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

Title IX: Sex-Based Discrimination & Harassment

Title IX Team
Civil Rights & Legal Affairs Office

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; and/or
- Civil Rights & Legal Affairs Coordinator - Robert Andrade (Title IX)
  - Email: TitleIXCoordinator@pausd.org
  - Phone: (650) 833-4248

STEP 2: OUTREACH & SUPPORTIVE MEASURES

Once the Civil Rights & Legal Affairs Office receives a report of harassment, discrimination and/or violence against a student, the Civil Rights 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.

ADAPTIVE RESOLUTION

In appropriate circumstances, students may request an adaptive resolution, where the Civil Rights Coordinator will work with each party to coordinate an amenable resolution outside of the formal investigation process.