

Title IX Training

Presented by: Holly Boyd Wardell July 23, 2019

EICHELBAUM WARDELL Hansen Powell & Muñoz, P.C.

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Holly Boyd Wardell

Holly is a Shareholder in our Austin office.



Holly is licensed to practice law in all Texas state courts; the United States District Courts for the Northern, Eastern, Southern, and Western Districts of Texas; the United States Court of Appeals for the Fifth Circuit; and the United States Supreme Court.

She is a member of the Austin Bar Association, National School Boards Association Council of School Attorneys; School Law,

Litigation, Administrative and Public Law, and Labor and Employment Law sections of the Texas Bar, Texas Council of School Attorneys, and the Texas Association of Defense Counsel. Holly has also served on the State Bar's Disabilities Issues Committee and the Texas Education Agency's State Supervision Committee & Complaints Management System. Holly graduated cum laude from Texas Wesleyan University in 1992 and earned her Juris Doctorate from The University of Texas School of Law in 1996.

Holly has an impressive litigation background in whistleblower cases and civil rights cases including gender, race, and national origin, and disability discrimination claims. Her work on position statements, motions, and briefs has resulted in numerous victories for school districts at every level conceivable. Additionally, she regularly attends ARD and Section 504 Committee meetings and represents clients at due process hearings.

Holly's outgoing personality, enthusiasm, and thoroughness combine to make her a popular lecturer. She is a frequent guest speaker for school districts, regional education service centers, special education cooperatives, state organizations, and universities on a variety of topics related to school law, including special education, Section 504, education records, sexual harassment, student discipline, and search and seizure. Holly has published numerous articles for state and firm publications on special education and other issues.

Holly's email address is hwardell@edlaw.com.



TITLE IX

Holly Boyd Wardell www.edlaw.com

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Education Amendments of 1972 ESEA 1965

TITLE IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

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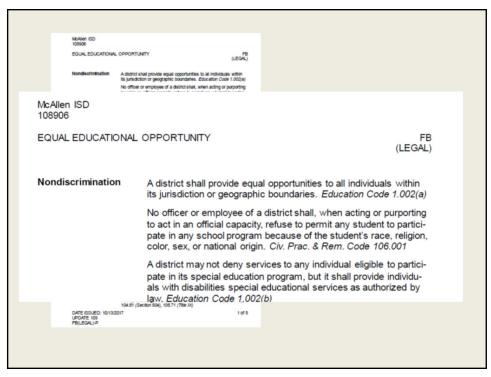
RELEVANT POLICIES

- FB (LEGAL) Equal Educational Opportunity
- FB (LOCAL) Equal Educational Opportunity
- FFH (LEGAL) Freedom from Disc, Har, & Ret
- FFH (LOCAL) Freedom from Disc, Har, & Ret
- FNE (LEGAL) Pregnant Students
- FNE (LOCAL) Pregnant Students
- FNG (LEGAL) Student & Parent Complaints
- FNG (LOCAL) Student & Parent Complaints

RELEVANT POLICIES

- DAA (LEGAL) Equal Employment Opportunity
- DGBA (LEGAL) Employee Complaints

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McAllen ISD 108906

EQUAL EDUCATIONAL OPPORTUNITY

(EXHIBIT)

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, for students:

Name: John Wilde

Position: Director for Student Support Services
Address: 2000 North 23rd Street, McAllen, TX 78501

Telephone: (956) 618-6031

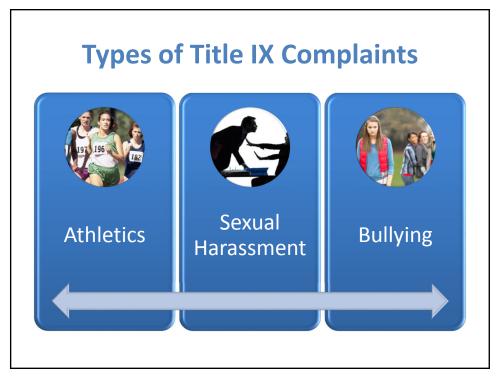
The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for students:

