

The following is information regarding your rights and responsibilities regarding filing a Title IX Complaint.

Title IX Coordinator Contact Information

All complaints should be sent to our Title IX Coordinator, who can be reached at:

Ms. Amy Gaerlan
Dean of Support Services
2111 International Boulevard
Oakland, CA 94606
510-686-4131
amyg@communityschoolforcreativeeducation.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 and extracurricular activities and athletics offered by the Community School for Creative Education “CSCE” or 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 a gender equity coordinator to answer questions regarding gender equity laws. The gender equity officer is the Title IX Coordinator. Please see above for this Coordinator’s contact information.

(g) You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.

(h) You have the right to file a confidential discrimination complaint with the United States Office for Civil Rights or the State 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.

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

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

(k) You can find out more information regarding your rights, CSCE'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:
<https://www.cde.ca.gov/re/di/or/oeo.asp>
- California Department of Education, Gender Equity/Title IX
<https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>
- United States Department of Education, Office for Civil Rights:
<https://www2.ed.gov/about/offices/list/ocr/frontpage/pro-students/sex-pr.html>

(j) You can find a list of community-based organizations that provide support to youth, and their families, who have been subjected to school-based discrimination, harassment, intimidation, or bullying at: <https://www.cde.ca.gov/re/di/eo/>

Definition of Discrimination and Harassment Based on Sex Under Ed. Code Section 230

Harassment and other discrimination on the basis of sex include, but are not limited to, the following practices:

(a) On the basis of sex, exclusion of a person or persons from participation in, denial of the benefits of, or subjection to harassment or other discrimination in, any academic, extracurricular, research, occupational training, or other program or activity.

(b) On the basis of sex, provision of different amounts or types of student financial aid, limitation of eligibility for student financial aid, or the application of different criteria to applicants for student financial aid or for participation in the provision of student financial aid by others.

(c) On the basis of sex, exclusion from participation in, or denial of equivalent opportunity in, athletic programs. "Equivalent" means equal or equal in effect.

(d) On the basis of sex, harassment or other discrimination among persons, including, but not limited to, students and nonstudents, or academic and nonacademic personnel, in employment and the conditions thereof, except as it relates to a bona fide occupational qualification.

(e) On the basis of sex, the application of any rule concerning the actual or potential parental, family, or marital status of a person, or the exclusion of any person from any program or activity or employment because of pregnancy or related conditions.

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 websites:
 - <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>.
 - <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
 - <https://ocrcas.ed.gov/welcome-to-the-ocr-complaint-assessment-system>
- California Department of Education website:
 - <http://www.cde.ca.gov/re/di/eo/complaint.asp>
- CSCE Uniform Complaint Procedures (“UCP”) or Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy. Please see CSCE Family Handbook for a complete copy of these policies.

(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 CSCE 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 CSCE under our UCP or Title IX, Harassment, Intimidation, Discrimination, and 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/complaintintro.html>
- You can send a completed version of this form or your own letter via email, facsimile, or regular mail to the following addresses:

**Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202**

**Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: ocr@ed.gov**

**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**

To file a UCP or complaint under our Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy directly with CSCE, please follow procedures set forth in those policies.