

Updates to Board Resolution #24/25-46 “Addressing Title IX Investigations and Related Practices”

October 8, 2025

Purpose

To provide important updates and evidence of the various actions that have resulted from the Board Resolution #24/25-46 “Addressing Title IX Investigations and Related Practices”.

Board Resolution

On June 4, 2025, CVUSD BOE approved [Resolution #24/25-46](#) “Addressing Title IX Investigations and Related Practices”, which included:

- Recitals
- Commitment to Action
- District Staff Presentation to Board of Education
- Student/Staff Voice and Community Input
- Board Oversight and Accountability
- Employee Training on Professional Boundaries
- Ongoing Community Engagement
- Promotion of Education Surrounding Sexual Misconduct
- Partnering with Third Party Organizations

Updating Student ID Cards & Title IX Posters

This card is property of WESTLAKE HIGH SCHOOL

100 N. LAKEVIEW CYN. RD., WESTLAKE, CA 91362 • 805-497-6711

This is your official school ID card and must be carried at all times. It must be surrendered upon demand to any staff member, school official, or law enforcement officer. Card must be presented at school events. Card must be presented when withdrawing material from the library. Card will be confiscated without refund, if loaned or otherwise misused. Lost, stolen, or mutilated cards must be reported to the student store.

A \$10.00 REPLACEMENT FEE WILL BE CHARGED FOR LOST CARDS

National Suicide Prevention Lifeline: 1-800-273-8255 | Ventura County Behavioral Health: 1-866-998-2243
Crisis Text Line: Text **HOME** to 741741 | Thousand Oaks Police Department (Non-Emergency): 805-654-9511
Local Suicide Prevention Hotline: Call or text 988



*Scan WeTip to report
discrimination,
harassment,
sexual harassment.

SCAN FOR WeTip

SB 1063 and CA Ed Code 215.5 requires the provision of this information on student ID Cards

What is Title IX?

Title IX prohibits
discrimination based on sex,
including sexual harassment,
in any program operated by
the school district.

REPORTS OF SEXUAL HARASSMENT,
MISCONDUCT OR VIOLENCE MAY BE
PROVIDED VERBALLY OR IN WRITING TO:

ANY SCHOOL EMPLOYEE

(BP/AR 5145.71)

OR

BRIAN MERCER, PRINCIPAL

bmercer@conejousd.org

OR

DISTRICT TITLE IX COORDINATOR

KENNY LOO: klou@conejousd.org



Complaint
Procedures



Confidential
Reporting
Form



CVUSD Title IX regulations are found in Board Policy 1312.3, 5145.7 & 5145.71

High School Beginning of Year Information

Acts and Behavior that Constitute Sexual Harassment

Verbal:

- Sexual jokes or comments
- Inappropriate sexual questions
- Sexual rumors
- Gender-based insults
- Repeated unwanted advances

Nonverbal:

- Showing/posting sexual images
- Sexual gestures or stares
- Writing/posting sexual content

Physical:

- Unwanted touching, groping
- Blocking paths
- Pulling clothing
- Sexual assault, battery, coercion

Online:

- Sexting
- Posting images without consent
- Harassing via chats or fake accounts