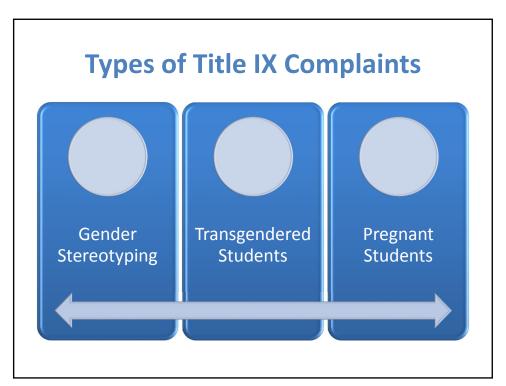
Name: John Wilde

Position: Director for Student Support Services

Address: 2000 North 23rd Street, McAllen, TX 78501

Telephone: (956) 618-6031





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Arkansas, Louisiana, Mississippi, Texas

Office for Civil Rights, Dallas Office U.S. Department of Education 1999 Bryan St., Suite 1620 Dallas, Texas 75201-6810

Telephone: 214-661-9600

Fax: 214-661-9587

E-mail: OCR.Dallas@ed.gov





GENDER EQUITY IN ATHLETICS

- Participation
- Comparable Benefits, Equipment, Facilities

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OPPORTUNITIES FOR PARTICIPATION

ATHLETICS

Houston ISD

- OCR complaint that district discriminated against female students by failing to effectively accommodate their athletic interests and abilities.
- OCR examined the district's athletic program in light of the "three-part test."

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3-Part Test

- 1. <u>Proportionate opportunities</u> for participation for both males and females;
- 2. District had demonstrated a <u>history</u> and continuing practice of <u>expanding</u> its athletic programs for the underrepresented sex; or
- 3. District had demonstrated that members of the underrepresented sex were <u>fully and effectively accommodated</u> by existing programs.

Houston ISD

Should HISD satisfy any prong of the test, it would demonstrate compliance with Title IX with respect to the availability of equal opportunities to participate in athletic programs.

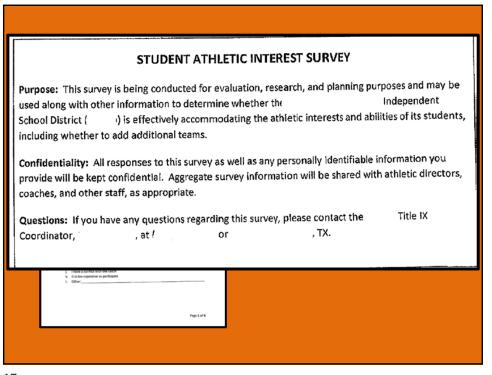
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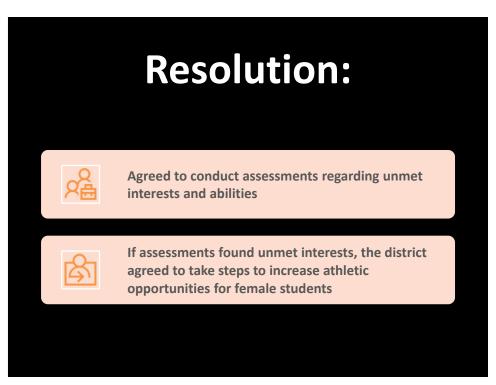
Only one campus had more girls than boys participating in athletics

Remaining campus had a sum total of 1152 more "opportunities" for boys than girls (a 12% disparity)

Unable to demonstrate a history of program expansion

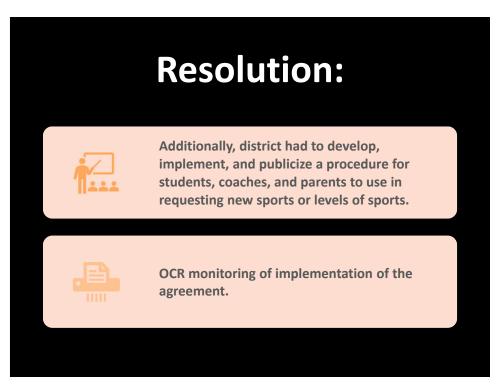
Had not surveyed to determine if any unmet interest by female students

