

**North Orange County Regional Occupational Program  
NONDISCRIMINATION/HARASSMENT  
ROP AR 5145.3**

**AR 5145.3 (a)**

## **Administrative Regulation**

### **Students**

The North Orange County Regional Occupational Program (NOCROP) designates the individual(s) identified below as the employee(s) responsible for coordinating NOCROP'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 ROP'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 targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics.

The compliance officer(s) may be contacted at:

Assistant Superintendent, Educational Services or designee  
385 North Muller Street  
Anaheim, CA 92801  
714-502-5877  
ucp@nocrop.us

### **Measures to Prevent Discrimination**

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

1. Publicize NOCROP'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 on ROP's website and other prominent locations.

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2. Post information in a prominent and conspicuous location on the ROP website regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following:
  - a. The name and contact information of the ROP's Title IX coordinator, including the phone number and email address;
  - b. The rights of students and the public and the responsibilities of the ROP 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 a handbook to students that contains information that clearly describes NOCROP'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 NOCROP's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory learning environment for all students, including transgender and gender-nonconforming 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

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or resolve concerns that may arise from NOCROP's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, NOCROP will address any individual student's interests and concerns in private.

5. The Superintendent or designee shall ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in NOCROP's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.
6. Provide students, employees, volunteers, and parents/guardians age-appropriate training and information regarding NOCROP'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 ROP may use to provide a discrimination-free environment for all ROP students, including transgender and gender-nonconforming students.
7. At the beginning of each school year, inform ROP 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.
8. At the beginning of each school year, inform each administrator or designee of NOCROP's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

**Enforcement of ROP Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
2. Disseminating and/or summarizing NOCROP's policy and regulation regarding unlawful discrimination
3. Consistent with laws regarding the confidentiality of student and personnel

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records, communicating to students, parents/guardians, and the community the ROP's response plan to unlawful discrimination or harassment

4. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of NOCROP policy, including any student who is found to have filed a complaint of discrimination that he/she knew was not true

Any student who feels that they have been subjected to unlawful discrimination described above or in NOCROP policy is strongly encouraged to immediately contact the compliance officer. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or administrator, whether or not the alleged victim files a complaint.

Any ROP 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 administrator within one school day, whether or not the alleged victim files a complaint.

Any ROP 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.

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by an administrator or compliance officer, they 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 AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 – Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, 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 learning 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 an administrator, 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.

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**Transgender and Gender-Nonconforming Students**

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense of their gender, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth.

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity is different from the gender they were assigned at birth.

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited. Examples of the types of conduct which are prohibited in the ROP and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with their gender identity.
2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with their gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable.
3. Blocking a student's entry to the restroom that corresponds to their gender identity.
4. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent.
5. Use of gender-specific slurs.

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6. Physical assault of a student motivated by hostility toward their because of their gender, gender identity, or gender expression.

NOCROP's uniform complaint procedures (AR 1312.3) or Title IX sexual harassment procedures (AR 5145.71), as applicable, shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the ROP of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the ROP shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is private information and the ROP shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the ROP has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the ROP shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the ROP pursuant to 34 CFR 99.31. Any ROP employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a ROP employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the ROP's ability to meet the student's needs related to their status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to his/her parents/guardians and/or others, including other students, teacher(s), or other adults.

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2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of their gender identity and begin to treat the student consistent with their gender identity unless ROP personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. However, at the written request of a student or, if appropriate, parents/guardians, the ROP shall use the student's preferred name and pronouns consistent with their gender identity on all other ROP-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.
4. **Names and Pronouns:** If a student so chooses, ROP personnel shall be required to address the student by a name and the pronouns consistent with their gender identity, without the necessity of a court order or a change to their official ROP record. However, inadvertent slips or honest mistakes by ROP personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying ROP policy.
5. **Uniforms/Dress Code:** A student has the right to dress in a manner consistent with their gender identity, subject to any dress code adopted on a ROP site.