

Non Discrimination Policy

Lennox Academy is committed to ensuring equal, fair, and meaningful access to employment and education services. Lennox Academy is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. Lennox Academy's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, immigration status, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics; or any other basis prohibited by California state and federal nondiscrimination laws respectively. The Administrative Designee is charged with overseeing, leading, and directing Lennox Academy's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in Lennox Academy employment and delivery of education services.

Pregnant or parenting students, regardless of their marital status, have the right to attend their current school and to participate in any program or activity for which they would otherwise qualify in an environment free from discrimination or harassment. This includes magnet, special education, gifted, non-public and any other specialized schools or programs. Enrollment in any school or program specially designed for pregnant or parenting students, such as pregnant minor schools or Cal-SAFE programs, must be completely voluntary on the part of the student. Classes, programs and materials offered to pregnant and parenting students must be equal to those offered to other students and students must be provided access to those classes needed to complete their course of study.

Pregnant and parenting students have a right to full participation in school classes, programs, and activities and it is the school's responsibility to make reasonable accommodations to keep pregnant students safe on campus and facilitate their continued participation. Such accommodations may include, but are not limited to: additional time for use of facilities and class changes; changes to minimize missed class time due to childbirth and recovery or to facilitate access to child care; providing independent study activities during absences due to pregnancy related illness or recovery at the request of the student/family. Students should not be checked out from a school or program based on their pregnancy or parenting status.

Pregnant and parenting students with excused absences such as pregnancy-related illnesses, medical care of related conditions due to the illness or medical appointment of a child for whom students are the custodial parents shall be treated like all other students with excused absences. Students with excused absences shall be allowed to complete all assignments and tests missed, or a reasonable equivalent of the work missed during the absence and shall be given full credit upon satisfactory completion of that work in a reasonable time period.

Please contact Veronica Jimenez, Director of Student Services for further information at 310-680-5600.

HARASSMENT POLICY

Lennox Academy is committed to providing a learning environment that is free from harassment of any kind. Harassment of any student by another student, employee, or teacher is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, gender, gender identity, gender expression, sex, sexual orientation, or immigration status. Harassment can occur any time during school hours or during school related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment

Any written or verbal language or physical gesture directed at a teacher or a student that is insolent, demeaning, abusive or implicitly/explicitly implies a threat of bodily harm is totally unacceptable and shall be deemed harassment and will be dealt with as such. **This includes electronic messages and postings on the web (SnapChat, Instagram, Youtube, blogs/Vlogs, texts, email, etc.).**

Physical Harassment

Unwanted physical touching, contact, assault deliberately impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual Harassment

Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures. This includes electronic messages and postings on the web. (Snapchat, Instagram, Youtube, blogs/Vlogs, texts, email, etc.)

Sexual Harassment

Any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, visual, written or physical conduct of a sexual nature made to a person of the same or opposite sex.

It is the responsibility of Lennox Academy to:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;

3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the responsibility of the student to:

1. Conduct him/herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the Principal;
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Complaint filing and investigation procedures

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Administrative Designee.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Administrative Designee/Principal, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate expulsion or termination.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

ANTI-BULLYING POLICY

Lennox Academy is committed to creating a safe, caring, and respectful learning environment for all students. The bullying of students occurring in school is strictly prohibited and will not be tolerated. For the purposes of the policy, “school” includes *but may not be limited to* school buildings, school grounds, school-sponsored social events, trips, sporting events, the Lennox Community and online postings that impact Lennox Academy students. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

Lennox Academy will not tolerate behavior that infringes on the safety of any student. Lennox Academy believes that all students have a right to a safe and healthy school environment. Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs

repeatedly and over time. Bullying behaviors normally fall into three categories – physical, emotional, and verbal – and may include, but are not limited to, direct physical contact, intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, gestures, or actions, rumors, false accusations, hazing, social isolation, manipulation and cyber-bullying.

Bullying is also one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined.

An “electronic act” is defined as the transmission of a communication, including, but not limited to, a message, text, online posting, sound, or image by means of an electronic device, including but not limited to, a telephone, a cell phone, or other wireless communication device, (e.g., computers, tablets, mobile device, etc.).

Lennox Academy expects students and staff to immediately report incidents of bullying to an administrator. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated.

To ensure bullying does not occur at school, Lennox Academy will cultivate acceptance and understanding in all students and staff to build the school's capacity to maintain a safe and healthy learning environment.

Teachers will discuss this policy with their students and will assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Lennox Academy has adopted a Student Code of Conduct to be followed by every student.

The Student Code of Conduct includes, but is not limited to:

- o Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- o Students are expected to immediately report incidents of bullying to an administrator.
- o Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- o If the complainant (student or parent of the student) feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal.
- o Lennox Academy prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Preventative measures in bullying behavior include, but are not limited, to the following:

1. Student Instruction/Awareness
 - a. Bullying behaviors are unacceptable.

- b. Ongoing reinforcement of positive behaviors is to be provided through school wide Character Education.
 - c. People witnessing or experiencing bullying are encouraged to report the incident.
2. Staff Awareness/Action
- a. School personnel shall receive in-service training on Lennox Academy's anti-bullying policy.
 - b. School administration requires all staff members who observe, suspect, or become aware of an act of bullying to immediately notify an administrator.
 - c. Staff are expected to immediately intervene when they see a bullying incident occur.
 - d. The school will keep a report of bullying and the results of investigation confidential.
3. Student/Parent Action
- a. All members of our Lennox Academy Familia (staff, students and their parents) will receive a copy of this policy prohibiting bullying.
 - b. The school system encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a school administrator for further investigation.
 - c. Any student who retaliates against another for reporting bullying will also be subject to consequences.