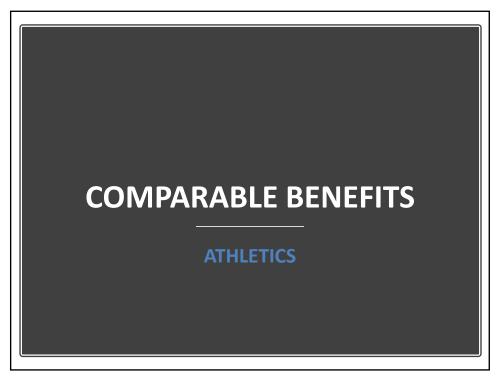




Increased opportunities could be in the form of • New sports teams for girls • Additional levels of existing teams • Increased squad size

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- On site investigation
- 250 students
- · Limited to high school
- 3 days
- 3 investigators, including one attorney
- Notebooks
- Cameras
- Measuring tape

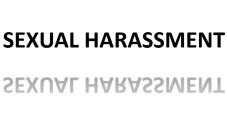


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Resolution

- Renovations to softball complex Compliance with UIL regulations Dug-outs Batting cages Distance to restroom
- Improved quality and number of uniforms for girls softball
- Means to accommodate interest and abilities of underrepresented sex

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SEXUAL HARASSMENT

BOOSTER CLUB SUPPORT

ATHLETICS

Peer-to-Peer Staff-to-Student

STUDENT WELFARE FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION



A district may develop and implement a sexual harassment policy to be included in the district improvement plan. A district shall adopt and implement a dating violence policy to be included in the district improvement plan. Education Code 37.083, 37.0831 [See BQ]

Sexual abuse of a student by an employee, when there is a connection between the physical sexual activity and the employee's duties and obligations as a district employee, violates a student's

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EMPLOYEE- STUDENT SEXUAL Address alleged harassment by employees on the district's behalf shall take corrective measures to address the harassment or abuse. <u>Gebser v. Lago Vista ISD</u>, 118 S. Ct. 1989 524 U.S. 274 (1998); <u>Doe v. Taylor ISD</u>, 15 F.3d 443 (5th Cir. 1994)

STUDENT-STUDENT

A district must reasonably respond to known student-on-student

STUDENT-STUDENT
SEXUAL
HARASSMENT

A district must reasonably respond to known student-on-student harasser is under the district's disciplinary authority. Davis v. Monroe County Bd. of Educ., 526 U.S. 629

(1999)

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Sexual abuse of a student by an employee, when there is a connection between the physical sexual activity and the employee's duties and obligations as a district employee, violates a student's constitutional right to bodily integrity. Sexual abuse may include fondling, sexual assault, or sexual intercourse. *U.S. Const. Amend.* 14; Doe v. Taylor ISD, 15 F.3d 443 (5th Cir. 1994)

County Bd. of Educ., 526 U.S. 629 (1999)

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Sexual harassment of students may constitute discrimination on the basis of sex in violation of Title IX. 20 U.S.C. 1681; 34 CFR 106.11; <u>Franklin v. Gwinnett County Schools</u>, 503 U.S. 60 (1992) [See FB regarding Title IX]

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DEFINITION OF SEXUAL HARASSMENT Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender. Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)

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[See FB regarding Title IX]

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HOW TO RESPOND

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STATEMENT OF NORDEGRAMATION, HARASSMENT, AND RETALIATION (LOCAL) New: The policy addressed decembration, hazassment, and relabled in high policy and relabled in high policy label shaders. For powitions in egal and relabled in high policy label shaders of the base political policy in the FFI (Local) in the FFI (Loca

STUDENT WELFARE
FREEDOM FROM DIGCREMENTION, HARAGSMENT, AND RETALIATION (LCCA)

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RECORDS RETENTION

The District shall retain records of the complaint and investigation in accordance with FB(LOCAL) and CPC(LOCAL).



