



TITLE: **SEXUAL HARASSMENT POLICY
(STUDENT-TO-STUDENT, ADULT-TO-STUDENT,
AND STUDENT-TO-ADULT)**

ROUTING
Principals
Administrators
School Staff
All Employees

NUMBER: BUL-1041

ISSUER: Kevin S. Reed, General Counsel
Office of the General Counsel

DATE: June 10, 2004

POLICY: The Los Angeles Unified School District is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees, students, or persons doing business for the District, is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, or actual or perceived sexual orientation or gender. As such, it is a violation of state and federal laws and a violation of this policy.

The District considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three. However, students enrolled in Kindergarten and grades one through three may be subject to other disciplinary actions.

Any student or employee of the District who believes that she or he has been a target of sexual harassment shall bring the problem to the attention of the site administrator or Title IX Complaint Manager so that appropriate action may be taken to resolve the problem. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process.

MAJOR CHANGES: This bulletin replaces Bulletin No. L-5 on the same subject issued by the Office of the General Counsel on August 15, 2001. It reflects current state and federal requirements and provides guidance and procedures for investigating student-to-student, adult-to-student, and student-to-adult complaints of sexual harassment.

GUIDELINES: The following guidelines apply.



Definitions: California Education Code Section 212.5 and Title 5 of the California Code of Regulations, Section 4916, define sexual harassment as unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, whether it occurs between individuals of the same sex or individuals of opposite sexes, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by an individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment (also known as "hostile environment").
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Pursuant to Title 5, California Code of Regulations, Section 4910(k) "Gender," Section 4910(v) "Sex," and Section 4910(w) "Sexual orientation," are defined as follows:

- Gender shall mean a person's actual sex or perceived sex and includes a person's perceived identity, appearance, or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth.
- Sex shall mean the biological condition or quality of being a female or male human being.
- Sexual orientation shall mean actual or perceived heterosexuality, homosexuality, or bisexuality.

Examples of Conduct Which May Result in Sexual Harassment: Sexual harassment may include, but is not necessarily limited to, the following:

- Verbal—unwelcome conduct such as the use of suggestive, derogatory, or vulgar comments; the use of sexual innuendo or slurs; making unwanted sexual



advances, invitations, or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance.

- Visual—unwelcome conduct such as the display of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; the use of graffiti and/or computer-generated images of a sexual nature; and/or the use of obscene gestures or leering.
- Physical—unwelcome conduct such as unwanted touching, pinching, kissing, patting, or hugging; the blocking of normal movement; stalking; assault; and/or physical interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats, demands, or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and/or offers of benefits in return for sexual favors.

Notification—Dissemination:

- Employees: The “Sexual Harassment Policy” one-page summary which is attached to this Bulletin shall be provided to all District employees on an annual basis at the beginning of the school year.
- Students: A copy of the District's written policy on sexual harassment shall be presented in age-appropriate language as part of any orientation program conducted for students at the beginning of each quarter, semester, or summer session, as applicable. This notification shall include information concerning how to file/report a sexual harassment complaint.
 - Suggested for Students in Grades K-6: The brochure, “Students Don't Let Others Bully or Harass You,” may be distributed to students and/or used as “talking points” for providing the required information.
 - Suggested for Students in Grades 7-12: The brochure, “Sexual Harassment—Students Know Your Rights,” may be distributed to students and used as “talking points” in any student orientation program.

(See “Related Resources” on page 10 of this Bulletin for information on how these brochures may be downloaded from District websites or ordered from the District's School Supplies and Equipment Warehouse.)



- Parents and/or Guardians: The District’s “Parent—Student Handbook” may be used to provide notification of the sexual harassment policy to parents and guardians.

