



## TITLE IX POLICY

WISH is committed to providing a learning and working environment in which all individuals are treated with respect and dignity. Each student and employee has a right to learn and work in an environment that is free from unlawful discrimination. No WISH student or employee shall be excluded from participation in, be denied the benefits of, or be subject to discrimination on the basis of actual or perceived gender/sex (including gender identity, gender expression, marital status, parenting, pregnancy, childbirth, breastfeeding, false pregnancy, termination of pregnancy and pregnancy related medical conditions), sexual orientation or a person's association with a person or group with one or more of these actual or perceived characteristics in any WISH educational program or activity or to which it provides significant assistance.

### I. DEFINITIONS

With respect to this policy, the following definitions apply:

- Appeal: A written request to review the complaint.
- Complainant: A WISH student, parent/guardian of a WISH student, WISH employee, or other person who submits a complaint.
- Complaint: An oral or written allegation that there has been a violation of this policy bulletin, Title IX or Education Code § 220.
- Complaint Procedure: WISH's internal procedure to process complaints.
- Days: Calendar days unless otherwise specified.
- WISH: Any operating unit or program of WISH.
- Gender: A person's actual 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.
- Gender Identity: An individual's internal, deeply rooted identification as female, male or a non-binary understanding of gender, regardless of one's assigned sex at birth. All people have a gender identity.

- Gender Expression: A person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth. Students who adopt a presentation that varies from the stereotypic gender expectations sometimes may describe themselves as gender nonconforming, gender queer or gender fluid.
- Respondent: An individual alleged to have committed acts in violation of this policy, sometimes referred to as “accused.”
- Parenting Students: Students who are the biological mother or biological father of a child, regardless of their marital status.
- Pregnancy: Pregnancy at any stage, including childbirth, breastfeeding, pregnancy related medical condition, false pregnancy, termination of pregnancy or recovery there from.
- Sex: The biological condition or quality of being female or male.
- Sexual Orientation: A person’s emotional and/or sexual attraction to another person based on the gender of the other person. Common terms used to describe sexual orientation include, but are not limited to, lesbian, gay, heterosexual and bisexual. Sexual orientation and gender identity are different.
- Target: An individual alleged to have experienced acts in violation of this policy.
- Title IX: Title IX of the Education Amendments of 1972.
- Title IX/Bullying Complaint Manager: An administrator and/or designee responsible to oversee the response to complaints of sex discrimination, sexual harassment, intimidation, bullying and/or hazing.
- Transgender: A person whose gender identity differs from their gender assigned at birth and whose gender expression consistently varies from stereotypical expectations and norms. A transgender person desires to live persistently by a gender that differs from that which was assigned at birth. Each transgender person has a unique process in which they go from living and identifying as one gender to another. Gender transition can occur at any age. It begins internally then expands to external expression. This can include social, medical and/or a legal transition.

## **II. EQUAL TREATMENT OF STUDENTS ON THE BASIS OF ACTUAL OR PERCEIVED SEX IN EDUCATIONAL PROGRAMS AND ACTIVITIES**

While WISH does not discriminate on the basis of all protected characteristics per the annually issued memorandum Nondiscrimination Required Notices and Ordering of Student Brochures, the law assures equal treatment of students in educational programs and activities and specifies that equity on the basis of actual or perceived sex,

sexual orientation, gender, gender identity or gender expression shall be practiced in the following ways:

A. Programs and Activities

1. Students have the right to equal learning opportunities in their school.
2. Students may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression, disability, nationality, race or ethnicity, immigration status, religion, or association with anyone with one or more of these characteristics in any program or activity.
3. Students shall be permitted to participate in sex-segregated school programs and activities and use facilities consistent with the student's gender identity, irrespective of the gender listed on the student's record.