Copies of reports alleging discrimination, prohibited harassment, including sexual harassment, and retaliation; investigation reports; and related records shall be maintained by the District for a period of at least three years. If the person alleged to have experienced discrimination, prohibited harassment, or retaliation was a minor, the records shall be maintained until the person reaches the age of 21.

ACCESS TO POLICY

Information regarding this policy and any related procedures shall be included annually in the employee and student handbooks. The policy and procedures shall be posted on the District's website; a copy may also be obtained at each campus and the District's administrative offices.

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GENDER STEREOTYPES

Complaint: whether students were being harassed on the basis of sex, including harassment based on not conforming to gender stereotypes

nonconformance with gender stereotypes

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Anoka-Hennepin School Dist., MN

Female students: manly, guy, he-she

Male students: girl, gay-boy, you're a guy, act like it

Female student: go kill herself

Some students reported that they had been threatened and subjected to physical assaults because of their nonconformity to gender stereotypes.

- physical and mental health problems
- stopped attending school for periods, left district, or dropped out

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Anoka-Hennepin School Dist., MN

District entered into consent decree with OCR and the Justice Department:

1. Review and improve its policies and procedures concerning harassment to address sex-based harassment, including harassment based on gender stereotypes, by working with an Equity Consultant

- 2. Hire or appoint a Title IX and Equity
 Coordinator to ensure proper
 implementation of the District's harassment
 policies and procedures;
- 3. Conduct training of all District faculty, staff, and students on policies and procedures for reporting and responding to harassment

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Anoka-Hennepin School Dist., MN

- Hire a mental health consultant to assist students who are subject to harassment;
- 5. Create an anti-bullying/anti-harassment task force;
- 6. Administer an anti-bullying survey once per year;
- 7. Identify harassment "hot spots" and assign personnel to monitor these trouble areas;

- 8. Ensure that all of its middle and high schools have a peer leadership program addressing harassment;
- Convene annual meetings between the Superintendent and students at every middle and high school in the district; and
- 10. Provide compliance reports to DOJ and OCR each trimester during the 5 year term of the consent decree.

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free speech v. title ix

free speech v. title ix

B.H. v. Easton Area Sch. Dist., 725 F.3d 293 (3d Cir. 2013)

- First Amendment Case
- Title IX "rights of others" D raised as defense
- Allowing students to wear the "I [heart] boobies" bracelets = likelihood of increase in student-to-student sexual harassment

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free speech v. title ix

B.H. v. Easton Area Sch. Dist., 725 F.3d 293 (3d Cir. 2013)

- · Court not convinced.
- District does not explain why the bracelets would breed an environment of pervasive and severe harassment.

BULLYING

BULLYING



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BULLYING BY OPPOSITE GENDER INSUFFICIENT FOR TITLE IX CLAIM

Williams-Grant v. Arlington ISD, 2012 WL 5871595 (N.D. Tex. Nov. 19, 2012)

- Jasmine was mean to Travon
- Complaint: "The bully (sic) has got so bad that Travon Talks about taking his life."

BULLYING BY OPPOSITE GENDER INSUFFICIENT FOR TITLE IX CLAIM

Court: There is no allegation that, while the person allegedly bullied Travon was female, Travon was subjected to anything by reason of his gender. No allegation is made in the complaint that, as cruel as Jasmine's comments to Travon might have been, any of her comments were prompted by the fact that Travon was a male.

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SANCHES v. CARROLLTON-FARMERS BRANCH ISD (2010)

Parent claimed that daughter was sexually harassed by another female student

- 1) declaring she was in the presence of a "ho";
- 2) circulating a rumor that the plaintiff had a hickey on her breast;
- a confrontation in the hall where the Senior cheerleader alleged bragged that she was having sex with plaintiff's now-boyfriend;
- 4) the Senior cheerleader's touching the boyfriend's rear end; and
- 5) the Senior cheerleader's allegedly starting a rumor that she, the Senior cheerleader, was pregnant by plaintiff's boyfriend.

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COURT:

Even if allegations constituted sexual harassment, district responded by conducting investigation into each allegation and disciplining the alleged harasser in the one instance where they were able to substantiate a claim.