Notification—Posting: A copy of the District’s sexual harassment policy poster shall be displayed in a prominent location in the main administrative building or other area of the campus or school site. “Prominent location” means that location where notices regarding rules, regulations, procedures, and standards of conduct are posted. The “Title IX Complaint Manager” posters, in both English and Spanish, are attached to this Bulletin and are to be used to identify those school site administrators designated to handle sexual harassment (and sex discrimination) complaints.

Notification—Publishing: A copy of the District’s “Sexual Harassment Policy” one-page summary, which is attached to this Bulletin, shall be included in any school or District publication (e.g., a Student Planner or Local School Faculty or Student Handbook) that sets forth the school’s or the District’s comprehensive rules, regulations, procedures, and standards of conduct.

Responsibility for Implementation of Policy:

Employees shall:

- Cooperate with the District’s efforts to eliminate and prevent sexual harassment.
- Encourage anyone alleging that he or she is a target of sexual harassment to report such an incident.
- Cooperate in any investigation of a sexual harassment complaint.
- Guard against any actions that would be considered retaliatory against another employee or student who has filed or is participating in an investigation of a sexual harassment complaint.

Students shall be informed that:

- They are expected to act with respect towards everyone, and should consider how others may perceive or be affected by their actions and words.
- In cases where they may witness sexual harassment or they themselves may be the target of sexual harassment, they have the responsibility to report such incidents to the designated site administrator or Title IX Complaint Manager.
- If they are participating in a consensual peer relationship which they now want to terminate, they should inform the other person in the relationship either verbally or in writing that any conduct of a sexual nature is no longer consensual or welcome and must cease. Conduct of a sexual nature following such notice may constitute sexual harassment.



Confidentiality and Non-Retaliation: Sexual harassment complaints shall be handled in a confidential manner to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit distribution of information to those persons who need to know within the confines of the District's reporting procedures and investigative process.

The District will not tolerate retaliation against anyone for filing a complaint or participating in the complaint investigation process. These confidentiality and non-retaliation requirements extend to all parties involved.

Dual Reporting in Response to Sexual Harassment Complaints: The District has dual responsibilities with respect to cases of inappropriate sexual conduct toward a student. In such cases, District employees have a duty not only to report the incident as suspected child abuse to a child protective agency, but also to respond promptly and equitably to the report of sexual harassment. Therefore, a report alleging sexual harassment conduct could possibly require (1) a report of suspected child abuse, (2) a sexual harassment investigation, and (3) the imposition of discipline on the person accused of the conduct.

A determination of whether child abuse or sexual harassment occurred involves very different standards and outcomes. Suspected child abuse investigations involve addressing possible criminal conduct; they are not designed to address issues concerning the educational environment of students. Making a report of suspected child abuse does not relieve the District of its responsibility to take administrative action to investigate and determine whether sexual harassment had occurred.

Child abuse reporting procedures, sexual harassment policies and procedures, and disciplinary policies and procedures must be effected in a coordinated manner. If it is suspected that conduct by a student or employee could constitute both child abuse and sexual harassment, the child abuse report should be filed immediately as required by District procedures. Immediate steps should also be taken, however, to protect any alleged victim of sexual harassment. In addition, as soon as the law enforcement agency completes its investigation or notifies the District to "handle the situation administratively," school site administrators are responsible for implementing the steps outlined in this policy for conducting a prompt investigation into whether sexual harassment had occurred.

(For further information on child abuse reporting policies and procedures, see the "Related Resources" section on page 10 of this Bulletin which references the District's "Child Abuse—Reporting" Bulletin.)



Responding to Sexual Harassment Complaints:

When a complaint or a report of sexual harassment is received, it shall be given immediate attention. Described below are informal and formal methods of responding to sexual harassment complaints.

Informal Process: Informal resolutions of student sexual harassment complaints should be addressed at the school site. The informal process shall be bypassed if the complainant names a principal as the accused person. In that case, the complainant may file directly with the Local District Office to initiate a formal complaint.

