



PALO ALTO
UNIFIED SCHOOL DISTRICT

A Student's Guide to Raising Concerns, Making Reports, and Filing Complaints

*This document is only a summary, you may view the full procedures here: [Uniform Complaint Procedure Sexual Harassment](#)

Title IX Team
Office of General Counsel

STEP 1: WHO TO TALK TO?

Students have the option to raise concerns or make any reports to:

- Any teacher, counselor, administrator, or PAUSD employee;
- [Online Incident Reporting Form](#) for both general and anonymous reports; and/or
- Interim Title IX Coordinator - Robert Andrade
 - Email: TitleIXCoordinator@pausd.org
 - Phone: (650) 833-4248

STEP 2: OUTREACH & SUPPORTIVE MEASURES

Once the Title IX Office receives a report of harassment, discrimination and/or violence against a student, the Title IX Coordinator reaches out to the student and their family to inform them of their (1) right to file a complaint under PAUSD's [Uniform Complaint Procedure](#); and (2) right to receive supportive measures, which may include: academic support, counseling services, health & wellness services, no contact orders, and any other appropriate accommodations.

STEP 3: RESOLUTION OPTIONS

REPORT ONLY

Students may choose to file a complaint and request that the District not take any action based on the complaint. However, PAUSD may initiate an investigation into cases that include violence or other safety concerns.

FORMAL INVESTIGATION

Students who choose to proceed with a formal investigation are given the opportunity to meet with an investigator, appointed by the District, to provide detailed information about their experience.

INFORMAL RESOLUTION

Under appropriate circumstances, students may request an informal resolution where the Title IX Coordinator will work with each party to coordinate an amenable resolution outside of the formal investigation process.