B. Course Accessibility and Instruction

1. Students may not be required to take or be denied enrollment in a course because of actual or perceived sex, sexual orientation, gender, gender identity or gender expression.
  - a. Instruction in all courses and classes must be co-educational, unless otherwise specified under law.
  - b. Elementary and secondary units of instruction which deal exclusively with human sexuality may be conducted in separate sessions for boys and girls in accordance with their gender identity.
  - c. Student grouping by vocal range and quality is allowed in a chorus or choruses.
  - d. Students have the right to be evaluated and graded without regard to actual or perceived sex, sexual orientation, gender, gender identity or gender expression.
  - e. Instructional materials and textbooks shall not contain any matter reflecting adversely upon persons because of actual or perceived sex, sexual orientation, gender, gender identity or gender expression, except if such passages are for historical reference.

f. Instructional materials and textbooks shall accurately portray the cultural, racial, gender, and sexual diversity of our society.

g. When developing the master program in secondary schools, consideration must be given to the naming and scheduling of classes as to promote sex/gender integration, especially in non-traditional course offerings.

### C. Counseling

1. Students shall be provided counseling and guidance that is not discriminatory.

2. No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category. In addition, counselors shall affirmatively explore with students the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex.

### D. Physical Education

1. All physical education classes, instruction and testing must be co-educational.

2. Regulations state that schools must not provide any course or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation by its students on such basis, including physical education classes.

3. Student grouping by ability is allowed. However, any grouping of students during physical education activities should be on-going, flexible, and modified per unit activity and may not have a discriminatory impact. Students are to be assessed by objective standards of individual performance without regard to sex.

### E. Athletics

Compared programs must be equivalent, that is equal, or equal in effect. Identical benefit, opportunities, or treatment are not required, provided the overall effect of any differences is negligible. Overall, the athletic interests and abilities of male and female students must be equally and effectively accommodated.

1. Schools shall offer all students equal opportunities to play sports.

2. Equipment and supplies, game and practice schedules, budgets, coaching, travel allowances, facilities, recruitment, publicity, support services and tutoring offered to teams shall provide comparable and equitable athletic opportunities for members of both sexes.

3. Students shall be permitted to participate in sex-segregated athletic teams and competitions consistent with their gender identity in accordance with California Interscholastic Federation guidelines.

#### F. Sexual Harassment

Sexual harassment of or by school employees or students is a form of sex and gender discrimination and is prohibited. School personnel must respond promptly to allegations of sexual harassment.

#### G. Pregnant and Parenting Students

1. No student or applicant for enrollment will be subject to discrimination on the basis of that student's pregnancy at any stage of pregnancy, childbirth, lactation status, false pregnancy, termination of pregnancy, recovery from pregnancy, or parental or marital status.

2. Pregnant and parenting students, regardless of their marital status, have the same rights as other students to remain in their current educational program or to attend any WISH school or program for which they would otherwise qualify and to do so in an environment free of discrimination or harassment.

3. Pregnant and parenting students must have full access to the same programs and activities for which they would otherwise qualify, including, but not limited to, graduation, awards, ceremonies, field trips, student clubs, after school activities, and any other school-related programs/activities. As such, students cannot be expelled, suspended, or otherwise excluded from, or required to participate in, school programs/activities solely on the basis of their pregnancy-related conditions or parental/marital status.

4. WISH schools and programs shall make reasonable accommodations to facilitate the equal access and full participation of pregnant, lactating, breastfeeding and parenting students.

5. Schools may require a pregnant female student to provide written permission from her licensed healthcare provider that she is physically and emotionally able to remain in or participate in a school activity or program only if such permission is also required for other health conditions or temporary disabilities requiring medical care.

#### I.Fundraising

1. When fundraising for programs and activities in a school, ensure equity across the school. Where booster clubs provide benefits and services to athletes of one sex that are greater than what WISH is providing to athletes of the other sex, WISH shall take action to ensure that the benefits and services are equivalent for both sexes.