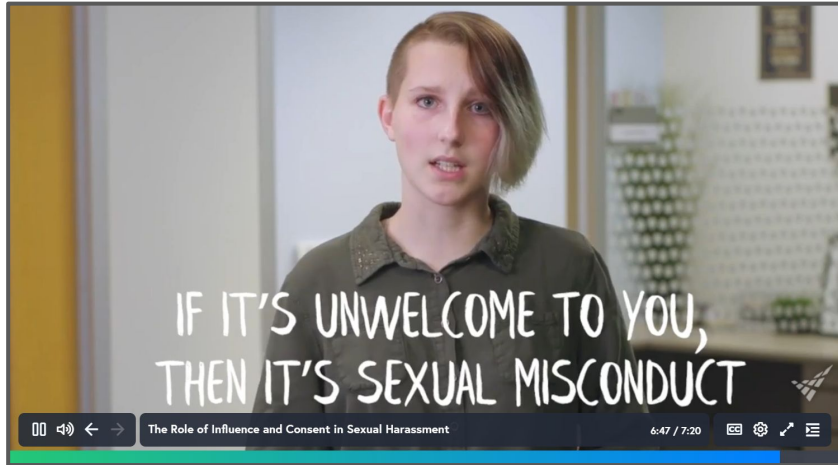


Final Message

- Your voice matters. See something, say something.
- Even if the harassment and/or violence is not directed at you or the alleged victim has not complained, we encourage all students to report.
- Support is available- counseling, schedule changes, frequent check ins, stay away contracts.
- Help create a harassment-free school environment. No one should endure any form of sexual harassment.



Required Online Learning Modules



Updates to Annual Notice and Discipline Handbook

COMPLAINT PROCESS

SEXUAL HARASSMENT POLICY

EC §48980(g), CVUSD Board Policy 5145.7 & CVUSD Administrative Regulation 5145.7

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The District strongly encourages any students who feels that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, any school administrator, the principal as the Site Title IX Coordinator, the District's Title IX Coordinator, or any other available school employee. Students may also provide a confidential report through the District's "Confidential Incident Reporting" form (<http://bit.ly/CVUSDConfidentialReport>). Any employee who receives a report or observes an incident of sexual harassment shall notify the Site or District Title IX Coordinator.

Once notified, the Title IX Coordinator who receives said report shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable, and shall offer supportive measures to the complainant.

The Superintendent or designee shall inform students and parents/guardians of the District's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the District's website, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

STUDENT GUIDE TO UNDERSTANDING AND AVOIDING HARASSMENT

Information from the Student Guide to Understanding and Avoiding Harassment (Student Handout) is presented to all students/families in grades 4 and 5. It addresses providing an equal opportunity for all pupils to experience a harassment free environment while in school. Specifically, EC 45(a) states: All pupils have the right to participate fully in the educational process, free from discrimination and harassment. A definition of harassment is the unwanted and unwelcome behavior from other students or staff members that interferes with another individual's life. When it is sexual in nature, then it is considered to be "sexual harassment". When it is racial in nature, then it is considered to be "hate-motivated behavior" or sometimes a "hate crime". Regardless, the District will not tolerate any form of harassment in the schools or at the workplace. Disciplinary action will be taken promptly against any student engaging in unlawful acts of sexual harassment or hate violence. Examples of actions that interfere with a person's education that are prohibited for both students and staff include:

- | | |
|----------------------|-------------------------------|
| 1. Unwanted touching | 6. Sexual innuendoes |
| 2. Obscene comments | 7. Gender specific comments |
| 3. Physical threats | 8. Requests for sexual favors |
| 4. Obscene gestures | 9. Racial-specific comments |
| 5. Indecent exposure | 10. Suggestive looks |

The district designates the following individual(s) as responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 – Title IX Sexual Harassment Complaint Procedures, as well as to oversee investigate, and/or resolve sexual harassment complaints processed under AR 1312.3 – Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Kenneth Loo
Assistant Superintendent, Instructional Services
1400 E Janss Rd.
Thousand Oaks, CA 91362
(805) 497-9511

Board Policy 5145.3, Nondiscrimination/Harassment, and 5145.7, Sexual Harassment and Ed Code 45231.5

Healthy Relationships Brochure



Components of a HEALTHY Relationship:

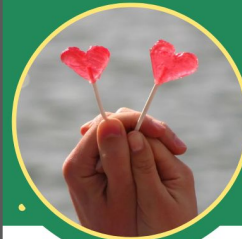
- Respect**
 - Value each other's feelings and choices
 - Treat each other as equals
- Communication**
 - Be honest and kind
 - Speak up—and listen
 - It's okay to say no
- Trust**
 - Believe each other without needing proof
 - No pressure to share passwords or phones
- Boundaries**
 - Everyone has a right to privacy
 - Never feel forced or guilty
 - Consent always matters
- Support**
 - Cheer each other on
 - Be kind during tough times
 - Lift each other up—not tear down
- Equality**
 - Make decisions together
 - No one controls the other's time, body, or friendships

