Title IX Introduction

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to gender stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation.

The preamble to Title IX of the Education Amendments of 1972 states that:

"No person in the United States 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."

Title IX Rights (CA Education Code 221.61)

The following list of rights, which are based on the relevant provisions of the federal regulations implementing Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.), may be used by the department for purposes of Section 221.6:

1. You have the right to fair and equitable treatment, and you shall not be discriminated against based on your sex.
2. You have the right to be provided with an equitable opportunity to participate in all academic and extracurricular activities, including athletics.
3. You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
4. You have the right to apply for athletic scholarships.
5. You have the right to receive equitable treatment and benefits in the provision of all of the following:
   a. Equipment and supplies.
   b. Scheduling of games and practices.
   c. Transportation and daily allowances.
   d. Access to tutoring.
   e. Coaching.
f. Locker rooms.
g. Practice and competitive facilities.
h. Medical and training facilities and services.
i. Publicity.

6. You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.

7. You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.

8. You have the right to file a confidential discrimination complaint with the United States Office for Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.

9. You have the right to pursue civil remedies if you have been discriminated against.

10. You have the right to be protected against retaliation if you file a discrimination complaint.

Title IX Complaints
New Roads School recognizes its primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The school shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures. A complaint alleging unlawful discrimination in violation of Title IX shall be submitted in writing according to the Uniform Complaint Procedures. School staff shall assist any person who needs assistance to put his/her complaint in writing.

The school shall use uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in school programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or
bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Head of School, Title IX Coordinator or designee may extend the filing period for good cause for up to 90 calendar days. (5 CCR 4630).

The following process applies only to those complaints meeting the criteria under uniform complaint procedures, described above:

- Informal resolution of complaints at the site level is encouraged whenever possible.
- Complaints made under these procedures shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.
- Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation.
- Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegation in the complaint.
- If the complainant refuses mediation or if the mediation process does not solve the problem, the compliance officer shall proceed with his/her investigation of the complaint.
- The investigator assigned has 60 calendar days from receipt to investigate the complaint. The 60-day timeline may be extended only by mutual agreement of the complainant and the school. During the investigative process, the investigator contacts the complainant and other applicable parties requesting data and responses. The school includes an opportunity for the complainant to present evidence or information to support the allegations. The school will ensure that, within 60 days of receipt of the written complaint, the complaint has been resolved and/or investigated and that a written report of findings is issued to the complainant.
- If dissatisfied with the school’s decision, the complainant may appeal in writing to the California State Department of Education (CDE) within 15 days of receiving the school’s decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the school’s decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the school’s decision.

New Roads School acknowledges and respects every individual’s rights to privacy. In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Head of School, Title IX Coordinator or designee may
keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

New Roads School prohibits any form of retaliation against any complainant in the complaint process. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

**Title IX Coordinator**

The individual named below is the Title IX Coordinator for New Roads School. The Title IX Coordinator is responsible for coordinating the investigating all Title IX complaints. Additionally, the Title IX Coordinator is responsible for monitoring outcomes, identify and addressing patterns, and assessing the effects on campus climates resulting from discrimination based on sex, including sexual harassment.

For questions regarding Title IX Complaint Procedures, please contact the Title IX Coordinator:

**Brae Casillas**  
Director of Human Resources  
3131 Olympic Boulevard  
Santa Monica, CA 90404  
(310) 828-5583, extension 604  
bcasillas@newroads.org

**Title IX Additional Information:**

California Department of Education Office of Equal Opportunity  
[https://www.cde.ca.gov/re/di/or/oeo.asp](https://www.cde.ca.gov/re/di/or/oeo.asp)

California Department of Education Title IX and Gender Equity:  
[http://www.cde.ca.gov/re/di/eo/genequitytitleix.asp](http://www.cde.ca.gov/re/di/eo/genequitytitleix.asp)

U.S. Department of Education's Office of Civil Rights webpage regarding procedures for filing a discrimination complaint:  
[https://www2.ed.gov/about/offices/list/ocr/docs/howto.html](https://www2.ed.gov/about/offices/list/ocr/docs/howto.html)

U.S. Department of Education's Office of Civil Rights electronic complaint form:  
[https://www2.ed.gov/about/offices/list/ocr/complaintintro.html](https://www2.ed.gov/about/offices/list/ocr/complaintintro.html)

United States Department of Education (Sex Discrimination)  
UNIFORM COMPLAINT PROCEDURE FORM

This form is to be used to file a complaint that meets the criteria of the uniform complaint procedure.

TO: New Roads School Title IX Coordinator

FROM:

____________________________________  ____________ ___________________
Last Name       First Name

__________________________________________________________________________
Address

__________________________________________________________________________
Phone Number(s)

Date: ________________________

NATURE OF COMPLAINT: Please be specific in the reason(s) for your complaint including details of the complaint, names, locations, dates that are pertinent to your complaint. Include all necessary information for a complete understanding of your complaint. Use additional pages as necessary.

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