

Sexual Harassment and Title IX Complaint Procedures

BP: 5145.7, 5145.71 Adopted: 09/10/25 Revised: 6/10/26, v2

Lake View Charter School ("School") is committed to maintaining a safe, supportive, and educational environment free from discrimination, harassment, intimidation, and retaliation. The School prohibits discrimination on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender, gender identity, gender expression, and all other protected characteristics under applicable state and federal law in any program or activity operated by the School.

Sexual Harassment Prohibited

The School prohibits sexual harassment of any student by another student, employee, contractor, volunteer, or other person participating in or providing services to a School program or activity.

Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances;
- Requests for sexual favors;
- Unwelcome sexual conduct;
- Sexual violence;
- Sexual assault;
- Dating violence;
- Domestic violence;
- Stalking;
- Sex-based harassment;
- Harassment based upon sex stereotypes, sex characteristics, sexual orientation, gender identity, gender expression, pregnancy, childbirth, lactation, or related conditions;
- Any other conduct prohibited by state or federal law.

Students who believe they have been subjected to sexual harassment are encouraged to report the conduct immediately to any School employee, administrator, or the Title IX Coordinator.

The School shall take all reports seriously and shall investigate and resolve complaints promptly and equitably.

The School shall comply with:

- Title IX of the Education Amendments of 1972;
- Applicable federal regulations implementing Title IX;
- California Education Code sections 200–262.4;
- California Government Code section 11135;
- The Uniform Complaint Procedures;
- And all other applicable federal and state nondiscrimination laws.

This policy applies to conduct occurring:

- During School-sponsored activities;

- In School-operated programs;
- Through virtual instruction platforms;
- During independent study activities;
- Through electronic communications;
- And in any circumstance over which the School exercises substantial control.

The School prohibits retaliation against any individual who reports, files, assists, participates in, or refuses to participate in the investigation or resolution of a complaint alleging conduct prohibited by this policy.

Reports and Complaints

Students, parents/guardians, employees, applicants, and members of the public may report concerns or file complaints regarding sex discrimination, sexual harassment, sex-based Harassment, retaliation, or related misconduct to the School's designated Title IX Coordinator or any School employee. Reports may be made in person, by mail, telephone, email, electronic communication, or any other method that results in the Title IX Coordinator receiving the report.

The School shall respond promptly and equitably to all reports and complaints in accordance with applicable law. The following employee serves as the School's Title IX Coordinator:

Deanna Moreno
3101 Zinfandel Dr., Ste. 350, Rancho Cordova, CA 95670
Email - deanna.moreno@sequoiagrove.org
Phone Number - (916) 957-5709

The Title IX Coordinator shall:

- Coordinate the School's compliance with Title IX and related laws;
- Receive and respond to complaints.
- Coordinate supportive measures;
- Oversee investigations and complaint procedures;
- Monitor implementation of corrective actions;
- Ensure required training and recordkeeping obligations are met.

Supportive Measures

The School shall offer supportive measures as appropriate and reasonably available to complainants and respondents, regardless of whether a formal complaint is filed, consistent with applicable law.

Supportive measures may include, but are not limited to:

- Counseling;
- Schedule modifications;
- Academic support;
- No-contact directives;
- Increased supervision;
- Safety planning;
- Changes in educational placement;
- And other individualized services designed to restore or preserve equal access to educational programs and activities.

The School will comply with California law regarding student participation in programs and activities consistent with gender identity, as required by Ed. Code § 221.5(f), while noting the school monitors federal developments.

Complaint Procedures

The Executive Director or designee shall establish administrative regulations and procedures for investigating and resolving complaints of sex discrimination and sex-based harassment.

Complaints governed by Title IX shall be addressed in accordance with applicable federal law and administrative regulations.

Complaints that do not fall within Title IX requirements may nevertheless constitute violations of California law, School policy, the Uniform Complaint Procedures, employee policies, or other applicable law and shall be investigated and resolved accordingly.

Disciplinary Action

Students and employees who engage in conduct prohibited by this policy may be subject to corrective action or discipline, up to and including suspension, expulsion, dismissal, or termination, in accordance with applicable law, due process requirements, collective bargaining agreements, and School policy.

Training and Notice

The School shall provide all notices, training, prevention education, and annual notifications required by applicable state and federal law.

The School shall maintain required records and training materials in accordance with applicable law.

