



Centinela Valley Union High School District

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Nondiscrimination Memorandum

November 26, 2018

The Centinela Valley Union High School District and the District's Board of Education do not tolerate any acts of unlawful discrimination (such as discriminatory harassment, bullying, intimidation, and/or retaliation). As a District, we continue to take proactive steps to implement anti-discrimination, bullying and harassment prevention programs, to create a culture of support and responsibility, and to have systems in place to deal appropriately with reports and/or allegations of misconduct.

Reminder: All forms for reporting unlawful discrimination can be accessed on the District's website, and available at all District buildings.

The District is committed to investigating any complaint or observance of unlawful discrimination in a prompt and equitable manner. The District will take prompt steps which are reasonably calculated to (a) end discrimination or harassment when it occurs; (b) eliminate any hostile environment and/or its effects; and (c) prevent any recurrence of the discrimination or harassment. In support of this, the following protocols have been established in conjunction with the District's Uniform Complaint Procedure ("UCP"):

- Within one (1) business day report complaint or observance of unlawful discrimination or harassment to school-site principal and/or District Compliance Officer.
- Within five (5) business days, team meeting arranged by Compliance Officer to discuss and determine the need for interim measures or corrective actions pending the completion of the UCP investigation (pursuant to AR 1312.3)
- Arrange an annual meeting with key District and school-level administrative staff to: review complaints concerning unlawful discrimination, ensure District sites and resources provide a clearly stated policy and procedures regarding discrimination/harassment, evaluate misconduct and the context in which it occurred, note any significant discrepancies or omissions in handling such complaints, and discuss any modifications to the annual anti-discrimination and harassment training provided to all District and school-level administrative staff, including teachers.

The District also remains committed to ensure that steps taken to address discrimination or harassment do not unnecessarily burden the complainant or further limit or deny the complaining student's educational opportunities. In conjunction with the UCP and the above-listed protocols and established practices, when unlawful discrimination or harassment is reported or observed, the District also encourages all District and school-level administrative staff and teachers to:

- Inform students of all remedial options and accessibility to all forms for reporting unlawful discrimination/harassment (accessible on the District website and at all District sites).
- Use language that promotes trust and support where the student may feel too intimidated to complain.
- Make a detailed record of the complaint and report the complaint to the District's Compliance Officer.
- Assure the student that the school will take strong responsive actions if retaliation occurs and that the integrity of the complaint process will be maintained.
- Arrange regular check-ins to see how the student is doing and keep a record of each check-in.
- Assess whether the alleged misconduct has affected the student's education at regular check-ins or follow-up inquiries with the student.
- Cultivate classroom and curricular strategies for establishing and reinforcing equitable attitudes and actions.

The District will continue to promote diversity and inclusion in all aspects of education, on and off school campuses. We encourage all District staff to cultivate a more tolerant culture by actively celebrating diversity in the classroom, on campus, and in the workplace. Behavior that is discriminatory or offensive, will be addressed directly by contacting District or school-level administrative staff.

In addition to an annual review, training and notification protocols mandated of District and school-site staff, continuous follow-up inquiries and stringent systematic measures are required to be used to assess and accordingly eliminate a hostile environment for all students. A support system comprised of both District-level and school-site level staff working together will aim to prevent recurrence of such misconduct, while also providing a safe space for a complainant/student to come forward. This way, the District can maximize educational opportunities by promptly removing barriers caused by unlawful discrimination and take early corrective action(s) to deal with behaviors that may be offensive or intimidating, even if a formal complaint has not been made.

Thank you,

Dr. Stephen Nellman
Assistant Superintendent, Human Resources