The following steps may be followed to achieve informal complaint resolutions:

- Assure the target of the sexual harassment that the District takes allegations of sexual harassment seriously, will not tolerate such treatment, and has strong policies against sexual harassment.
- Obtain specific information relevant to the complaint such as where and when the incident(s) occurred, were there any witnesses, and did the incident(s) take place once, or, if more often, how often. If age appropriate, request that a written statement be made. However, any oral report of sexual harassment is to be considered a sexual harassment complaint, and must be addressed.
- Provide the target of the harassment with the assurances regarding confidentiality and non-retaliation mentioned earlier.
- Assure the target of the harassment that steps will be taken to check that the alleged harassing behavior does not continue. Provide the individual with the names of school personnel who can help if the situation continues, escalates, or arises again.
- Assure the target of the harassment that he/she will not be required to confront the accused person.
- Interview any witnesses identified by the target of the harassment and provide the same assurances regarding confidentiality and non-retaliation.
- Interview the accused person and provide the same assurances as above.
- Interview any witnesses identified by the accused person and provide the same assurances as above.



LOS ANGELES UNIFIED SCHOOL DISTRICT Policy Bulletin

- Provide all parties, including parents and guardians, with copies of the District’s “Sexual Harassment Policy.” Students may be provided the District’s brochures regarding sexual harassment, as appropriate. (See “Notification—Dissemination” section of this Bulletin, for further information regarding these brochures.)
- To reach a decision about whether the conduct described in the complaint violates the District’s sexual harassment policy, the following questions should be asked:
 1. Is the conduct of a sexual nature?
 2. Is the conduct unwelcome? (Determine if any consensual conduct was nonetheless unwelcome based on the totality of the circumstances.)
 3. Does the conduct create a hostile environment for the alleged target of the harassment?
 4. Is the conduct severe or persistent or pervasive?
 5. Does the conduct limit the individual’s ability to participate in or benefit from an education program or activity?

If the answer to questions one through five is “yes,” the conduct may be considered sexual harassment. However, conduct that does not rise to the level of sexual harassment may still be considered inappropriate behavior and may require that corrective actions be taken.

- Appropriate administrative steps in response to sexual harassment might include action to end the harassment, ensure that it does not reoccur, and cure any hostile environment that may have been created for the student who had been the target of the conduct. Response might also involve the initiation of disciplinary proceedings.
- Inform the complainant (whether a student or a parent/guardian) in general terms that corrective actions have been or will be required to resolve the complaint. Specific corrective actions with regard to employees or students are to be kept confidential.
- If a student has been a target of sexual orientation harassment, consult with the student to determine an appropriate way to inform that student’s parents or guardians of the harassing conduct.
- Verify with the target of the harassment that the action taken did stop the harassment and did address the complaint.
- Use the “Complaint/Investigation Record” form attached to this Bulletin



to document the actions taken to address the complaint and to monitor or assess the effectiveness of those actions.

- The same “Complaint/Investigation Record” form may be used in instances where the conduct is determined to be inappropriate behavior which did not rise to the level of sexual harassment, or when there are no findings of violations of the District’s sexual harassment policy. In those cases, corrective actions may still be necessary and the form provides a vehicle for the documentation of the investigation and the actions taken.
- “Complaint/Investigation Record” forms must be safeguarded by keeping a separate school file for the retention of these records. Access to these records is to be restricted to those individuals who have a legitimate need for such access. These records must be kept for five years from the school year in which the complaint was filed.
- After monitoring to ensure that the harassment has stopped, forward a copy of the completed “Complaint/Investigation Record” (both sides) to the District’s Educational Equity Compliance Office.

Formal Process: If a complaint cannot be resolved informally at the school site, the following procedures are to be used. The formal investigation of such a complaint shall be completed within 60 days of receipt of the written complaint.

