**Bullying and Cyberbullying Prevention Procedures**

LALA has adopted the following procedures for preventing acts of bullying, including cyberbullying.

**1. Cyberbullying Prevention Procedures**

LALA advises students:

1. To never share passwords, personal data, or private photos online.
2. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
3. That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.
4. To consider how it would feel receiving such comments before making comments about others online.

LALA informs Charter School employees, students, and parents/guardians of LALA’s policies regarding the use of technology in and out of the classroom. LALA encourages parents/guardians to discuss these policies with their children to ensure their children understand and comply with such policies.

1. **Education**

LALA employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. LALA advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at LALA and encourages students to practice compassion and respect each other.

LALA educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other pupils based on protected characteristics.

LALA’s bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

LALA informs LALA employees, students, and parents/guardians of this Policy and encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

1. **Professional Development**

LALA annually makes available the online training module developed by the California Department of Education pursuant Education Code section 32283.5(a) to its certificated employees and all other LALA employees who have regular interaction with pupils.

LALA informs certificated employees about the common signs that a student is a target of

bullying including:

Physical cuts or injuries

Lost or broken personal items

Fear of going to school/practice/games

Loss of interest in school, activities, or friends

Trouble sleeping or eating

Anxious/sick/nervous behavior or distracted appearance

Self-destructiveness or displays of odd behavior

Decreased self-esteem

LALA also informs certificated employees about the groups of students determined by LALA, and available research, to be at elevated risk for bullying. These groups include but are not limited to:

Students who are lesbian, gay, bisexual, transgender, or questioning youth (“LGBTQ”) and those youth perceived as LGBTQ; and

Students with physical or learning disabilities.

LALA encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for LALA’s students.

**Grievance Procedures**

**1. Scope of Grievance Procedures**

LALA will comply with its Uniform Complaint Procedures (“UCP”) policy when investigating and responding to complaints alleging unlawful harassment, discrimination, intimidation or bullying against a protected group or on the basis of a person’s association with a person or group with one or more of the protected characteristics set forth in the UCP that:

1. Are written and signed;
2. Filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying prohibited by this part, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying; and
3. Submitted to the LALA UCP Compliance Officer not later than six (6) months from the date the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The following grievance procedures shall be utilized for reports of misconduct prohibited by this Policy that do not comply with the writing, timeline, or other formal filing requirements of a uniform complaint. For formal complaints of sexual harassment, LALA will utilize the following grievance procedures in addition to its UCP when applicable.

**2. Reporting**

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

**Arina Goldring, Chief Executive Officer/Superintendent**

**2670 Griffin Ave.**

**Los Angeles, California, 90031**

**213-381-8484**

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. LALA will investigate and respond to all oral and written reports of misconduct prohibited by this Policy in a manner that is not deliberately indifferent. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, the Principal, Coordinator, a staff person or a family member so that she/he can get assistance in resolving the issue in a manner that is consistent with this Policy.

LALA acknowledges and respects every individual’s right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to comply with the law, carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.

LALA prohibits any form of retaliation against any individual who files a report or complaint, testifies, assists, participates, or refuses to participate in any investigation or proceeding related to misconduct prohibited by this Policy. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging retaliation in violation of this Policy may file a grievance using the procedures set forth in this Policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff, and any individual designated as a coordinator, investigator or decision-maker will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

1. **Supportive Measures**

Upon the receipt of an informal or formal complaint of sexual harassment, the Coordinator will promptly contact the complainant to discuss the availability of supportive measures. The Coordinator will consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint of sexual harassment, and explain the process for filing a formal complaint of sexual harassment.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint of sexual harassment or where no formal complaint of sexual harassment has been filed. Such measures are designed to restore or preserve equal access to LALA’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or LALA’s educational environment, or deter sexual harassment. Supportive measures available to complainants and respondents may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. LALA will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of LALA to provide the supportive measures.

1. **Investigation and Response**

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of LALA, the Coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the Coordinator, or administrative designee determines that an investigation will take longer than twenty-five (25) school days, and needs to be delayed or extended due to good cause, the Coordinator (or administrative designee) will inform the complainant of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However the Coordinator or administrative designee will not reveal confidential information related to other students or employees.

