

Title IX & UCP Reporting Procedures Training

Title IX Team



PALO ALTO
UNIFIED SCHOOL DISTRICT

What is Title IX?



“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.”

- United States Congress on June 23, 1972



Our Legal Obligations For Reporting

*“A recipient with **actual knowledge** of sexual harassment in an education program or activity of the recipient against a person in the United States, must respond promptly in a manner that is not **deliberately indifferent**. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.”*

34 C.R.F § 106.44 (with emphasis)



Our Legal Obligations Defined (Title IX & UCP)

Actual Knowledge → Reporting

“Any notice to any employee of an elementary or secondary school.” See 34 C.F.R. § 106.30(a).

1. **ALL EMPLOYEES** have an obligation to report any allegation or instance of sexual harassment, misconduct, and/or assault.
2. **ALL REPORTS** need to be escalated to the Title IX Coordinator **EVERY TIME**, within **ONE SCHOOL DAY** of notice. See PAUSD AR 1312.3(l)(A)(i)(a).

Deliberate Indifference → Supportive Measures

Examples of supportive and interim measures:

- Access to counseling services;
- Modifications of work or class schedules;
- Extensions for assignments or projects;
- Implementing campus escort services;
- Contact restrictions (NCOs); and
- Increased security and monitoring of campus areas.



How to Report an Allegation or Incident?

1. Complete and submit an online reporting form through i-Sight;
1. Submit a physical or digital copy of the UCP form to the Title IX Coordinator or Legal Department; and/or
1. Email or call the Title IX Coordinator or Legal Department.



Reporting Through I-Sight

- One reporting form for all students, parents, teachers, staff, and administrators.
- One place for both general and anonymous reports.



pausd.i-sight.com/external_capture

Report Incident to Palo Alto Unified School District Submit ✕

Would you like to make this report anonymous? ☐ Yes ☒ No

Your Details

* I am a:

School:

First Name:

Preferred First Name:

Last Name:

Email Address:

Home Phone Number: Country Code Phone Number

Work or Cell Phone Number: Country Code Phone Number

Preferred Contact Method:

Report Details

Allegation Type:

Identify the actual or perceived protected class on which the allegation is based on:

Is there a second allegation type: ☐ Yes ☒ No



The UCP Form

- Located in How to File a Complaint section on the PAUSD.org website.
- Available in both Spanish and Mandarin.
- Statutory Timelines
 - File no later than **6-MONTHS** of:
 1. The incident occurrence; **OR**
 2. When a PAUSD employee obtains **actual knowledge** of the incident.
 - No statutory timeline for Title IX reports.



UNIFORM COMPLAINT PROCEDURES FORM

The Uniform Complaint Procedures (UCP) complaint process is available for all students, parents, employees, residents, or anyone who wishes to file a formal complaint of discrimination, harassment, bullying, intimidation, or retaliation based on a protected class. Additionally, complaints may also be filed regarding non-compliance of a State and/or Federal program.



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Contact information of the person filling out this form (Complainant).

Date

Complainant Information

Complainant Name

Address (Home or Office)

City, State, Zip Code

Phone Number

☐ Preferred Contact Method

Email Address

☐ Preferred Contact Method

Location of Alleged Violation (School or District Office)

Date of Alleged Violation

Student Information (If Applicable)

Student's Name

Student's Date of Birth

Student's Grade Level and School

Your Relationship to Complainant

☐ Parent ☐ Guardian ☐ Teacher ☐ Self
☐ Associate ☐ None of these categories

Reporting via Email or Telephone

Robert Andrade – Title IX Coordinator

Email: TitleIXCoordinator@pausd.org

Title IX Phone: (650) 833-4248

Internal Extension: 5011

Office of General Counsel – Legal

PAUSD District Office, Portable B

25 Churchill Ave

Palo Alto, CA 94306

Marilyn Muñoz – Legal & Title IX Secretary

Email: mamunoz@pausd.org

Phone: (650) 833-4269

Internal Extension: 6948



When in doubt, just remember to:

REPORT AND SUPPORT!





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