



Executive Preparatory Academy of Finance
Title IX Procedures and Notification

Executive Preparatory Academy of Finance is committed to providing a safe and equitable learning environment for all students. With this responsibility, we provide the following information pursuant to Education Code section 221.61.

The name and contact information of the Title IX Coordinator:

TBD

Summary of Pupil Rights (Education Code section 221.8)

For information regarding student rights under Title IX, please visit:

1. [The California Office of Equal Opportunity](#)
2. [The United States Department of Education Office for Civil Rights](#)

A. EPAF's Responsibility to Students

- 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, including athletics.
- c. You have the right to inquire of the athletic director of your school 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:
 1. Equipment and supplies

2. Scheduling of games and practices
 3. Transportation and daily allowances
 4. Access to tutoring
 5. Coaching
 6. Locker rooms
 7. Practice and competitive facilities
 8. Medical and training facilities and services
 9. Publicity
- f. You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
 - 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.
 - 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.

B. Description of Responsibilities

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex within federally funded education institutions. Thus, all educational programs and activities must be operated free from discrimination. Key areas addressed by Title IX include: athletics; sexual misconduct, including sexual harassment and sexual violence; pregnant and parenting students; off-campus activities; recruitment and admission; and employment. Education institutions must protect

against discrimination in these areas and prevent retaliation against any person for participating in any complaint action under Title IX.

How to File a Title IX Complaint

Individuals who believe they have been discriminated against in violation of Title IX may file a complaint with the District or the Office for Civil Rights (“OCR”). If a crime is involved, such as sexual assault or rape, individuals may also file a report with the local police department. A person may pursue one or all of these avenues at the same time. Below is a summary of each process.

A. District Complaint

EPAF has adopted a process for filing a formal complaint under Title IX utilizing the Uniform Complaint Procedure (UCP). The UCP process can be used for filing formal complaints regarding unlawful discrimination, harassment, intimidation, or bullying on the basis of sex, sexual orientation, gender, gender identity, or gender expression. Additionally, the UCP process can be used for other complaints that do not fall under Title IX, but meet other guidelines, such as LCAP, pupil fees, Every Student Succeeds Act, and a number of programs and activities that are governed by other state and/or federal laws and regulations.

A UCP complaint requires a written statement that provides the name of the person filing the complaint and contact information, the name or name(s) of person(s) subjected to the alleged Title IX violation, the name of the education institution, a description of the alleged Title IX violation, a report of any retaliation suffered by the person filing the complaint, the date(s) of incident(s) which allegedly violated Title IX, and any attempt to address the alleged violation including contacting the site principal or other administrator or the district office responsible for overseeing the school site. The person or organization filing the complaint need not be a victim of the allegation, but may complain on behalf of another person or group. The UCP process requires that a complaint be filed within 6 months of the date the complainant became aware of the alleged violation. If more than 6 months have passed, the complainant may file a UCP and request an extension of the timeline, which must be approved by either the District Coordinator or Superintendent.

Please refer to the [EPAF Uniform Complaint Procedure \(Form A\)](#)

Please contact the Title IX Coordinator, as identified above, if you have any questions.

B. OCR Complaint

To file a Title IX complaint, you can go to the following [OCR Website](#) which will guide you through the complaint filing process.

In summary, the OCR complaint form requires the name of the person subjected to the alleged Title IX violation, the name of the person filing the complaint, the name of the education institution, a description of the alleged Title IX violation, a report of any retaliation suffered by the person filing the complaint, the date of the last act that violated Title IX, and any attempt to address the alleged violation through another avenue, including the education institution's internal grievance procedure or a court filing. Note that anyone may file a complaint with OCR. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group.

More Information Regarding the Complaint Filing Process.

Time Requirement:

OCR requires that the complaint be filed within 180 calendar days after the alleged violation. As set forth in OCR's complaint form, the reporter can request a waiver of this requirement by explaining why the complaint was delayed. Please contact OCR, or visit the websites above, if you have any questions or concerns about this time requirement.

C. Police Report

To file a police report, please contact the appropriate local law enforcement agency:

- **Gardena Police Department**
310-217-9600

- **Los Angeles County Sheriff's Department, Lomita (South Bay) Station**
310-539-1661

Investigation Procedure

Upon receipt of any complaint related to a potential Title IX violation, OCR first determines if it can investigate the incident by determining if the alleged action constitutes a violation of Title IX. OCR also assesses whether the complaint was filed within the 180 day requirement or provides a

legitimate reason to waive this requirement. OCR may also seek more information from the person filing the complaint if needed to further assess the complaint.

If OCR determines that it will investigate the complaint, it will issue letters of notification to the complainant and the education institution. OCR may use a variety of fact-finding techniques in its investigation of a complaint. These techniques may include reviewing documentary evidence submitted by both parties, conducting interviews, and/or site visits. At the conclusion of its investigation, OCR will determine with regard to each allegation whether the education institution failed to comply with Title IX. If the complainant disagrees with OCR's determination, he/she may submit a written appeal to OCR.

[Information Regarding OCR's Investigation Process](#)

Contact for OCR

[OCR Online Complaint Filing System](#)

OCR can also be contacted through the California regional office at:

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
Email: ocr.sanfrancisco@ed.gov