The School shall prominently post and maintain on its website all information required by Education Code section 221.61 and 221.8 and other applicable laws, including:

- The name, title, office address, email address, and telephone number of the Title IX Coordinator;
- Students' rights under Title IX;
- Information regarding the rights of pregnant and parenting students;
- Procedures for filing complaints under Title IX and the Uniform Complaint Procedures;
- Information regarding how to contact the United States Department of Education Office for Civil Rights.
- Links to applicable School policies and administrative regulations;
- Information required by California Department of Education guidance;
- And any additional information required by applicable law.

The School shall annually notify students, parents/guardians, employees, applicants, and other interested parties of the availability of these resources.

If any provision of this policy or administrative regulation conflicts with applicable federal or state law, regulation, court order, or agency directive having the force of law, the School shall implement the controlling legal requirements and construe this policy and regulation consistent with applicable law.

REGULATION 5145.7: TITLE IX, SEX-BASED HARASSMENT, AND COMPLAINT PROCEDURES

The following administrative regulation shall govern the receipt, investigation, and resolution of complaints alleging sex discrimination, sex-based harassment, sexual harassment, retaliation, or other conduct prohibited under Title IX, California law, School policy, or related nondiscrimination laws.

The School shall respond promptly and equitably to reports and complaints in accordance with applicable state and federal law.

Applicability

For purposes of this regulation, School programs and activities include, enrichment programs, contracted instructional services, educational vendors, field trips, School-sponsored events, and other activities over which the School exercises substantial control.

The School shall investigate and respond to complaints arising from such programs to the extent required by applicable law.

This administrative regulation applies to conduct occurring:

- In any School program or activity;
- On School property;
- At School-sponsored events;
- During independent study activities;
- During virtual instruction or online educational activities;
- Through School technology platforms or electronic communications;
- And in any context over which the School exercises substantial control.

Conduct occurring off campus or outside of School-sponsored activities may still be addressed when the conduct creates or contributes to a hostile educational environment or substantially interferes with a student's access to educational opportunities.

Definitions

For purposes of this regulation, prohibited conduct includes sex discrimination, sex-based harassment, sexual harassment, sexual violence, dating violence, domestic violence, stalking, retaliation, discrimination based on pregnancy or related conditions, gender identity, gender expression, sexual orientation, and other conduct prohibited by applicable law.

Sex-Based Harassment means unwelcome conduct based on sex that, under applicable law, creates, contributes to, or may constitute a hostile educational environment or otherwise interferes with equal access to educational programs or activities.

Hostile Environment Harassment means unwelcome conduct that is sufficiently severe, pervasive, objectively offensive, or otherwise meets the legal standard applicable at the time the complaint is received.

Retaliation means intimidation, threats, coercion, discrimination, or adverse action against an individual for reporting, participating in, supporting, or refusing to participate in a complaint process.

The School shall not discriminate on the basis of pregnancy, childbirth, termination of pregnancy, lactation, recovery therefrom, or related medical conditions and shall provide reasonable modifications and other protections as required by applicable law.

Gender Identity Protections

The School shall permit students to participate in sex-segregated programs, activities, athletics, and use facilities consistent with their gender identity, irrespective of the gender listed on the student's records, as required by Education Code section 221.5(f). The School shall not discriminate against any student on the basis of gender identity, gender expression, or transgender status and shall provide equal access to educational opportunities consistent with applicable California law.

Pregnancy and Parenting Protections

The School shall not discriminate against or exclude any student on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, lactation, recovery therefrom, parenting status, family status, or related medical conditions.

Eligible students shall be entitled to reasonable accommodations and modifications required by law, which may include:

- Excused absences;
- Opportunities to complete missed assignments and examinations;
- Reasonable modifications to educational programs;
- Lactation accommodations;
- Access to separate restroom facilities for lactating students when required by law;
- Temporary adjustments to independent study schedules;
- Alternative instructional methods;
- And other supports required by applicable law.

No student shall be penalized academically because of pregnancy or related conditions.

The Title IX Coordinator shall determine, in consultation with legal counsel as appropriate, which federal and state legal standards and procedures govern a particular complaint.

The School shall apply the federal Title IX regulations, California statutes, regulations, court decisions, and agency guidance that are legally controlling at the time the complaint is received and throughout the complaint process.

If legal requirements change during the pendency of a complaint, the School may modify procedures as necessary to maintain compliance while preserving fairness to all parties.

Reports and Complaints

Because the School operates non-classroom-based and independent study programs, reports may be submitted through:

- Electronic complaint forms;
- Email;

- Telephone;
- Video conferencing;
- Learning management systems;
- Virtual meetings with School personnel;
- Or any other reporting method made available by the School.

