



### **Notice of Title IX Coordinator and Complaint Process**

*This notice is to be provided to applicants for employment and school admission, students, employees, parents/guardians, and all unions or professional organizations holding a collective bargaining or professional agreement with the school. The notice should be provided with the annual notifications, posted on the district website, on any handbooks, and in any other venue in which notifications are made available.*

Please take notice that Swashant'e Dillon, Human Resources Coordinator, 1011 Altschul Avenue, Menlo Park, CA 94025, sdillon@llesd.org, 650-854-6311, has been designated as Las Lomas Elementary School District's Title IX Coordinator. Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator. The report may be made in person, by mail, email, telephone or any other means that results in the Title IX Coordinator receiving a written or verbal report. Such a report may be made at any time, including during non-business hours.

Las Lomas Elementary School District does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX not to discriminate in such a manner. The requirement not to discriminate extends to school admission and employment. Inquiries about the application of Title IX may be referred to the Title IX Coordinator.

Las Lomas Elementary School District has adopted a grievance procedure that provides for the prompt and equitable resolution of student and employee complaints alleging any action prohibited by Title IX. This grievance procedure may be found at BP4030/AR4030, on the District website, and in the school handbook. Any person may report or file a formal complaint of sex discrimination and sexual harassment to the Title IX Coordinator, or any employee.

#### **The Grievance Procedure**

The grievance procedure provides remedies once a determination of responsibility has been made, and follows a prescribed process before imposing disciplinary sanctions or other actions against respondent. It includes an investigation of the allegations, consideration of both inculpatory and exculpatory evidence, credibility determinations not based on a person's status as the complainant, respondent, or witness, and an objective evaluation of all relevant evidence.

Any individual designated as the Title IX Coordinator, the investigator, or the decision-maker may not have a conflict of interest or bias. The coordinator and investigator receive training on sexual harassment, issues of relevance, and how to impartially

conduct an investigation and grievance process. The grievance process will include the presumption that respondent is not responsible for the alleged conduct until a determination has been made at the conclusion of the process. The standard of proof for determination of all allegations of sex discrimination or sexual harassment will be clear and convincing.

The investigation and finding may not require, allow or rely upon questions or evidence protected by a recognized privilege. Upon conclusion of the investigation and decision-making process, a range of disciplinary sanctions and remedies may be implemented, including disciplinary action, up to and including dismissal. A party may appeal the final determination based on procedural irregularity that affected the outcome, new evidence not previously available that could affect the outcome, or conflict of interest within 10 business days of receiving the written report of the decision maker's findings.