

Title IX Reporting Procedures

1. Complete details on the complaint form and submit to:

Title IX Coordinator
Annet Johnson
Administration Building, Human Resources
1501 Del Norte Street
West Covina, CA 91790
ajohnson@esgvrop.org
(626) 472-5131

2. Any staff member who receives a report, verbally or in writing, from any employee or student, regarding sexual harassment, sexual violence, bullying, or discrimination, must forward a written report to the Title IX Coordinator within 24 hours, or within a reasonable extension of time thereafter for good cause.
3. All complaints of sexual harassment, sexual violence, bullying, and discrimination will be investigated and promptly resolved.
4. Upon receipt of a report, the Title IX Coordinator, or a designee, will initiate an investigation within 48 hours.
5. In determining whether the alleged conduct constitutes sexual harassment, sexual violence, bullying, or discrimination, the Title IX Coordinator will look at the record as a whole and the totality of the circumstances, including the nature of the alleged sexual harassment, sexual violence, bullying, or discrimination, and the context in which the alleged incident(s) occurred. After completion of the investigation, the Title IX Coordinator, or a designee, will render findings and a recommended disposition of the complaint.
6. If the complainant is not satisfied by the report and/or the recommended disposition, he or she shall make an appeal in writing stating the reasons why the complainant is dissatisfied with the report and recommended disposition. The Title IX Coordinator will conduct a meeting with the complainant and hear the complainant's appeal.
7. If the complainant is still not satisfied by the recommendation of the Title IX Coordinator, he/she may submit the matter to the Superintendent. The complainant shall make an appeal in writing stating the reasons why the complainant is dissatisfied with the report and recommended disposition of the Title IX Coordinator. The Superintendent shall review the basis for the complainant's appeal and the report and recommended disposition. The Superintendent may make a decision based on the record presented or, if the Superintendent determines it is necessary, collect any additional information deemed necessary.
8. The decision of the Superintendent may be appealed to the Board using the same appeal process.