Sanches v. Carrollton-Farmers Branch ISD, 647 F.3d 156 (5th Cir. 2011)

- District court decision: not saying events rose to the level of sexual harassment, but district not deliberately indifferent
- · Fifth circuit: affirmed

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Court: This is nothing more than a dispute, fueled by a disgruntled cheerleader mom, over whether her daughter should have made the squad. It is a petty squabble, masquerading as a civil rights matter, that has no place in federal court or any other court.

EDERAL REGULATIONS

- 34 C.F.R. 106.31
- Prohibit schools from excluding a person on the basis of sex from extracurricular programs and activities.
- Nothing limits this to the female gender.



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What if a boy wants to tryout for our dance squad?

LET HIM*



*D.M. v. Minnesota State High School League, 2018 WL 4656275 (D. MN 2018).

- Male students brought action alleging that the MSHSL rule that high school competitive dance team was a girls-only sport violated equal protection and Title IX.
- Male students were denied an injunction unlikely to succeed on the merits.

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Compete on Athletic Team of Sex Corresponding to Birth Certificate

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Parents for Privacy v. Dallas Sch. Dist. No. 2, 326 F.Supp.3d 1075 (D. OR 2018).

High school students and their parents brought action against USDOE alleging that high school's policy of allowing transgender students to use <u>restrooms</u>, <u>locker rooms</u>, and <u>showers</u> that matched their gender identity, rather than their biological sex assigned at birth, violated the Due Process Clause, Title IX, and the First Amendment's Free Exercise Clause, and Oregon law.



Parents for Privacy v. Dallas Sch. Dist. No. 2, 326 F.Supp.3d 1075 (D. OR 2018).

Students did not have a fundamental privacy right

under the Due Process Clause to not share restrooms, locker rooms, and showers with transgender students whose biological sex was different than theirs...



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OTHER RELEVANT CASES



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BIEDIGER v. QUINNIPIAC UNIV. (2010)

- Volleyball players and coach sued university for dismantling the volleyball team, allegedly to use the funds for a cheerleading squad
- Cheerleaders not athletes at this school in NCAA for Title IX purposes.

P. 27-28

Jane Doe v. Georgetown County Sch. (D. S.C. 2015)

Saggy boobs



 Court: No, not sufficiently severe and pervasive to rise to level of T9 violation

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Ollier v. Sweetwater Union High School, (SD Ca 2014)

- Female high school athletes
- T9 unequal treatment and benefits by athletic program
- Lack of publicity and promotional support,
 uding use of <u>cheerleaders</u>, band, and pep squad
- Permanent injunction district to implement systemic plan to address areas of noncompliance

Arceneaux v. Assumption Parish Sch. Bd., 733 FedAppx 175 (5th Cir. May 17, 2018)

- Female cheerleader
- On squad Freshman, Sophomore, Junior
- Junior year removed from squad for posing for picture in uniform, with skirt raised
- ricture appeared on a publicly viewable social media account (Snapchat)
- Removal from squad meant she could not try out for Senior year

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Arceneaux v. Assumption Parish Sch. Bd., 733 FedAppx 175 (5th Cir. May 17, 2018)



- Sued under Title IX claiming gender discrimination
- Claimed cheer constitution as harsher than athletic code of conduct
- "any unacceptable behavior while in uniform or at a school function"
- Claim dismissed not based on gender



2018 WL 327241 (D. NM. 2018)

*Motion to Dismiss – Facts as Alleged by Plaintiff

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What happens at camp...

- B.P. = cheerleader
- Parents allowed her to go to camp "on the condition that B.P. stay in the same room as the head varsity cheerleading coach"
- Coach's boyfriend came
- B.P. moved to different room with 2 other girls and a "chaperone"

*chaperone was 17-year-old who graduated 2 months prior to camp.



What happens at camp...



- One girl put a phone over the shower curtain and took pictures of B.P.
- Other girl then pulled the shower curtain away and videotaped B.P., "who was naked, scared, and defenseless."
- They then "made the contemptible decision to post the video of B.P. on a social media app and show it to other teammates..."

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What happens at camp...



