



*We engage children in an inspiring, challenging, and civically active educational experience that embraces learning through the arts*

## **Title IX Information**

Who is the Title IX Complaint Manager?

Assistant Principal, Nick Zanoria  
2709 Media Center Drive  
Los Angeles, CA 90065  
323-539-2810 x311  
323-539-2815 (fax)

Where can I get more information on the rights of a pupil and the public and the responsibilities of the public school under Title IX?

California Department of Education: Gender Equity/Title IX  
<https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>

Is there a statute of limitations for filing?

Any parent, guardian, individual, organization has the right to file a written complaint of discrimination, harassment, intimidation, and/or bullying on the basis of a protected characteristic within six months from the date the alleged incident occurred or the complainant first obtained knowledge of the facts of the alleged incident.

Can a filing be made beyond the statute of limitations?

The timeline for filing a complaint of discrimination, harassment, intimidation, and/or bullying is extended by the Executive Director or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Executive Director or designee shall be made in writing. The period for filing may be extended by the Executive Director or designee for good cause for a period not to exceed 90 days following the expiration of the six-month time period. The Executive Director or designee shall respond immediately upon a receipt of a request for extension.

How are complaints investigated?

The office timestamps new complaints of discrimination, harassment, intimidation, and/or bullying when received and provides an acknowledgment letter framing the allegations under the jurisdiction of the Uniform Complaint Procedures (UCP) and referring a complainant to appropriate offices and resources for issues not under UCP jurisdiction. The investigator assigned has 60 calendar days from office receipt to investigate the complaint and to send a letter with findings to relevant parties. The 60-day timeline may be extended only by mutual agreement of the complainant and the Charter School. During the investigative process, the investigator contacts complainant and other applicable parties requesting data and responses. The Charter School includes an opportunity for the complainant to present evidence or information to support the allegations. The Charter School will ensure that, within 60 days of receipt of the written complaint, the complaint has been resolved and/or investigated and that a written report of findings is issued to the complainant. The written report of the investigative findings contains the

allegations, method of investigation, policy, findings, conclusions, appeal options and corrective actions, if applicable.

#### How can I file a complaint?

Any individual, public agency or organization may file a written complaint alleging a violation by the Charter School of federal or state laws or regulations governing the programs and activities, as well as allegations of discrimination, harassment, intimidation, and/or bullying, under the School's Uniform Complaint Procedures by sending the complaint to:

Assistant Principal, Nick Zanoria  
2709 Media Center Drive  
Los Angeles, CA 90065  
323-539-2810 x311  
323-539-2815 (fax)  
Email: [nick@lofelizarts.org](mailto:nick@lofelizarts.org)

A complaint may be filed anonymously if it provides evidence or information leading to evidence to support an allegation of noncompliance. Complainants making a verbal complaint shall be referred to an administrator/designee who will assist any person with a disability or unable to prepare a written complaint.

Otherwise, a discrimination complaint may be filed with the Office for Civil Rights:

San Francisco Office for Civil Rights  
U.S. Department of Education  
Phone: (415) 486-5555  
Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)

[United States Department of Education Office for Civil Rights Complaint Form](https://www2.ed.gov/about/offices/list/ocr/complaintform.pdf)  
<https://www2.ed.gov/about/offices/list/ocr/complaintform.pdf>