- A written statement (complaint) should be filed by the complainant with the Local District Office within six months of the last occurrence of the reported incident or within six months of when knowledge of the incident was first obtained. This written statement may be filed using the “Title IX Sex Discrimination/Sexual Harassment Complaint Form,” a “Uniform Complaint Procedures Form,” or simply by filing a written complaint statement.
- The Local District will provide the complainant with a written acknowledgment of receipt of the complaint which:
 - Advises and assures the complainant that confidentiality of the facts will be observed to the fullest extent possible.
 - Advises and assures the complainant that the District prohibits retaliation against anyone for who files a complaint or participates in a complaint investigation.
 - Advises the complainant that he/she should feel free to call or send any additional information relevant to the complaint.



LOS ANGELES UNIFIED SCHOOL DISTRICT
Policy Bulletin

- Informs the complainant that a written report of findings will be provided to the complainant at the conclusion of the investigation. Specific corrective actions with regard to employees or students are to be kept confidential.
- The Local District Office will conduct an impartial investigation and work to resolve the matter by taking appropriate action, which may include the use of disciplinary or other remedial measures. A written report of findings should be provided which reiterates the confidentiality and non-retaliation provisions. The report should also advise the complainant of his or her right to appeal the Local District's decision.

Internal District Appeal: If the complainant is dissatisfied with the Local District Office decision, he or she may send an appeal to the District Title IX Coordinator in the Educational Equity Compliance Office within 15 days of receipt of the Local District's decision letter. The appeal must be put in writing, signed, and should state the reason(s) for the appeal and list any steps that were already taken in an attempt to resolve the complaint. A copy of the Local District's decision letter should be forwarded along with the appeal correspondence. The complaint will then be reviewed by the District Title IX Coordinator using the same steps outlined for the initial complaint investigation. A final written letter of findings will be provided to the complainant.

Further Options: An appeal of either the Local District's or the Educational Equity Compliance Office's findings may also be made to the California Department of Education. The appeal must be made in writing and sent within 15 days of receipt of such a letter of findings. Such appeals should be addressed to the: California Department of Education; Office of Equal Opportunity; P.O. Box 944272; Sacramento, California 95814-5901.

AUTHORITY: This is a policy of the Superintendent of Schools. The following legal standards are applied in this policy:

Title IX of the Education Amendments of 1972, 20 U.S.C.S. §1681, et seq.

Title IX Regulations, Title 34, Code of Federal Regulations, Part 106

California Education Code, §212.5 Sexual Harassment, and §48900.2 Additional Grounds for Suspension or Expulsion; Sexual Harassment

Title 5, California Code of Regulations, §4910 General Definitions, §4910(k) Gender; §4910(v) Sex; §4910(w) Sexual Orientation, and §4916 Sexual Harassment Definitions



LOS ANGELES UNIFIED SCHOOL DISTRICT
Policy Bulletin

**RELATED
RESOURCES:**

- Bulletin No. L-4, Subject, “Title IX Policy/Grievance Procedure,” issued by the Office of the General Counsel, dated August 15, 2001, provides the substantive provisions of Title IX and the California Education Code for the equal treatment of students in District education programs and activities, as well as a grievance/complaint process to be used in complaints of unlawful discrimination based on sex, sexual orientation, or gender.
- Reference Guide No. L-2 (Rev.), Subject, “Coordination of District Child Abuse Reporting Procedures and Sexual Harassment Policy,” issued by the Office of the General Counsel, dated June 20, 2003, provides guidance on coordinating the specified procedures and working with the District units and offices that can assist in these processes.
- Bulletin No. 10, Subject, “Child Abuse—Reporting,” issued by Student Health and Human Services, dated August 1, 1996, provides complete information on child abuse reporting procedures in conformance with California state law and District policy.
- Student Brochures: “Sexual Harassment—Students Know Your Rights” brochures and “Title IX and Nondiscrimination—Students Know Your Rights” brochures may be ordered from the District’s Schools Supplies and Equipment Warehouse by using the current “Catalog of Supplies and Equipment.”
- A copy of the brochure, “Students Don’t Let Others Bully or Harass You” (for elementary through middle school students), may be downloaded from the websites listed in the next bullet.
- Additional related information/communications regarding sexual harassment and Title IX (as well as copies of the District’s policy bulletins on these subjects and copies of the above-referenced student brochures) may be found at both of the following web sites: <http://www/lausd.k12.ca.us/lausd/offices/eec> (public), and <http://notebook.lausd.net> (only available to District employees)
- Bulletin No. S-26, subject “Sexual Harassment Policy—Employees,” issued by Human Resources, dated December 3, 2001, provides information regarding employee-to-employee sexual harassment complaints.

