety plans, increased security and monitoring of certain areas of campus to prevent reoccurrence; training and educational materials; academic supports, extensions of deadlines, health support, counseling, and Restorative Justice.