### **III. CERTAIN PROGRAMS AND ACTIVITIES ARE EXCLUDED**

Title IX and the California Education Code do not apply to the following:

A. YMCA, YWCA, Boy Scouts, Girl Scouts, Camp Fire Girls and voluntary youth service organizations.

B. Father-son and mother-daughter activities, provided that comparable activities are offered for students of the other sex. Care must be taken that such activities accommodate for students and their various family configurations.

C. Scholarships based upon a combination of factors where participation is limited to individuals of one sex, if the activity complies with other nondiscriminatory provisions of the law and WISH policy.

### **IV. RESPONSIBILITY FOR POLICY IMPLEMENTATION**

A. School Principals or Site Administrators shall:

1. Identify the administrators or designees responsible to serve as the site's Title IX/Bullying Complaint Managers and establish a systematic process to oversee the response to complaints of sexual harassment in a safe and private manner.

- a. The role of the Title IX/Bullying Complaint Manager is to oversee the response to any complaints of sexual harassment or sex discrimination, as well as to provide support, information, and options to complainants and/or targets regarding sexual harassment or sex discrimination. The Title IX/Bullying Complaint Manager also has responsibilities regarding addressing complaints of bullying and hazing as articulated in WISH policy.
  - b. School sites must identify at least two Title IX/Bullying Complaint Managers so complainants can choose the person with whom they feel most comfortable discussing their concerns.
  - c. Provisions must be made to facilitate the ability of non-verbal or limited-English speaking complainants to access the Title IX/Bullying Complaint Managers and file a complaint. A complainant unable to make a written complaint will be assisted by WISH personnel.
2. Inform staff, students, parents, volunteers, coaches or activity leaders of WISH policy requiring the promotion of mutual respect, tolerance and acceptance, as well as WISH policy regarding nondiscrimination and sexual harassment and information about reporting procedures for targets or witnesses of discrimination or sexual harassment.
  3. Distribute WISH's Title IX and Nondiscrimination, Students Know Your Rights brochure to every student in secondary and adult schools at the beginning of each school year.
  4. Present WISH's policy on nondiscrimination and sexual harassment in age-appropriate language as part of any orientation for new students at the beginning of each semester or summer session as applicable. This presentation shall include information concerning how to file a discrimination or sexual harassment complaint.
  5. Provide training to certificated and classified staff regarding WISH's nondiscrimination and sexual harassment policies and communicate to staff their individual responsibilities to respond, intervene and report such behavior.
  6. Certify in the WISH Policy Bulletins form that the administrator has read and is following this policy at the school site.

7. Refer to the Executive Director any complaint that names the principal as a respondent or any complaint that alleges school-wide discriminatory practices.

B. Title IX/Bullying Complaint Managers shall:

1. Post the English and Spanish Title IX/Bullying Complaint Manager posters attached to this policy in school administrative offices, including student government meeting rooms or other prominent locations accessible to students where notices are regularly posted regarding rules, regulations, procedures or standards of conduct.

2. Employ this policy at the site, in consultation with the principal or designee, to provide a comprehensive system through which allegations of sexual harassment and sex discrimination can be safely and easily reported, and the ensuing investigations, interventions and monitoring documented comprehensively using appropriate WISH forms and electronic protocols.

3. Respond quickly to any complaints of harassment and discrimination, and take action to address the behavior, as well as provide support, information and options to students regarding discrimination and harassment.

4. Intervene immediately to witnessed events and take action to remedy harassment and discrimination.

5. Track the site's response to harassment and discrimination complaints to analyze and identify any patterns or systemic problems revealed in order that they may be addressed. See the log in the google drive folder for tracking title IX complaints.

6. Promptly refer any complaints of harassment and discrimination involving an adult as perpetrator to the site administrator.

C. Employees shall:

1. Share responsibility for modeling appropriate behavior and creating an environment where students and staff know that sexual harassment and sex discrimination are inappropriate and will not be tolerated.