Complaint/Investigation Procedure

All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any student (victim or bystander) may initiate a complaint by completing a confidential reporting form and returning it to an administrator. Forms can be located in the front office or filled out online at www.lennoxacademy.org → **Students** → **Student Resources** → **Bullying Incident Report**. Forms are also available under the parent and teacher tabs on the school website.

Intervention/Consequences

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior, the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, Character Review Board hearing, counseling, suspension, expulsion, or referral to local law enforcement agency.

UNIFORM COMPLAINT PROCEDURES

Lennox Math, Science and Technology Academy policy is to comply with applicable federal and state laws and regulations. Lennox Academy is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. Lennox Academy has adopted the Uniform Complaint Policy and Procedures Policy to provide a uniform system of complaint processing for the type of complaints identified in such policy. To access a copy of the Uniform Complaint Policy and Procedures adopted by Lennox Academy and/or to obtain a complaint form, click [HERE](#) or visit the front office.

NONDISCRIMINATION NOTICE

Lennox Academy is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. Lennox Academy's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying on any individual based on actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, or bullying you should contact the LEA's Chief Compliance and/or appropriate Title IX Officer at 310.680.5600, in person at 11036 Hawthorne Blvd., Lennox, CA 90304, or by email as follows:

To contact the Chief Compliance Officer and for complaints regarding Title IX for Employees:

Armando Mena, Executive Director

amena@lennoxacademy.org

For complaints regarding Title IX for Students:

Veronica Jimenez, Director of Student Services

vjimenez@lennoxacademy.org

EQUAL OPPORTUNITY

Lennox Academy is an equal opportunity employer. In accordance with applicable law, the School prohibits discrimination against any employee or applicant for employment on the basis of an individual's protected status, including actual or perceived race, ethnicity, color, religion, creed, gender, national origin, ancestry, age, marital status, parental status, pregnancy or perceived pregnancy, childbirth or related conditions, sex, gender, gender

identity, gender expression, military or veteran status, political affiliation or activity, genetic information, medical condition, disability, status as a victim of domestic violence, assault, or stalking, sexual orientation, or any other characteristic or association with a person or group with one or more of these actual or perceived characteristics, or condition protected by applicable law. Also, in accordance with applicable law, Lennox Academy prohibits discrimination against any qualified disabled employee or applicant, against a disabled veteran, or against a veteran of the Vietnam era. The School will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training. Additionally, in accordance with applicable law, Lennox Academy prohibits all forms of unlawful harassment of a sexual or other discriminatory nature. Any conduct contrary to this policy is prohibited. This policy applies to all applicants and employees of the School.

Complaints alleging noncompliance with Equal Opportunity can be filed by utilizing the Uniform Complaint Procedures (UCP) as identified in California Code of Regulations, Title 5, Sections 4600 et. Seq. and Lennox Academy Policy, and should be directed to the Compliance Officer:

Armando Mena, Executive Director

amena@lennoxacademy.org

11036 Hawthorne Blvd. Lennox, CA 90304 | (310) 680-5600

GENDER EQUITY

It is the policy of the State of California that all persons, regardless of their gender, should enjoy freedom from discrimination of any kind in the educational institution of the state. The laws found in the California Education Code 221.5-231.5 are collectively known as the Sex Equity in Education Act. These laws expand upon gender equity and Title IX laws which provide guidance to California's education system. Each Local Educational Agency (LEA) will be responsible for following the laws in addition to Title IX requirements.

Lennox Academy affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur regarding admission or access to, or treatment or employment in, any program and activity on the basis of age, race, color, national or ethnic origin, ancestry, citizenship, sex, gender, gender identity, gender expression, sexual orientation, disability, medical condition, religion, marital or parental status.

Complaints alleging noncompliance with Title IX can be filed by utilizing the Uniform Complaint Procedures (UCP) as identified in California Code of Regulations, Title 5, Sections 4600 et. Seq. and Lennox Academy Policy and should be directed to the Title IX Coordinator:

Veronica Jimenez, Director of Student Services

vjimenez@lennoxacademy.org

11036 Hawthorne Blvd. Lennox, CA 90304 | (310) 680-5600

SECTION 504 PLANS

Section 504 of the Rehabilitation Act of 1973 provides equal access to education by providing accommodations for students identified disabled that substantially limits one or more life activities even if they are not eligible for special education services. Further, Section 504 prohibits discrimination against students with disabilities in LEA programs, gives parents/guardian rights to examine relevant records, to participate in an impartial hearing including the opportunity for representation by counsel and a review procedure.

It is the policy of Lennox Academy to provide a free appropriate public education to each student with disabilities. Parents/guardians who believe their student may have a disability are to contact the Director of Student Services to initiate a referral to the Student Success Team for review. For more information, contact the Title II/504 Coordinator:

Veronica Jimenez, Director of Student Services

vjimenez@lennoxacademy.org

11036 Hawthorne Blvd. Lennox, CA 90304 | (310) 680-5600