UNHEALTHY Relationship - Warning Signs of abuse from your partner:

- Controlling or jealous behavior
 - Checking your phone, email or social media accounts without your permission
- Criticism, insults, or pressure
 - Putting you down frequently, especially in front of others
- Fear of expressing yourself
 - Explosive outbursts, temper or mood swings
- Being isolated from friends/family
 - Possessiveness or controlling behavior (physically, financially or emotionally)
- Threats or manipulation
 - Any form of physical harm
- Breaking your boundaries
 - Pressuring you or forcing you to have sex



YOU ARE SAFE HERE



Healthy Relationships

Middle and High School



What Is a Healthy Relationship?

A healthy relationship is built on:

- Respect
- Communication
- Trust
- Support
- Equality
- Healthy boundaries
- should help you feel stronger, not smaller.

Need Help or Support?

Talk to a trusted adult:

- Wellness staff at school
- Parent or guardian
- Mental Health professional
- School counselor

National Resources:

- loveisrespect.org
- Text "LOVEIS" to 22522
- 988 Suicide & Crisis Lifeline

Healthy Relationships

For Middle & High School Students
Your Guide to Respect, Trust & Support.

Learn what makes a relationship safe, strong, and healthy—whether it's a friendship, dating, or anything in between.



Additional Information in Comprehensive Sexual Health HIV/AIDS Prevention Education

MY SPACE - MY RULES

Sexual Harassment is Never Ok!



What is Sexual Harassment?

Sexual harassment is **unwelcome** actions or words of a sexual nature or based on sex or gender. This includes comments or conduct about pregnancy, sexual orientation or gender identity.

HOW CAN I ASK FOR HELP?

1) You have the right to report it:

Talk to your principal, assistant principal, counselor, teacher or any trusted adult at school. Contact your school district's Title IX Coordinator, Kenny Loo at: kloo@conejousd.org to report it.

2) You have the right to ask for help:

If sexual harassment has interfered with your ability to participate in school, you have the right to ask for help.

3) You have the right to file a complaint:

Call or text WeTip:
(844) 805-3649



LEARN MORE

Learn more about CVUSD Board Policy:
BP 5145.7 & AR 5145.7
at: www.conejousd.org

Regularly Inform Parties of Investigation Steps

Step By Step: Uniform Complaint Procedures (UCP) Investigation

Key People Involved:

	Name	Contact Information
District Uniform Complaint Procedures (UCP) Compliance Officer		
School Site, Compliance Designee		
Support Staff, including specific role		

Your Rights & Immediate Supports

From [CUSD BP/AR 1312.3](#) – Uniform Complaint Procedures

- You may file a complaint regarding discrimination, harassment (including sexual harassment), intimidation, or bullying (BP/AR 1312.3)
- The complaint must be filed within six months of the alleged incident, unless extended for good cause in writing. (AR 1312.3: Filing of Complaint)
- You have the right to present witnesses, evidence, and documentation. (AR 1312.3: Investigation of Complaint)
- You will be protected against retaliation for filing a complaint. (AR 1312.3: Protection Against Retaliation)
- You will receive a written decision within 60 calendar days of filing, unless an extension is agreed upon in writing. (AR 1312.3: Time Limit for Investigation of Complaint)
- If dissatisfied with the decision, you may appeal to the California Department of Education (CDE) within 30 calendar days. (AR 1312.3: Appeals to the CDE)

Investigation Steps, Status, and Timelines

General Timeline: You will receive a written decision within 60 calendar days of filing, unless an extension is agreed upon in writing. (AR 1312.3: Time Limit for Investigation of Complaint)

Steps Taken	Date	Notes
Complaint Filed		
Acknowledgement Received		
Opportunity To Present Evidence		
Investigation in Progress		
Written Decision Issues		
Remedies/Corrective Actions Implemented Must be within 60 calendar days of filing, unless extended by agreement (AR 1312.3)		
Appeal Filed with CDE (optional) Must be filed within 30 calendar days of District's written decision (AR 1312.3)		