2. Educate students about appropriate interactions and social norms.

3. Cultivate positive relationships with students per WISH's Code of Conduct with Students.
4. Support WISH's efforts to recognize and prevent harassment and discrimination and take steps to intervene immediately and safely when such incidents occur.
5. Report incidents of sexual harassment and discrimination to the site administrator or Title IX/Bullying Complaint Manager.
6. Encourage anyone alleging to be a target of, a witness to, or to have information about harassment and/or discrimination to report such an incident to the designated administrator or Title IX/Bullying Complaint Manager.
7. Cooperate in complaint investigations of harassment and discrimination.
8. Guard against actions that would be considered retaliatory against anyone who has filed or is participating in a complaint investigation.

D. Students shall be informed that:

1. They are to act respectfully towards everyone and should consider how others may perceive or be affected by their actions and words.
2. They are to help create a safe school environment by not engaging in or contributing to harassment and discrimination.
3. They are to report incidents of harassment and discrimination to the designated administrator or Title IX/Bullying Complaint Manager in cases when they may be the witness or target of harassment and/or discrimination.
4. They are never to engage in retaliatory behavior or ask, encourage or consent to anyone retaliating on their behalf.

**V. NOTIFICATION – DISSEMINATION – POSTING**

A. Employees

The Nondiscrimination Statement (Attachments A, B) and Sexual Harassment Policy (Attachments C, D) shall be provided to all WISH employees annually at the beginning of each school year.

## B. Students

1. All required WISH nondiscrimination policy statements are included in the Parent Student Handbook, which all schools are required to distribute to all students annually and at the time of initial enrollment.
2. WISH's written policy on nondiscrimination and sexual harassment shall be presented in age-appropriate language as part of any orientation program conducted for new students at the beginning of each semester and summer session as applicable. This presentation shall include information concerning how to file and report a discrimination or sexual harassment complaint.
3. All secondary schools are required to distribute WISH's Title IX and Nondiscrimination notifications at the beginning of each school year and at the time of initial enrollment.
4. In Grades K-6, the Students receive the Don't Let Others Bully or Harass You! Brochure.

## C. Parents/Guardians

The Parent Student Handbook may be used to provide notification of WISH's Nondiscrimination Statement and Sexual Harassment Policy to parents and guardians.

### Notification – Posting

1. WISH's English and Spanish Nondiscrimination Statement and Sexual Harassment Policy posters must be posted in all schools and offices, including staff lounges and student government meeting rooms, in the main administration building, or other prominent locations where notices are regularly posted regarding rules, regulations, procedures or standards of conduct.
2. Title IX/Bullying Complaint Manager posters are to be posted in school administrative offices, including student government meeting rooms or other prominent locations accessible to students where notices are regularly posted regarding rules, regulations, procedures, or standards of conduct. Suggested other prominent locations may include classrooms, cafeterias, and student bulletin boards.

## Notification – Publication

WISH's Nondiscrimination Statement and Sexual Harassment Policy poster summaries attached to this bulletin shall be included in school or WISH publications (e.g., student planners, student handbooks or staff handbooks) that set forth the school's or WISH's comprehensive rules, regulations, procedures and standards of conduct.

## Notification –Internet

Schools shall post in a prominent and conspicuous location on their websites all of the following:

1. The names and contact information of the Title IX Complaint Managers for that school, including phone numbers and email addresses.
2. The [www.wishcharter.org](http://www.wishcharter.org) website link, Title IX and Nondiscrimination, provides information regarding the rights of a pupil and the public and the responsibilities of WISH under Title IX.

## **VI. CONFIDENTIALITY AND NON-RETALIATION**

Complaints of harassment and discrimination involving students shall be handled in a confidential manner to respect the privacy of all parties to the fullest extent possible under the law. Complainants are protected from retaliation. WISH prohibits retaliation in any form against anyone who files a complaint of suspected harassment or discrimination or participates in the complaint investigation process. Retaliation is grounds for a separate complaint. Incidents of retaliation may be reported to the Title IX/Bullying Complaint Manager or administrator for appropriate investigation and follow-up. These confidentiality and non-retaliation requirements extend to all parties involved.

