

***Office of the Riverside County Superintendent of Schools***  
***Administrative Regulation 5145.3 Nondiscrimination/Harassment***

---

**STUDENTS**

**SUBJECT: Nondiscrimination/Harassment**

The County Office of Education (County Office) designates the individual(s) identified below as the employee(s) responsible for coordinating the County Office's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the County Office's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination of a student, and the Title IX Coordinator specified in Administrative Regulation 5145.8 – Sex Discrimination and Sex-Based Harassment as the responsible employee to handle complaints alleging unlawful sex discrimination and sex-based harassment, as permitted by law. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Dion Clark  
 Executive Director, Personnel Services  
 Title IX Coordinator  
 Equity Compliance Officer  
 3939 13th Street  
 Riverside, CA 92501  
 (951) 826-6653  
 Okdlclark@rcoe.us

Deanna McCarty, Ed.D.  
 Executive Director, Alternative Education  
 Title III Coordinator  
 3939 13th Street  
 Riverside, CA 92501  
 (951) 826-6464  
 dmccarty@rcoe.us

Barbara Sorter, Ed.D.  
 Executive Director, Special Education  
 504 Coordinator  
 3939 13th Street  
 Riverside, CA 92501  
 (951) 826-6763  
 bsorter@rcoe.us

Brian Sousa  
 Administrator, Alternative Education  
 Title I Coordinator  
 3939 13<sup>th</sup> Street  
 Riverside, CA 92501  
 (951) 826-6474  
 bsousa@rcoe.us

(cf. 1312.1 - Complaints Concerning County Office of Education Employees)  
 (cf. 1312.3 - Uniform Complaint Procedures)  
 (cf. 5145.7 - Sexual Harassment)  
 (cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

**Measures to Prevent Discrimination**

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at County Office schools or in school activities and to ensure equal access of all students to the educational program, the County Superintendent or designee shall implement the following measures:

1. Publicize the County Office's nondiscrimination policy and related complaint procedures, including the Compliance Officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through County Office-supported communications.

***Office of the Riverside County Superintendent of Schools***  
***Administrative Regulation 5145.3 Nondiscrimination/Harassment***

---

2. Post in a prominent and conspicuous location on the County Office web site information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following:

(Education Code 221.61, 221.61, 234.6)

- a. The name and contact information of the County Office's Title IX coordinator, including the phone number and email address.
  - b. The rights of students and the public and the responsibilities of the County Office under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR).
  - c. A description of how to file a complaint of noncompliance with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
    - (1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations.
    - (2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site.
    - (3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office.
  - d. A link to the Title IX information included on the California Department of Education's (CDE) web site.
3. Provide to students a handbook that contains age-appropriate information that clearly describes the County Office's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
  4. Annually notify all students and parents/guardians of the County Office's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students.

The notice shall inform students and parents/guardians that they may request to meet with the Compliance Officer to determine how best to accommodate or resolve concerns that may arise from the County Office's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the County Office will address any individual student's interests and concerns in private.

***Office of the Riverside County Superintendent of Schools***  
***Administrative Regulation 5145.3 Nondiscrimination/Harassment***

---

(cf. 5145.6 - Parental Notifications)

5. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the County Office's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular County Office school speak a single primary language other than English, the County Office's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the County Office shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

6. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the County Office's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them.

Such training and information shall include details of guidelines the County Office may use to provide a discrimination-free environment for all County Office students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

7. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

8. At the beginning of each school year, inform each site administrator or designee of the County Office's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.
9. Post the County Office policies and procedures prohibiting discrimination, harassment, student sex-based harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the County Office's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.1, 234.6)

(cf. 0410 - Nondiscrimination in County Office of Education Programs and Activities)

(cf. 1113 - County Office of Education and School Web Sites)

---

**Office of the Riverside County Superintendent of Schools**  
**Administrative Regulation 5145.3 Nondiscrimination/Harassment**

---

(cf. 1114 - County Office of Education-Sponsored Social Media)  
 (cf. 5131.2 - Bullying)  
 (cf. 5145.7 - Sexual Harassment)  
 (cf. 5145.9 - Hate-Motivated Behavior)

10. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the County Office's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

11. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. (Education Code 234.5)

Such resources shall be posted in a prominent location on the County Office's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

12. By April 1, 2025, post CDE's standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form to the County Office. (Education Code 33353)

13. Post in a prominent location on the County Office's website and include in each handbook, catalog, announcement, bulletin, and application form for students, parents/guardians or other authorized legal representative, and employees, the Title IX notice of nondiscrimination which includes the following: (34 CFR 106.8)
  - a. The County Office does not discriminate on the basis of sex in any education program or activity that it operates.
  - b. Inquiries about the application of Title IX may be referred to the County Office's Title IX Coordinator and/or OCR.
  - c. The name or title, office and email address, and telephone number of the County Office's Title IX Coordinator.
  - d. How to locate the County Office's nondiscrimination policy and the County Office's grievance procedures for Title IX complaints.
  - e. How to report conduct that may constitute sex discrimination under Title IX.
  - f. How to make a complaint of Title IX sex discrimination.

If necessary, due to the format or size of any publication specified above, the County Office may include only the statement that the County Office prohibits sex discrimination in any education program or activity that it operates, that individuals may report concerns or questions to the Title IX Coordinator, and the location of the complete notice on the County Office's website.

***Office of the Riverside County Superintendent of Schools***  
***Administrative Regulation 5145.3 Nondiscrimination/Harassment***

---

The County Office shall not distribute a publication stating that the County Office treats students, employees or applicants differently on the basis of sex, unless such treatment is permitted by Title IX.

14. Provide to certificated employees serving students in grades 7-12 information on existing school and community resources related to the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) students, or related to the support of students who may face bias or bullying on the basis of any of the actual or perceived characteristics in Penal Code 422.55, including immigration status; Education Code 220; and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 234.1)
15. For the 2025-2026 school year through the 2029-2030 school year, provide annually to certificated employees serving students in grades 7-12 at least one hour of training to support LGBTQ+ cultural competency in accordance with Education Code 218.3.

**Process for Initiating and Responding to Complaints**

Students who feel that they have been subjected to unlawful discrimination described above or in County Office policy are strongly encouraged to immediately contact the compliance officer, Title IX Coordinator, site administrator, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer, Title IX Coordinator, or site administrator, regardless of whether the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer, Title IX Coordinator, or site administrator within one workday, regardless of whether the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the site administrator, compliance officer, or Title IX Coordinator, the site administrator, compliance officer, or Title IX Coordinator shall notify the student or parent/guardian of the right to file a formal complaint, accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sex discrimination, including sex-based harassment, the right to initiate the Title IX grievance procedures as specified in Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer or Title IX Coordinator shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

***Office of the Riverside County Superintendent of Schools***  
***Administrative Regulation 5145.3 Nondiscrimination/Harassment***

---

Any report or complaint alleging unlawful discrimination by the site administrator, compliance officer, Title IX Coordinator or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the County Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 - Child Abuse Prevention and Reporting)