TEAMMATES

- "she doesn't shave,"
- "who could want to have sex with her,"
- "her body aint shit," and
- "didn't know girls still had hair on their vagina."



What happens at camp...



Mortified, B.P. went to her cheerleading coach for help. Rather than help the child and discipline the perpetrators of a crime, the coach turned on B.P. The coach prevented B.P. from telling hotel security, refused to cooperate with the eventual police investigation, forced B.P. to apologize to the entire squad for ruining the weekend, ostracized her from squad activities, and ultimately demoted her from her squad

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What happens at camp...



Coach Saavedra's response

That same evening, "B.P. went to Coach Saavedra's hotel room to discuss the incident." (Id. ¶ 29.) Inexplicably, Coach Saavedra instructed B.P. to apologize to her teammates "for overreacting to a joke." (Id. ¶ 30.) Coach Saavedra told B.P. that she would not discipline the Squad members, because she did not want to ruin their trip. (Id. ¶ 31.) In fact, Coach Saavedra threatened to punish B.P. "by making her run during practice if B.P. ruined the trip for" the Squad. (Id. ¶



What happens at camp...



Coach Saavedra told B.P. that the "incident was no big deal because" one of the two girls who had perpetrated the incident "had previously taken photos and videos of another teammate" who was using the toilet, "and that teammate had not complained." (*Id.* ¶¶ 33, 51.)

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What happens at camp...



Later that day, Coach Saavedra excluded B.P. from a WMHS Varsity Cheerleading Squad photo.

What happens after camp...

*3 In the weeks following the July 25, 2015 incident, Coach Saavedra demoted B.P. from her "flier" position on the varsity squad and "blamed B.P. for [a] two-week suspension of practices in front of the entire team...." (*Id.* ¶ 44.) Coach Saavedra refused to coach B.P. and "continued to exclude her from team activities, including a team meeting with" Athletic Director Schroer on August 10, 2015. (*Id.* ¶¶ 44, 131(1).)

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🌨 What happens after camp...

Harassment from Squad members

B.P. continued to experience "pervasive sexual harassment, distress and intimidation by her former teammates...." (See id. ¶¶ 54, 58(c).) The Amended Complaint details these examples of the harassment: (1) "an incident on October 5, 2015, when B.P. was followed around campus by a former teammate involved in the July 25th incident and that teammate's mother" (see id. ¶ 69); (2) former teammates followed B.P. around campus and laughed at her (id. \P 70); and (3) three of the original seven teammates who "constantly made comments about" both B.P. and one of her friends, calling them "bitch friend" and "whore" (id. ¶ 73). Both Squad members and coaches "so severely taunted and ostracized" R.P. "that she was



2018 WL 327241 (D. NM. 2018)

*Motion to Dismiss - Facts as Alleged by Plaintiff

Title IX harassment claim dismissed, but retaliation claim was not.

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Can we remove a student from an activity or class for becoming pregnant?



- Violates Title IX
- OCR: treat like temporary disability (accommodations)
- Cannot penalize for absences

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Can require medical certification if district requires same for "all students for other physical or emotional conditions requiring the attention of a physician."



STUDENT RIGHTS AND RESPONSIBILITIES PREGNANT STUDENTS

FNF (LEGAL)

TITLE IX

The District shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the District's program or activity. [See

SEPARATE PROGRAM

A district that operates a separate, voluntary program or activity for pregnant students shall ensure that the separate portion is comparable to that offered to nonpregnant students.

LEAVE OF ABSENCE

If the District does not maintain a leave policy for its students, or if a student does not otherwise qualify for leave under such a policy, the District shall treat pregnancy, childbirth, false pregnancy, temination of pregnancy, and recovery therefrom as a justification for a leave of absence for as long as the student's physician deems medically necessary

At the end of the leave, the District shall reinstate the student to the status she held when the leave began.