## **VII. COMPLAINT PROCEDURES**

When a complaint or a report of discrimination or harassment is received, it shall be given immediate attention. Schools/sites that know, or reasonably should know, of possible discrimination or harassment must promptly investigate to determine what occurred and take appropriate steps to eliminate the conduct, prevent its recurrence and remedy its effects. The school's investigation is different from law enforcement or personnel investigations. A law enforcement or

personnel investigation does not relieve sites of their independent obligation to investigate the conduct.

Complainants may access either an informal resolution at the site or formal complaint resolution process through the Educational Equity Compliance Office. Informal processes are encouraged for expedient resolutions. However, the informal process shall be bypassed if the complainant names a principal as a respondent or the complaint alleges school-wide discriminatory practices. In those circumstances, the complainant should initiate a formal complaint directly with the Executive Director.

Below are the guidelines for investigating and responding to sexual harassment and sex discrimination complaints.

#### A. Informal Process or Site Level Investigation Response:

Any written or oral report of discrimination or harassment is a discrimination or harassment complaint and must be addressed. The Title IX Sex Discrimination/Sexual Harassment Complaint forms may be used to file the complaint. A reasonable effort must be made to investigate and address allegations submitted anonymously if the report contains sufficient information to identify alleged targets and/or accused persons.

The following guidelines are recommended to investigate and resolve complaints using the informal process at the site:

1. Assure the target(s) that WISH takes allegations of harassment and/or discrimination seriously, will not tolerate such treatment, and has strong policies against it.
2. Inform the target(s) of the confidentiality and non-retaliation guidelines, and assure them that they will not be required to confront the accused persons.
3. Assure the target(s) of interim steps that will be taken to monitor the parties and effectively address any alleged discriminatory or harassing behavior, to include providing additional monitoring of the safety of targets and any specific steps to eliminate the conduct. Make targets aware of available resources and the right to report a crime to law enforcement.

Interim measures to protect targets may include options to avoid contact with the accused in academic and extracurricular settings, safety plans, increased monitoring, training and educational materials to address school climate, as well as support resources, such as academic support, counseling, health and mental health services. In general, when taking interim measures, minimize the burden on the target(s).

4. Provide the names of school personnel who can help if the situation/incident continues or escalates.

5. Provide all parties, including parents and guardians, with WISH's Nondiscrimination Statement and/or Sexual Harassment Policy poster summaries as applicable. The WISH Policy Acknowledgement form can be used to document the sexual harassment policy has been reviewed and is understood by all parties. Secondary students may also be provided with WISH's Title IX and Nondiscrimination, Students Know Your Rights brochure. In Grades K-6, students may be provided with the Students, Don't Let Others Bully or Harass You! brochure.

6. When investigating sexual harassment complaints, carefully consider all available information in determining whether the conduct described violates WISH's sexual harassment policy and whether it rises to the level of creating a hostile environment. The following elements should be used for this analysis:

a. Was the conduct unwelcome to the target?

b. Was the conduct of a sexual nature or based on actual or perceived sex, sexual orientation, gender, gender identity or gender expression?

c. Was the conduct severe, persistent or pervasive?

d. Was the conduct objectively offensive; in other words, would a reasonable victim of similar characteristics (i.e. age, gender) find the conduct objectively offensive?

e. Did the conduct limit the individual's ability to participate in or benefit from an educational program or activity? When the answers to questions "a" and "b" are "yes," the conduct could constitute sexual harassment. Taking into consideration the totality of the circumstances, if the answers to all the questions are "yes" then

the sexual harassment likely also constitutes a hostile environment which is a violation of Title IX and can be subject to formal discipline.

It is important to note that sexual harassment is inappropriate and requires an immediate response and/or corrective actions to be taken to prevent its recurrence and address its effects, whether or not the conduct has risen to the level of a hostile environment. If the conduct does not meet the elements of this analysis for sexual harassment or hostile environment, the conduct may still be inappropriate and require an immediate response and corrective action.

