


Bridges Charter School 	Board Policy- <p style="text-align: center;"><b>Title IX</b></p> <b>Harassment, Intimidation, Discrimination &amp; Bullying</b>		
Policy Number: <p style="text-align: center;"><b>BP 5145.3</b></p>	Adopted: <p style="text-align: center;"><b>10/09/17</b></p>	Revised:	Replaced:

Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator (“Coordinator”):  
 All complaints should be sent to our Title IX Coordinator, who can be reached at:

**Cindy McCarthy**  
**Assistant Director**  
**805-492-3569**

[cindy.mccarthy@bridgecharter.org](mailto:cindy.mccarthy@bridgecharter.org)

**Your Rights and Responsibilities under Title IX**

- (a) You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- (b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities and athletics offered by the Charter School.
- (c) The Charter School does not currently offer any athletic programs. If it does in the future, you have the right to inquire of the athletic director or other appropriate Charter School administrator as to the athletic opportunities offered by the School.
- (d) You have the right to apply for athletic scholarships.
- (e) You have the right to receive equitable treatment and benefits in the provision of all of the following:
  - Equipment and supplies.
  - Scheduling of games and practices.
  - Transportation and daily allowances.
  - Access to tutoring.
  - Coaching.
  - Locker rooms.
  - Practice and competitive facilities.
  - Medical and training facilities and services.
  - Publicity.
- (f) You have the right to have access to our Title IX Coordinator regarding gender equity laws.

(g) You have the right to file a confidential discrimination complaint with the United States Office for Civil Rights or California Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex. See below for more information regarding how to file a complaint.

(h) You have the right to pursue civil remedies if you have been discriminated against.

(i) You have the right to be protected against retaliation if you file a discrimination complaint.

(j) You can find out more information regarding your rights, the Charter School's responsibilities, and access information on gender equity laws from the following resources:

- California Interscholastic Federation: <http://www.cifstate.org/governance/equity/index>
- California Department of Education, Office for Equal Opportunity:  
<http://www.cde.ca.gov/re/di/eo/dutytoprotect.asp>
- United States Department of Education, Office for Civil Rights:  
<http://www2.ed.gov/about/offices/list/ocr/frontpage/pro-students/se-x-pr.html>

### **How to File a Complaint Under Title IX**

(a) You can find more information regarding how to file a complaint as follows:

- The United States Office for Civil Rights website:  
<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>.
- California Department of Education website:  
<http://www.cde.ca.gov/re/di/eo/complaint.asp>
- The Charter School's Uniform Complaint Procedures ("UCP") or Title IX/Harassment/Intimidation/Discrimination/Bullying Policy. Please see :

[www.bridgescharter.org](http://www.bridgescharter.org) under the "Current Families" tab

OR 1335 Calle Bouganvilla Thousand Oaks, CA 91360

(b) A complaint regarding discrimination or harassment based on sex must ordinarily be filed with the U.S. Office for Civil Rights within 180 days of the last act of discrimination. If your complaint involves matters that occurred longer than this and you are requesting a waiver, you will be asked to show good cause why you did not file your complaint within the 180-day period. If you have questions about your situation, you can contact the California branch of the Office for Civil Rights at the address listed below. A complaint filed with the Charter School under our UCP alleging unlawful discrimination, harassment, intimidation or bullying must be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying.

- (c) The U.S. Office for Civil Rights has its own policies and procedures for investigating complaints. Please review the above link for more information about this process. A complaint filed with BRIDGES CHARTER under our UCP or Title IX/ Harassment/ Intimidation/ Discrimination/ Bullying policy will be investigated in compliance with those policies.
- (d) There are a variety of ways to file your complaint. You can use the U.S. Office for Civil Rights electronic complaint form filed directly through their website; or mail, email, or send by facsimile your own letter or a completed copy of the Office for Civil Rights Discrimination Complaint Form.
- The electronic complaint form is available at:  
<https://www2.ed.gov/about/offices/list/ocr/complaintform.pdf>
  - You can send a completed version of this form or your own letter via email, facsimile, or regular mail to the following addresses:

**San Francisco Office  
Office for Civil Rights  
U.S. Department of Education  
50 United Nations Plaza  
Mail Box 1200, Room 1545  
San Francisco, CA 94102**

**Telephone: 415-486-5555  
FAX: 415-486-5570; TDD: 800-877-8339  
Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov) or [ocr@ed.gov](mailto:ocr@ed.gov)**

To file a UCP or complaint under our Title IX/ Harassment/ Intimidation/ Discrimination/ Bullying complaint directly with the Charter School, please follow procedures set forth in those policies.

## TITLE IX FORMAL COMPLAINT FORM

**PURPOSE:** The purpose of the Title IX grievance procedures is to secure prompt and equitable resolutions of complaints based on sexual harassment, sexual violence and sex discrimination, including discrimination based on gender identity or expression or failure to conform to stereotypical notions of masculinity or femininity in violation of Title IX of the Education Amendments of 1972 (“Title IX”) and violation of Academy policies that prohibit these types of discrimination. These procedures apply only to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).

**INSTRUCTIONS:** Individuals alleging Title IX discrimination and requesting review are required to complete this form and submit it to the Director or Title IX Coordinator as soon as possible after the occurrence of the alleged discrimination:

1. Name of Complainant: \_\_\_\_\_

\_\_\_\_\_

Home Address	City/State/Zip	Home Phone
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School: \_\_\_\_\_ Grade: \_\_\_\_\_

2. **Nature of Grievance:** Please describe the action you believe may be sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. When did the actions described above occur?

\_\_\_\_\_

4. <b>Are there any witnesses to this matter?</b> (Please circle)	<b>Yes</b>	<b>No</b>
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If yes, please identify the witnesses:

\_\_\_\_\_

5. Did you discuss this matter with any of the witnesses identified in Item 4?  
(Please circle) **Yes** **No**

If yes, please identify:

Person to whom you have spoken: \_\_\_\_\_ Date: \_\_\_\_\_

Method of communication:

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6. Have you spoken to any administrator(s) or other Academy staff member(s)  
about this matter? (Please circle) **Yes** **No**

If yes, please identify:

Person to whom you have spoken: \_\_\_\_\_ Date: \_\_\_\_\_

Method of communication:

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7. Please describe the result of the discussion(s) identified in Item 6:

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**PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT.**

*I certify that the foregoing information is true and correct.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date