

## **NONDISCRIMINATION/HARASSMENT**

The Superintendent hereby designates the following position(s) as coordinator(s) for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying and to answer inquiries regarding the Office of Education's (HCOE) nondiscrimination policies:

Title IX Coordinator  
Deputy Superintendent of Educational Services  
Humboldt County Office of Education  
901 Myrtle Avenue  
Eureka, CA 95501  
(707) 445-7030

Compliance Officer  
Assistant Superintendent, Student Programs and Services  
901 Myrtle Avenue  
Eureka, CA 95501  
(707) 445-7000

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying of students at HCOE schools or in school activities and to ensure equal access for all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize HCOE's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through HCOE-supported communications
2. Post HCOE's policies and procedures prohibiting discrimination, harassment, student sex-based harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students
4. Post in a prominent location on HCOE's web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX

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prohibitions against discrimination based on a student's sex, sex characteristics, sexual orientation, gender, gender identity, pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery, and parental, marital, and family status, including the following:

- a. The name and contact information of the district's Title IX coordinator, including the phone number and email address
- b. The rights of students and the public and the responsibilities of HCOE under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
- c. A description of how to file a complaint of noncompliance under Title IX which shall include:
  - (1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
  - (2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
  - (3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
- d. A link to the Title IX information included on the California Department of Education's (CDE) web site
5. Post in a prominent location on HCOE's website and include in each handbook, catalog, announcement, bulletin, and application form for students, parents/guardians or other authorized legal representative, and employees, the Title IX notice of nondiscrimination which includes the following:
  - a. HCOE does not discriminate on the basis of sex in any education program or activity that it operates
  - b. Inquires about the application of Title IX may be referred to HCOE's Title IX Coordinator and/or OCR

- c. The name or title, office and email address, and telephone number of HCOE's Title IX Coordinator
- d. How to locate HCOE's nondiscrimination policy and HCOE's grievance procedures for Title IX complaints.
- e. How to report conduct that may constitute sex discrimination under Title IX
- f. How to make a complaint of Title IX sex discrimination

If necessary due to the format or size of any publication specified above, HCOE may include only the statement that HCOE prohibits sex discrimination in an education program or activity that it operates, that individuals may report concerns or questions to the Title IX Coordinator, and the location of the complete notice on HCOE's website.

HCOE shall not distribute a publication stating that HCOE treats students, employees or applicants differently on the basis of sex, unless such treatment is permitted by Title IX

- 6. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on HCOE's web site in a manner that is easily accessible to parents/guardians and students.
- 7. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision or other services to them. Such training and information shall include guidelines HCOE may use to provide a discrimination-free environment for all students.
- 8. Provide to students a handbook that contains age-appropriate information that clearly describes the nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
- 9. Annually notify all students and parents/guardians of the nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students. The notice shall

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inform students and parents/guardians that they may request to meet with the Compliance Officer to determine how to best accommodate or resolve concerns that may arise from HCOE's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, HCOE will address any individual student's interests and concerns in private.

10. Ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified how to access the relevant information provided in the nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

When 15% or more of a school's students speak a single primary language other than English, translate the nondiscrimination policy, regulation, related complaint procedures, and all forms and notices for use in the complaint process into that other language. In all other cases, meaningful access to all relevant information for parents/guardians with limited English proficiency will be ensured.

11. At the beginning of each school year, inform school employees that any employee who witnesses any act of discrimination, harassment, intimidation, or bullying against a student is required to intervene if it is safe to do so.
12. At the beginning of each school year, inform each principal or designee of the Office of Education's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior.
13. Provide to certificated employees serving students in grades 7-12 information on existing school and community resources related to the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) students, or related to the support of students who may face bias or bullying on the basis of an of the actual or perceived characteristics in Penal Code 455, including immigration status; Education Code 220; and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation; or association with a person or group with one or more of these actual or perceived characteristics.
14. For the 2025-2026 school year through the 2029-2030 school year, provide annually to the certificated employees serving students in grades 7-12 at least one hour of training to support LGBTQ+ cultural competency in accordance with Education Code 218.3

## **Process for Initiating and Responding to Complaints**

Any student who feels that he/she has been subjected to unlawful discrimination noted above, is strongly encouraged to immediately contact the Compliance Officer, Title IX Coordinator, principal or other staff member . In addition, any student who observes any such incident are strongly encouraged to report the incident to the Compliance Officer or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying or to whom an incident is reported shall report the incident to the Compliance Officer, Title IX Coordinator or principal, within one work day, whether or not the victim files a complaint. In addition, any school employee who witnesses an incident of discrimination shall immediately intervene to stop the incident when safe to do so.

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal, Compliance Officer, Title IX Coordinator, the principal, Compliance Officer, or Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal complaint in accordance with HCO's Uniform Complaint Procedures or, for complaints of sex discrimination, including sex-based harassment the right to initiate the Title IX grievance procedures as specified in Exhibit 1 5145.71 title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. Once notified either verbally or in writing, the Compliance Officer or title IX Coordinator shall begin the investigation shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaints alleging unlawful discrimination involving the principal, Compliance Officer, Title IX Coordinator, or any other person to whom a report would ordinarily be made or complaint filed shall instead be to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

1. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. When a student presents government-issued documentation of a name and/or gender change or submits a

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request for a name and/or gender change through the process specified in Education Code 49070, the district shall update the student's records.

2. Names and Pronouns: If a student so chooses, school personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official school record. However, inadvertent slips or honest mistakes by personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying policy.
3. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.