The School shall ensure that students participating remotely have access to complaint reporting procedures comparable to those of students participating in person.

Any student, parent/guardian, employee, applicant, or member of the public may report conduct prohibited by this regulation.

Reports may be made verbally or in writing to:

- The Title IX Coordinator
- Any School administrator;
- Any School employee;
- Or through any reporting method made available by the School.

Any employee who receives a report or observes conduct that may constitute prohibited conduct under this regulation shall promptly notify the Title IX Coordinator.

The School shall accept anonymous reports to the extent possible, although anonymity may limit the School's ability to investigate or respond. The complaint form is found on the School's website.

Title IX Coordinator

The Title IX Coordinator shall:

- Receive reports and complaints;
- Coordinate supportive measures;
- Assess applicable complaint procedures;
- Oversee investigations;
- Coordinate corrective actions;
- Maintain required records;
- Ensure required notifications and training;
- And monitor compliance with applicable law.

Initial Assessment

Upon receiving a report or complaint, the Title IX Coordinator shall promptly:

1. Contact the complainant, if known;
2. Discuss the availability of supportive measures.
3. Explain available complaint procedures.
4. Assess immediate safety concerns;
5. Determine the appropriate complaint process.
6. And evaluate whether the allegations may fall under:
 - Title IX procedures,
 - Uniform Complaint Procedures,
 - Employee complaint procedures
 - Student discipline procedures,
 - Or other applicable School policies.

Supportive Measures

Supportive measures shall be offered as appropriate and reasonably available to complainants and respondents regardless of whether a formal complaint is filed.

Supportive measures may include:

- Counseling;
- Academic support;
- Schedule modifications;
- Extensions of deadlines;
- No-contact directives;
- Increased supervision;
- Changes in educational placement;
- Modifications to independent study arrangements;
- Safety planning;
- Referral to community resources;
- Other individualized services.
- Reassignment to a different educational facilitator or supervising teacher;
- Modification of virtual classroom participation;
- Changes in learning group assignments;
- Alternative communication methods;
- Restrictions on contact through School technology systems;
- Modification of enrichment or vendor-based activities;
- And other measures appropriate to independent study environments.

Supportive measures shall be nonpunitive unless otherwise permitted by law and shall be designed to restore or preserve equal access to educational programs and activities.

The School shall maintain the privacy of parties and witnesses to the extent required or permitted by law.

Emergency Removal and Administrative Leave

The School may remove a student respondent from a School program or activity on an emergency basis when the School determines, following an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any person justifies removal.

The respondent shall be provided notice and an opportunity to challenge the removal decision consistent with applicable law.

If the respondent is an employee, the School may place the employee on administrative leave during the pendency of an investigation or complaint process in accordance with applicable law and employment agreements.

Applicable Procedures

The Title IX Coordinator shall determine the applicable complaint procedure based upon the allegations and governing law.

Complaints governed by Title IX shall be addressed using procedures required under the version of federal Title IX regulations legally applicable to the School at the time the complaint is received.

Complaints alleging unlawful discrimination, harassment, intimidation, or bullying that fall within the Uniform Complaint Procedures shall be processed pursuant to BP/AR 1312.3.

Notice of Allegations

When an investigation is initiated, the School shall provide the known parties with written notice including:

- The allegations at issue;
- The identities of involved parties, if known;
- The alleged conduct;
- The date and location of the alleged incident, if known;
- The applicable complaint procedures;
- Available rights and resources;
- And the opportunity to present evidence and identify witnesses.

The School may revise or supplement notices as additional allegations or information become known.

Presumption and Impartiality

The School shall provide a fair, impartial, and unbiased process and shall not predetermine the outcome of any complaint prior to completion of the applicable complaint process.

All investigations and determinations shall be conducted by impartial individuals free from conflicts of interest or bias.

Individuals assigned responsibilities within the complaint process shall receive training required by applicable law and shall be free from conflicts of interest or bias.

Investigation Procedures

The School shall conduct a prompt, adequate, reliable, and impartial investigation.

During the investigation:

- Both parties shall have an equal opportunity to present witnesses and evidence.
- Both parties may be accompanied by an advisor of their choice.
- The School shall provide equal opportunity to inspect evidence as required by applicable law;
- The School shall not restrict either party from discussing allegations or gathering evidence;
- Privacy rights shall be respected consistent with law; Ed. Code 220.3(a))
- Legally privileged information shall not be disclosed without appropriate waiver.

