

Tri-Cities Regional Occupational Program  
Whittier, California

**Administrative Regulation 14041**

**Nondiscrimination/Harassment**

First Reading: June 8, 2017

Second Reading/Adoption: \_\_\_\_\_

Tri-Cities Regional Occupational Program shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, physical or mental disability, age, or sexual orientation.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance services, testing procedures, and other activities. ROP staff and volunteers shall carefully guard against discrimination, segregation, bias, and stereotyping in instruction, guidance, and supervision.

The Governing Board prohibits intimidation or harassment of any student by any employee, student, or other person in the ROP. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from ROP service, activities, or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The Board hereby designates the individual identified below as the employee responsible for coordinating the ROP's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in the Uniform Complaint Procedures policy as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 234.1; 5 CCR 4621)

The coordinator/compliance may be contacted at:

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Ruth Sudick, Human Resource Coordinator  
(title or position)

Tri-Cities ROP, 10800 Ben Avon Street, Unit E, Whittier, CA 90606  
(address)

(562) 698-9571 ext. 201  
(telephone number)

[rsudick@tricitierop.org](mailto:rsudick@tricitierop.org)  
(email)

Any student who feels that he/she has been subjected to unlawful discrimination described above or in ROP policy is strongly encouraged to immediately contact the compliance officer, principal, 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 or principal, whether or not 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 or principal within a school day, whether or not 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 verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the Superintendent or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in the Uniform Complaint Procedures. Once notified verbally or in writing, the Superintendent or compliance officer 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.

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