Step By Step: Title IX Investigation

Key People Involved:

	Name	Contact Information
District Title IX Coordinator		
Title IX Coordinator, Site Designee		
Investigator		
Decision-Maker		
Appeal Officer *		
Informal Resolution Facilitator *		
Support Staff, including specific role		

* if applicable

Your Rights & Immediate Supports

From [CUSD AR 5145.71](#) – Title IX Sexual Harassment Complaint Procedures

- You have the right to request supportive measures, which are non-disciplinary and non-punitive services designed to restore or preserve equal access to education. Examples include counseling, schedule changes, academic adjustments, and no-contact directives. (AR 5145.71: Supportive Measures)
- You have the right to receive supportive measures with or without filing a formal complaint. (AR 5145.71)
- You have the right to an advisor of your choice, who may be, but is not required to be, an attorney. (AR 5145.71: Advisors)
- Both parties will be treated equitably, and the District will not impose disciplinary sanctions before the grievance process is complete. (AR 5145.71: Equitable Treatment)
- Retaliation is strictly prohibited. The District will take immediate action to address retaliation. (AR 5145.71: Retaliation Prohibited)
- You will receive periodic status updates throughout the process. (AR 5145.71: Notice Requirements)

Investigation Steps, Status, and Timelines

General Timeline: The District will typically complete the investigation, hearing (if any), and decision-making process within 60 calendar days from the filing of a formal complaint, unless extended for good cause. Extensions may be granted for reasons such as the absence of a party, witness, or advisor, or the need for additional time to gather evidence. When extensions occur, the District will provide written notice of the delay and the reasons to all parties. (AR 5145.71: Timeframe for Completion)

Steps Taken	Date	Notes
Report Received		
Supportive Measures Offered		
Formal Complaint Filed (if chosen)		
Notice of Allegations Sent		
Evidence/Information Shared Parties have at least 10 days to review and respond to evidence before the report is finalized. (AR 5145.71: Investigative Process)		
Investigative Report or Summary Provided Parties have at least 10 days to review the report before a determination is made. (AR 5145.71)		
Determination Issued Written determination typically provided within 10 business days after the investigative report is reviewed. (AR 5145.71: Determination Regarding Responsibility)		
Remedies/Discipline & Supportive Measures Updated (if applicable)		
Appeal Filed (optional) Appeals must be filed within 10 business days of the determination. (AR 5145.71: Appeals)		

Site Administrator Trauma Informed Interviewing



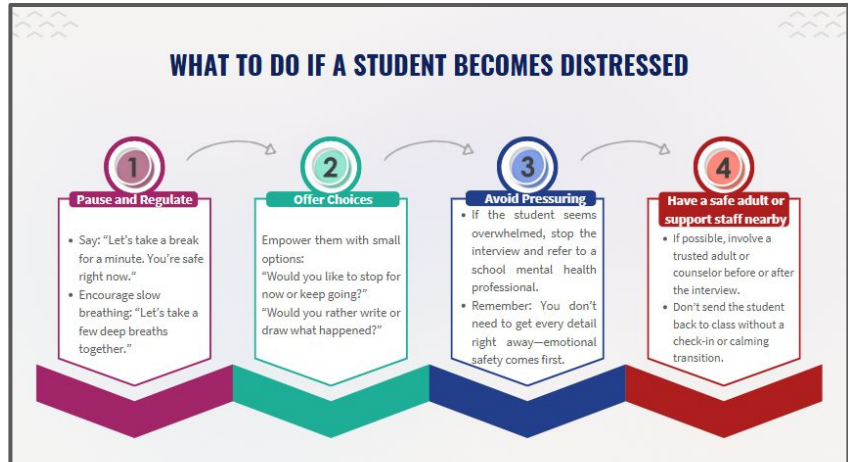
TRAUMA INFORMED INTERVIEWING

Presented by

Heather Chamberlin-Scholle, Ph.D., LCSW, Director of
Mental Health and Wellness Services