20 U.S.C. 1681: 34 CFR 106.40(b)

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STUDENT RIGHTS AND RESPONSIBILITIES PREGNANT STUDENTS

FNE (LEGAL)

MEDICAL CERTIFICATION

The District may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

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STUDENT RIGHTS AND RESPONSIBILITIES PREGNANT STUDENTS FNE (LEGAL) The District shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, unless the student requests voluntarily to particular. TITLE IX SEPARATE A district that operates a separate, voluntary program or activity for **PROGRAM** pregnant students shall ensure that the separate portion is comparable to that offered to nonpregnant students. physical or emotional conditions requiring the attention of a physi-A district that operates a separate, voluntary program or activity for pregnant students shall ensure that the separate portion is comparable to that offered to nonpregnant students. SEPARATE PROGRAM If the District does not maintain a leave policy for its students, or if a student does not otherwise qualify for leave under such a policy, the District shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as a justification for a leave of absence for as long as the student's physician deems LEAVE OF ABSENCE medically necessary. At the end of the leave, the District shall reinstate the student to the status she held when the leave began. 20 U.S.C. 1681; 34 CFR 106.40(b)

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| | RIGHTS AND RESPONSIBILITIES FNE T STUDENTS (LEGAL) | |
|----------------------------------|---|--|
| TITLE IX | The District shall not discriminate against any student or exclude any student from its education program or activity, including any | |
| LEAVE OF ABSENCE | If the District does not maintain a leave policy for its students, or if a student does not otherwise qualify for leave under such a policy, the District shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as a justification for a leave of absence for as long as the student's physician deems medically necessary. | |
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STUDENT RIGHTS AND RESPONSIBILITIES PREGNANT STUDENTS

FNE (LOCAL)

Pregnant students have the right to continue their education during pregnancy [see FB] and may choose to exercise that right by:

- 1. Remaining in the regular school program.
- 2. Participating in any other special program the District may provide for pregnant students. [See EHBC and EHBD]

themselves of this option are exempt from compulsory attendance during the period certified by the physician as necessary for the leave of absence.

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STUDENT RIGHTS AND RESPONSIBILITIES PREGNANT STUDENTS

FNE (LOCAL)

The student may also choose to request a leave of absence. Such request shall be accompanied by a licensed physician's certification that the leave is a medical necessity. Students who avail themselves of this option are exempt from compulsory attendance during the period certified by the physician as necessary for the leave of absence.

themselves of this option are exempt from compulsory attendance during the period certified by the physician as necessary for the leave of absence.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT RIGHTS AND RESPONSIBILITIES
(LOCAL)
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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FNG (LOCAL)
STUDENT RIGHTS AND RESPONSIBILITIES PAG STUDENT AND PRESPONSIBILITIES (LOCAL)

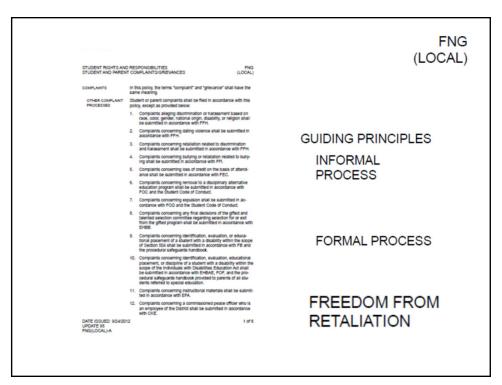
Student or parent complaints shall be filed in accordance with this policy, except as provided below:

- Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion shall be submitted in accordance with FFH.
- Complaints concerning dating violence shall be submitted in accordance with FFH.
- Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
- Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.

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| DATE ISSUED: 9/24/2012 UPDATE 95 FNG(LOCAL)-A | | 1 of 6 |

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STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLANTS/GREWANCES (LOCAL)

COMPLANTS
In this policy, the terms 'tomplant' and 'grevanori' shall have the same making.

OTHER COMPLANT
PROCESSES
SOICY, except as provided below:

Complaints under this policy shall be submitted in writing on a form provided by the District.

FNG (LOCAL)

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

cedural safeguards handbook provided to parents of all students referred to special education.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

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LEVEL ONE FNG (LOCAL)

Complaint forms must be filed:

- Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
- With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

LEVEL ONE FNG (LOCAL)

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the student or parent a <u>written response within ten days</u> following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

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FNG (LOCAL)

- Level I
- Level II
- Level III





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