ASSISTANCE: For assistance or further information concerning sexual harassment and students, please contact:

Deanne Neiman, Director, Educational Equity Compliance Office, and
Los Angeles Unified School District Title IX Coordinator
at (213) 241-7682



For assistance or further information concerning suspected child abuse, please use the following contacts:

For responses to legal questions concerning suspected child abuse, call:
Field Services Legal Team/Office of the General Counsel
(213) 241-7600

or

For responses to questions concerning suspected child abuse reporting, call:
1-800-540-4000

For assistance with issues relating to student discipline policies and procedures, call:
Pupil Services/Student Discipline Proceedings Unit
(Student Health and Human Services)
(213) 763-7450

For assistance with issues relating to employee discipline, call:
Your respective Local District Staff Relations Coordinator

For assistance with employee-to-employee sexual harassment complaints, call
Equal Employment Opportunity Section
(213) 241-7685

LOS ANGELES UNIFIED SCHOOL DISTRICT SEXUAL HARASSMENT POLICY

The Los Angeles Unified School District is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students, or persons doing business for the District is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

The District considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three. However, students enrolled in Kindergarten and grades one through three may be subject to other disciplinary actions.

Any student or employee of the District who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the site administrator or Title IX Complaint Manager so that appropriate action may be taken to resolve the problem. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- **Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.**
- **Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.**
- **The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.**
- **Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.**

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory or vulgar comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; and/or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; and/or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

**To obtain specific rules and procedures for reporting charges of sexual harassment
and for pursuing available remedies, contact**

**Educational Equity Compliance Office [Deanne Neiman, Director, and District Title IX Coordinator]
at (213) 241-7682, when issues or complaints involve students, or
Equal Opportunity Section, at (213) 241-7685, when issues or complaints involve employees**

**LOS ANGELES UNIFIED SCHOOL DISTRICT
Educational Equity Compliance**

**COMPLAINT/INVESTIGATION RECORD
(Student-to-Student, Student-to-Adult, and/or Adult-to-Student Sexual Harassment)
[For School/District recording purposes only]**

School		Local District	
---------------	--	-----------------------	--

Name of person who is the target of the behavior			
Student/Grade		Adult/Position	
		M	<input type="checkbox"/>
		F	<input type="checkbox"/>

Name of person who is the target of the behavior			
Student/Grade		Adult/Position	
		M	<input type="checkbox"/>
		F	<input type="checkbox"/>

Name of person who is the target of the behavior			
Student/Grade		Adult/Position	
		M	<input type="checkbox"/>
		F	<input type="checkbox"/>

Name of person who is accused of the behavior			
Student/Grade		Adult/Position	
		M	<input type="checkbox"/>
		F	<input type="checkbox"/>

Name of person who is accused of the behavior			
Student/Grade		Adult/Position	
		M	<input type="checkbox"/>
		F	<input type="checkbox"/>

Name of person who is accused of the behavior			
Student/Grade		Adult/Position	
		M	<input type="checkbox"/>
		F	<input type="checkbox"/>

INCIDENT INFORMATION:

Date/Incident	/ /	Place/Incident	
Names of Any Witnesses			

BRIEF DESCRIPTION OF INCIDENT:

Name of person who received this complaint			
Signature/Title		Date received	/ /

(If different from above . . .)