The School may utilize written questions, interviews, meetings, investigative summaries, or other procedures authorized under applicable law.

The School shall apply the evidentiary standard required under applicable law and shall apply the same standard consistently to all parties.

Informal Resolution

When permitted by law, the School may offer an informal resolution process after appropriate written notice to the parties.

Participation in informal resolution shall be voluntary.

Either party may withdraw from informal resolution at any time prior to final agreement.

The School shall not require participation in informal resolution as a condition of enrollment, continued enrollment, employment, or continued employment.

The School shall not utilize informal resolution in circumstances prohibited by law.

Determination

At the conclusion of the investigation, the School shall issue a written determination or outcome notice consistent with applicable law.

The determination may include:

- Findings of fact;
- Conclusions regarding policy violations.
- Corrective actions;
- Disciplinary measures;
- Remedies;
- Supportive measures;
- And appeal rights.

The School shall provide the determination simultaneously to the parties when required by law.

Appeals

Either party may appeal a determination or dismissal on grounds permitted by applicable law, including:

- Procedural irregularity;
- Newly discovered evidence;
- Conflict of interest or bias;
- Or other grounds authorized by applicable law.

Appeals shall be submitted and processed in accordance with the timelines and procedures governing the complaint process applicable to the complaint.

Where no specific appeal timeline is prescribed by law or applicable procedure, appeals shall be submitted within ten (10) calendar days following issuance of the determination.

This avoids conflict between UCP, Title IX, employment investigations, and future regulatory changes.

The appeal decision-maker shall not be the same individual who served as investigator or initial decision-maker.

Retaliation Prohibited

The School prohibits retaliation against any individual who:

- Reports prohibited conduct;

- Participates in an investigation;
- Assists another individual in reporting misconduct;
- Opposes practices prohibited by law;
- Or refuses to participate in conduct believed to violate this policy.

Allegations of retaliation shall be investigated promptly and addressed independently. The School shall take reasonable steps to prevent recurrence of prohibited conduct, remedy its effects, and prevent retaliation consistent with applicable law.

False Statements

Knowingly making materially false statements or knowingly submitting false information during a complaint process may result in disciplinary action.

A determination that allegations were unsubstantiated alone shall not constitute proof of a false report.

Disciplinary Action

Students and employees found responsible for prohibited conduct may be subject to corrective action or discipline consistent with applicable law, collective bargaining agreements, due process requirements, and School policy.

Corrective actions may include:

- Counseling;
- Education;
- Behavioral supports;
- Changes in educational placement;
- Restrictions on participation;
- Suspension;
- Expulsion;
- Termination;
- Or other lawful remedies.

Recordkeeping

The School shall maintain records as required by applicable law, including records relating to:

- Reports and complaints;
- Investigations;
- Supportive measures;
- Determinations;
- Appeals;
- Training materials;
- And corrective actions.

Records shall be maintained for the period required under applicable state and federal law.

Records maintained pursuant to this regulation shall be retained for not less than the period required by applicable state and federal law, including Title IX record retention requirements and California public school record retention requirements.

Annual Notifications

The School shall annually notify students, parents/guardians, employees, applicants, and other interested parties of:

- Nondiscrimination policies;
- Title IX rights;
- Complaint procedures;
- Uniform Complaint Procedures;
- Rights of pregnant and parenting students;
- The identity and contact information of the Title IX Coordinator;
- Protections against retaliation;
- And available reporting methods.

Notifications shall be provided through methods reasonably calculated to reach all affected individuals.

Training and Prevention

The School shall provide annual notifications, prevention education, and training required under state and federal law.

Training shall include, as appropriate:

- Employee responsibilities;
- Reporting obligations;
- Prevention of discrimination and harassment;
- Trauma-informed practices;
- Rights of complainants and respondents;
- Protections against retaliation;
- And procedures applicable to virtual and independent study environments.

Mandated Reporting

Nothing in this regulation shall relieve any employee of obligations under the Child Abuse and Neglect Reporting Act, described in the Employee Handbook, or other mandatory reporting laws.

Coordination with Other Proceedings

The School may continue an investigation or complaint process regardless of the existence of related criminal investigations or external agency proceedings, subject to temporary delays permitted by law.

Right to External Complaint

Individuals may have the right to file complaints with external agencies, including the California Department of Education, California Civil Rights Department, or the United States Department of Education Office for Civil Rights, within timelines established by law.