Amanda Salas, Deputy Sheriff
Ventura County Sheriff's Department

- The definition and elements of trauma
- What it means to be trauma-informed
- Common reaction to trauma and the brain's response systems
- Signs a traumatized individual is triggered
- Recounting trauma: What to watch for during the interview and what to do if the interviewee becomes distressed
- Interviewing tips



Site Administrator Investigation Refresher Training

Student Concerns Shared

From Board of Education meetings and Student Forums @ WHS:

- **Why do students not report sexual harassment?**
 - Backlash from parents, peers
 - Victim blaming, downplaying concerns
 - Reports will be minimized
 - Not knowing about the process to report
 - Not knowing what is and is not sexual harassment
 - Feels like nothing is being done to address
 - Lack of trust in staff to investigate and resolve concerns
- **How can site administrators communicate empathy and build trust?**
 - Take time to listen to concerns
 - Provide updates on the status of investigation
 - Don't make promises
 - Consider the gender of the investigator
 - Be explicit about what is confidential and not confidential
 - Don't let us feel bad

Off-Campus, Non-School Related Allegations

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy **if** it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

CVUSD AR 5145.7 - Sexual Harassment

Training for Team of Counselors & Mental Health Staff

Responding to Sexual Harassment and Assault: A Trauma Informed and Prevention-Oriented Approach

“ValorUS is a nationally recognized leader in sexual violence prevention and response. Since 1980, we’ve worked to end sexual violence and advance equity so that everyone is free to live a healthy life.”

This interactive training is designed for school counselors, social workers, and mental health clinicians. Participants will gain the skills and knowledge necessary to respond appropriately and compassionately when a student discloses an experience of sexual harassment or assault, while also understanding the broader systemic and cultural context in which these harms occur.

Training Goals:

- Identify and address common barriers to disclosure to help create a more open and supportive school climate
- Practice trauma-informed, student-centered response techniques that support safety, trust, and healing
- Explore cultural, developmental, and systemic factors that influence how students experience and report harm
- Strengthen coordination with school administrators and community resources to support a consistent and survivor-informed response
- Introduce foundational prevention strategies that promote equity, respect, and accountability across campus settings

All Staff Memorandum

“Memorandum: Legal Responsibilities Regarding Sexual Harassment” sent to all CVUSD employees on August 19, 2025.

Legal responsibilities under Administrative Regulation 5145.7 related to the prohibition of sexual harassment in schools

Key Employee Responsibilities:

- Prohibited conduct
- Immediately intervene
- Duty to report

Supporting Students Who May Be Affected:

- Listen and respond with empathy
- Do not promise confidentiality
- Avoid dismissive or minimizing comments
- Only share information with staff who have a legitimate need to know
- Stay within your job responsibilities

Certificated Mandatory Training

Procedures to Address Racism, Discrimination, and Harassment

Background: CVUSD is committed to ensuring a safe learning environment by addressing racism, discrimination, and harassment. The below procedures are detailed in a districtwide memo "Procedures to Address Racism, Discrimination, and Harassment" sent August 26, 2024.

Expected Procedures: *Identify → Immediately Intervene → Report → Support*

Step 1: Identify

- Recognize any jokes, comments, or statements that negatively target students based on their identity (e.g., ancestry, race, gender, sexual orientation).
- Last year, sexual harassment and comments targeting LGBTQ+ students and immigration status were more prevalent and must be addressed.

Required Reporting of Sexual Harassment

CVUSD Board Policy 4119.11 states:

*Any employee with knowledge of conduct that reasonably may constitute sex discrimination or sex-based harassment by or against another district employee, a student, or a third party in a district education program or activity shall **notify the Title IX Coordinator within one workday**. An employee may be subject to discipline for failure to timely report such conduct.*

Site Title IX Coordinator is your principal. District Title IX Coordinator is Kenny Loo (kloo@conejousd.org)

“The safety and well-being of all students in the Conejo Valley Unified School District (CVUSD) are of paramount importance, and we are committed to creating a safe, inclusive, and supportive environment for every student.”

Questions