Name of person who responded to this complaint			
Signature/Title		Response date	/ /

COMPLAINT/INVESTIGATION RECORD -- PAGE TWO

I. RECORD OF INVESTIGATION:

Interview alleged target of sexual harassment	Date / /	Interview accused person	Date / /
Interview witnesses (if any)	Date / /		
Seek assistance, as needed, from supervisor, other District offices, or other sources:			
Person/Office		Date / /	
Person/Office		Date / /	
Person/Office		Date / /	
Person/Office		Date / /	

II. FINDINGS/DETERMINATION:

<input type="checkbox"/>	Findings indicate sexual harassment occurred.	<input type="checkbox"/>	Corrective actions needed.
<input type="checkbox"/>	Findings indicate that inappropriate behavior occurred, but the behavior did not meet the defining elements of sexual harassment.	<input type="checkbox"/>	Corrective actions needed.
<input type="checkbox"/>	There are no findings of sexual harassment or inappropriate behavior.	<input type="checkbox"/>	No corrective action needed.

III. CORRECTIVE ACTIONS:

	Involving Accused Person(s)	Date		Involving Alleged Target(s)	Date
<input type="checkbox"/>	Provide Copy/Explain District Sexual Harassment Policy/Procedures	/ /	<input type="checkbox"/>	Provide Copy/Explain District Sexual Harassment Policy/Procedures	/ /
<input type="checkbox"/>	Disciplinary Conference	/ /	<input type="checkbox"/>	Administrative Conference	/ /
<input type="checkbox"/>	Referral for School Counseling	/ /	<input type="checkbox"/>	Referral for School Counseling	/ /
<input type="checkbox"/>	Education/Behavior Contract	/ /	<input type="checkbox"/>	Referral for Outside Counseling	/ /
<input type="checkbox"/>	Class Schedule Change	/ /	<input type="checkbox"/>	Parent informed of Complaint <input type="checkbox"/> Conference <input type="checkbox"/> Letter <input type="checkbox"/> Telephone	/ /
<input type="checkbox"/>	Detention Assigned	/ /	<input type="checkbox"/>	** Caution In sexual orientation harassment, consult with student (alleged target) as to a safe way to inform parent or guardian of the harassment.	
<input type="checkbox"/>	Parent Informed of Complaint <input type="checkbox"/> Conference <input type="checkbox"/> Letter <input type="checkbox"/> Telephone	/ /	<input type="checkbox"/>		
<input type="checkbox"/>	Opportunity Transfer	/ /	<input type="checkbox"/>		
<input type="checkbox"/>	Expulsion	/ /	<input type="checkbox"/>	Monitor to Check That Unwanted Behavior Has Stopped	
<input type="checkbox"/>	Accused Person's Parents Notified of Resolution of Incident/Complaint	/ /	<input type="checkbox"/>	<input type="checkbox"/> After One Week <input type="checkbox"/> After Two Weeks	/ / / /

DESCRIBE ANY OTHER ACTIONS TAKEN OR FURTHER REMEDIAL ACTION TO BE UNDERTAKEN TO PREVENT RECURRENCE OF THE INCIDENT/BEHAVIOR:

IV. NOTIFICATION OF FINDINGS AND ACTIONS TAKEN:

<input type="checkbox"/>	Targeted Person	Date / /	<input type="checkbox"/>	Parents	Date / /
<input type="checkbox"/>	Accused Person	Date / /	<input type="checkbox"/>	Parents	Date / /

RETAIN THIS RECORD IN A SEPARATE SCHOOL FILE. SEND A COPY OF THE COMPLETED RECORD (BOTH SIDES) TO:

Los Angeles Unified School District -- Educational Equity Compliance Office
 333 South Beaudry Avenue, 20th Floor; Los Angeles, CA 90017 (School Mail: Beaudry Site, 20th Floor)
 Telephone: (213) 241-7682 FAX: (213) 241-3312 E-mail: complaint-record@lausd.k12.ca.us