When investigating discrimination complaints, carefully consider all available information in determining whether the conduct described in the complaint violates WISH's nondiscrimination policy.

**The following three questions should be asked:**

a. Was the student treated differently in a way that interfered with or limited the ability of the student to participate in or benefit from a WISH program or activity?

b. Was the different treatment based on actual or perceived sex, sexual orientation, gender, gender identity or gender expression?

c. Did the context or circumstances of the incident(s) provide a legitimate and non-discriminatory basis for the different treatment pursuant to WISH policy? When, based on the evidence obtained as part of the investigation, the answers to questions "a" and "b" are "yes" and the answer to "c" is "no," the incident/situation may be considered sex discrimination. However, conduct that does not rise to the level of sex discrimination may still be considered inappropriate behavior and may require that corrective actions be taken.

7. Obtain specific information relevant to the complaint such as where, when, and the frequency with which the incident(s) occurred, as well as the identities of the accused persons, other affected parties and any witnesses. If appropriate, request that complainants provide a written statement. If complainants are unable to provide written statements, WISH personnel will provide assistance. It is recommended that transcribed statements be done in the presence of a WISH witness.

8. Interview accused persons and provide assurances regarding confidentiality and non-retaliation. If appropriate, request that accused persons provide written statements. If accused persons are unable to provide written statements, WISH

personnel will provide assistance. It is recommended that transcribed statements be done in the presence of a WISH witness.

9. Interview any witnesses or other affected parties identified by the targets and accused persons and provide assurances regarding confidentiality laws prohibit sharing information about a child's educational records, disciplinary actions, counseling or other sensitive information to persons other than that child's legal parents/guardians and authorized staff.

10. Take appropriate administrative steps to respond to allegations of sex discrimination or sexual harassment, including acting to end the conduct, monitoring to ensure it does not reoccur and addressing any hostile environment that may have been created. Response strategies may involve the initiation of interventions, counseling and disciplinary proceedings for the accused and providing supports to targets and other affected parties, which can be memorialized using the tools for documenting interventions, discipline, counseling and incidents.

11. Refer to District policies BUL-5655.3 Guidelines for Student Suspension and BUI-6231.0, Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support for further guidance with interventions.

12. Inform complainants in general terms that WISH protects the privacy and confidentiality of individuals regarding the outcomes of the complaint and whether corrective actions have been or will be taken to resolve the complaint as required by law. Tell complainants of applicable appeal processes.

13. Inform parents/guardians of student complainants about the filing, the status of the investigation and findings, as well as the resolution of any complaint of discrimination or harassment in general terms. Care must be taken to protect the identity of the accused and any witnesses and the confidentiality of the specific administrative actions. Confidentiality laws prohibit sharing information about a child's educational records, disciplinary actions, counseling or other sensitive information to persons other than that child's legal parents/guardians and authorized staff.

14. If a student has been a target of discrimination or harassment based on sexual orientation or gender identity, consult with the student to determine an appropriate way to inform the student's parents/guardians of the conduct. Student sexual orientation or gender identity should be divulged only on a

need-to-know basis among staff and not otherwise divulged without permission of the student.

15. Monitor with targets that the discrimination/harassment has ceased. For example, arrange for a designated staff person to check-in with targets after one week and again after two weeks to evaluate whether remedies implemented have been effective.

16. The Complaint Investigation Record may be used to document findings and actions taken to address the complaint, as well as monitoring and assessment of the effectiveness of actions taken. If discriminatory or harassing conduct has not ceased, additional actions and monitoring will be required. The completed Complaint Investigation Record is in addition to noting incidents, discipline and counseling using WISH's electronic databases. A copy of the completed Complaint Investigation Record should be provided to the site's ISTAR designee to attach to the electronic incident record.

17. A behavior may be inappropriate yet not meet the impact criteria of sex discrimination or sexual harassment. The Complaint Investigation Record may be used when the conduct is determined to be inappropriate behavior that did not constitute discrimination/harassment. Corrective action may still be necessary and the form provides a vehicle to document the investigation and actions taken.