For investigations of and responses to formal complaints of sexual harassment, the following grievance procedures will apply:

* Notice of the Allegations
* Upon receipt of a formal complaint of sexual harassment, the Coordinator will give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:

A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident;

A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;

A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence;

A statement that LALA prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.

* Emergency Removal
* LALA may place a non-student employee respondent on administrative leave during the pendency of a formal complaint of sexual harassment grievance process in accordance with LALA’s policies.
* LALA may remove a respondent from LALA’s education program or activity on an emergency basis, in accordance with LALA’s policies, provided that LALA undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.
* This provision may not be construed to modify any rights under the IDEA, Section 504, or the ADA.
* Informal Resolution
* If a formal complaint of sexual harassment is filed, LALA may offer a voluntary informal resolution process, such as mediation, to the parties at any time prior to reaching a determination regarding responsibility. If LALA offers such a process, it will do the following:

Provide the parties with advance written notice of:

* The allegations;
* The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint of sexual harassment arising from the same allegations;
* The parties’ right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and
* Any consequences resulting from participating in the voluntary informal resolution process, including the records that will be maintained or could be shared; and

Obtain the parties’ advance voluntary, written consent to the informal resolution process.

* LALA will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
* Investigation Process
* The decision-maker will not be the same person(s) as the Coordinator or the investigator. LALA shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents.
* In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.
* The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.
* The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.
* A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.
* Prior to completion of the investigative report, LALA will send to each party and the party’s advisor, if any, a copy of the evidence subject to inspection and review, and the parties will have at least ten (10) days to submit a written response for the investigator’s consideration prior to the completion of the investigation report.
* The investigator will complete an investigation report that fairly summarizes relevant evidence and send a copy of the report to each party and the party’s advisor, if any, at least ten (10) days prior to the determination of responsibility.
* Dismissal of a Formal Complaint of Sexual Harassment
* If the investigation reveals that the alleged harassment did not occur in LALA’s educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable LALA policy.
* LALA may dismiss a formal complaint of sexual harassment if:

The complainant provides a written withdrawal of the complaint to the Coordinator;

The respondent is no longer employed or enrolled at LALA; or

The specific circumstances prevent LALA from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.

* If a formal complaint of sexual harassment or any of the claims therein are dismissed, LALA will promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties.
* Determination of Responsibility
* The standard of evidence used to determine responsibility is the preponderance of the evidence standard.
* Determinations will be based on an objective evaluation of all relevant evidence and credibility determinations will not be based on a person’s status as a complainant, respondent, or witness.
* LALA will send a written decision on the formal complaint to the complainant and

respondent simultaneously that describes:

The allegations in the formal complaint of sexual harassment;

All procedural steps taken including any notifications to the parties,

interviews with parties and witnesses, site visits, and methods used to gather

other evidence;

The findings of facts supporting the determination;

The conclusions about the application of LALA’s code of conduct to the

facts;

The decision and rationale for each allegation;

Any disciplinary sanctions the recipient imposes on the respondent, and

whether remedies designed to restore or preserve equal access to the

education program or activity will be provided to the complainant; and

The procedures and permissible bases for appeals.

1. **Consequences**

Students or employees who engage in misconduct prohibited by this Policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action up to and including expulsion from LALA or termination of employment. The Coordinator is responsible for effective implementation of any remedies ordered by LALA in response to a formal complaint of sexual harassment.

1. **Right of Appeal**

Should the reporting individual find LALA’s resolution unsatisfactory, the reporting individual may, within five (5) business days of notice of LALA’s decision or resolution, submit a written appeal to the President of the LALA Board, who will review the investigation and render a final decision.

The following appeal rights and procedures will also apply to formal complaints of sexual harassment:

* The complainant and the respondent shall have the same appeal rights and LALA will implement appeal procedures equally for both parties.
* LALA will notify the other party in writing when an appeal is filed.
* The decision-maker for the appeal will give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

**7. Recordkeeping**

All records related to any investigation of complaints under this Policy are maintained in a secure location.

LALA will maintain the following records for at least seven (7) years:

* Records of each sexual harassment investigation, including any determination of responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant.
* Records of any appeal of a formal sexual harassment complaint and the results of that appeal.
* Records of any informal resolution of a sexual harassment complaint and the results of that informal resolution.
* All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.
* Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.