18. Complaint Investigation Record forms must be safeguarded by retaining them in a separate school file in a central location as opposed to a student's cumulative record. Access to these records is restricted to those individuals with a legitimate need for such access. These records must be kept for five years from the school year in which the complaint was filed. Duplicate copies should also be filed in each accused student's individual disciplinary file.

#### B. Formal Complaint of Discrimination/Harassment and/or Appeal of Site Informal Decision:

1. In addition to or instead of filing a complaint at a site, individuals have the right to file a formal written complaint of discrimination or harassment with the Executive Director within six months of the last occurrence or when knowledge of the complaint was first obtained depending on which comes first. A complainant unable to make a written complaint will be assisted by WISH personnel.

2. The written complaint/appeal may be filed using the Title IX Complaint Form, WISH's Uniform Complaint Procedures (UCP) form or simply by filing a written complaint statement.

3. The complaint shall contain the following information:

a. The specific facts about the complaint which may be helpful to the complaint investigator including, but not limited to the following: the nature of the complaint, names of those involved, witnesses, and dates/places of occurrences;

b. The specific relief being sought; and c. Other relevant or supportive documentation or information the complainant believes will provide assistance in understanding the complaint.

4. The formal complaint should be made to WISH's Title IX Coordinator, the principal, for each school site.

C. Formal Complaint/Appeal Process - WISH will follow steps outlined below and in WISH's UCP policy in response to a formal written discrimination or harassment complaint or appeal of a site decision:

1. Provide the complainant with a written acknowledgement of the complaint within 10 days which:

a. Advises and assures the complainant that confidentiality of the facts will be observed to the maximum extent possible.

b. Advises and assures the complainant that WISH prohibits retaliation against anyone who files a complaint or participates in a complaint investigation.

c. States that the complaint investigation/resolution process will be completed within 60 days of receipt of the complaint.

d. Advises the complainant to call or send any additional information or documentation relevant to the complaint.

e. Informs the complainant that a written report of findings and conclusions, listing any corrective action taken will be provided at the conclusion of the investigation.

2. Conduct an impartial investigation and work to resolve the matter.

3. Provide a written report of findings and conclusions to the complainant and the respondent within 60 days of receipt of the complaint/appeal that also contains the following:

a. The assurance that WISH prohibits retaliation in any form for filing a complaint/appeal, reporting instances of noncompliance, discrimination, harassment, intimidation and/or bullying or for participation in the complaint-filing or investigation process. These non-retaliation requirements extend to all parties involved.

b. A statement advising the complainant of the option to appeal the executive Director's decision to the WISH Board of Directors within 15 days of receipt of the Educational Equity Compliance Office's decision letter.

D. Further Options Regarding Complaints of Sex-Based Discrimination, Harassment, Intimidation and/or Bullying

A complainant may appeal the decision within 15 days of receipt of WISH's decision. Such appeals should specify the reasons for appealing the decision, include a copy of the original complaint and WISH's decision and be addressed persons who have filed a complaint should also be advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to them under California or federal discrimination, harassment, intimidation and/or bullying laws.

**Non-Discrimination Policy**

WISH is committed to providing equal opportunity for all individuals in education. WISH programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of race, color, ancestry, national origin, ethnic group identification, age, religion, pregnancy, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to disability), the Age Discrimination Act of 1975 (pertaining to age), the Genetic Information Nondiscrimination Act of 2008, and the 2003 amendment to the California FEHA, Unruh and Ralph Civil Rights Act (pertaining to gender identity or expression). This non-discrimination policy covers admission and access to, and treatment and

employment in, the WISH's programs and applies to all activities, including vocational education.

**Questions or complaints of alleged discrimination, harassment, intimidation and bullying or title IX equity and compliance concerns for students should be directed to:**

- Elementary School: Jessica Leonard, Principal
- Middle School: Chelsie Murphy, Principal
- High School: Kellie Mowll, Principal