

Resolution Agreement
Los Angeles City College
OCR Case No. 09-17-2399

In order to resolve the deficiencies identified in the above referenced case filed with the U.S. Department of Education, Office for Civil Rights (OCR), against Los Angeles City College (College), pursuant to Title VI of the Civil Rights Act of 1964 and its implementing regulation, 34 C.F.R. Part 100, the College voluntarily agrees, without a compliance determination by OCR, to take the actions in this Resolution Agreement (Agreement).

I. Individual Remedies

- A. The College will send a letter to the Student reaffirming its obligations to provide an educational environment free from discrimination for all its students. The letter will:
1. State that discrimination, including harassment on the basis of race, color and national origin is prohibited and will not be tolerated;
 2. Identify the individual the Student should contact if any future incidents or concerns regarding discrimination occur;
 3. Summarize the steps the College is taking, and will continue to take, to ensure that it fosters and facilitates an educational environment free from discrimination for all its students;
 4. Include as an attachment a copy of the Anti-Harassment Statement referenced in Section II. below.

II. Anti-Harassment Statement

- A. The College will post in common areas nondiscrimination statement to all students at the College stating that the College does not tolerate harassment, including acts of harassment based on race, color, or national origin. The statement will:
1. Encourage any student who believes he or she has been subjected to harassment to report the incident(s) to the College and note the College's commitment to conducting a prompt, adequate, and reliable investigation and providing an effective response to stop the harassment, prevent its recurrence and address its effects.
 2. Identify the individual(s) responsible for investigating complaints of harassment.
 3. State that retaliation is prohibited and that allegations that students and/or employees have retaliated against individuals who report harassment will be promptly investigated and addressed.

- B. The anti-harassment statement will be posted on the College's web site.

III. Written Guidance

- A. The College will meet with the Theater Arts Department, and staff who are directly involved in processing, investigating and/or resolving complaints or other reports of

harassment on the basis of race, color, or national origin, including deans, compliance officers, counselors and personnel likely to receive reports of harassment, to discuss:

1. The College's commitment to a harassment-free environment;
2. A general overview of Title VI, including how the law's nondiscrimination provisions apply to students;
3. An explanation of the College's policies and procedures to address discrimination based on race, color, or national origin, including what constitutes racial harassment, the role of any designated compliance officer, the College policy prohibiting retaliation and intimidation;
4. An explanation of what staff should do if they believe students have been subjected to harassment, including their duty to immediately report all allegations of possible harassment;
5. The names and contact information for the designated employee(s) to whom students or others may report allegations of harassment;
6. Information regarding where staff can find the College's harassment policies and procedures; and
7. Information about OCR and its authority to enforce Title VI.

IV. Training

- A. The College will provide training in collaboration with OCR to staff who are directly involved in processing, investigating and/or resolving complaints or other reports of harassment on the basis of race, color, or national origin, including deans, compliance officers, counselors and personnel likely to receive reports of harassment. The training will provide instruction on:
 - a. Prohibited conduct under Title VI;
 - b. The College's policies and procedures for resolving reports and complaints of harassment on the basis of race, color, or national origin;
 - c. The duty of all employees to report alleged harassment promptly;
 - d. Instruction on appropriate follow-up and communication with students;
 - e. How to conduct and document adequate, reliable, and impartial harassment investigations, including the appropriate legal standards to apply in such investigations, and
 - f. Confidentiality and anti-retaliation requirements.
- B. The College will provide training to students in the Theater Department during the 2017-2018 school year, in a modality consistent with those commonly used to provide training to students. The student training will include examples of prohibited conduct, including harassment in various school-related contexts.

V. Monitoring and Reporting

A. Individual Remedy

1. Within 30 days after this Agreement is signed, the College will submit documentation to OCR confirming that it sent and encouraged the Student to send the letters to the Student as described in Section I.A and I.B above.

B. Anti-Harassment Statement

By January 30, 2018, the College will submit to OCR for its review and approval a draft of its anti-harassment statement. Within 30 calendar days of receipt of notice of OCR's approval, the College will submit to OCR documentation that the statement has been sent to all students at the College. The documentation shall include a copy of the statement, a description of the means by which it was disseminated by email and a link to the statement on the College's website.

C. Written Guidance

By January 30, 2018, the College will submit a draft of the guidance memorandum on the College's harassment policies and procedures to OCR for review and approval. The College will finalize the guidance memorandum within 30 days of receiving OCR's comments, and submit proof of distribution.

D. Training

1. College/District

- a. By January 30, 2018, the College will provide OCR with draft training materials and the qualifications of the individuals providing the training required under Section IV.A for OCR review and approval.
- b. By May 30, 2018, the College will provide training to all College administrators as required under Section IV.A.
- c. By May 30, 2018, the College will provide OCR with documentation that it has provided training on the College's harassment policies and procedures as required under Section IV.A. The documentation will include the dates of the training, the names and titles of the trainer(s), a copy of any materials used or distributed during the training, and a list of College/District employees who attended the training, along with a plan to provide the training to any employees who did not attend the training.

2. Students

- a. By January 30, 2018, the College will provide OCR with draft training materials and the qualifications of the individuals providing the training required under Section IV.B for OCR review and approval.
- b. By May 30, 2018, the College will provide training to all students in the Theater Department as required under Section IV.B.

E. Enforcement of this Agreement

The College understands that by signing this Agreement, it agrees to provide data and other information in a timely manner. Further, the College understands that during the monitoring of this Agreement, OCR may visit the College, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the College has fulfilled the terms of this Agreement and is in compliance with the regulations implementing Title VI, at 34 C.F.R. §§ 100.3(a) and (b)(i)-(iii), and Title IV, 42 U.S.C. § 2000c et seq.,

which were at issue in this case. Upon completion of the obligations under this Agreement, OCR shall close and dismiss this case.

The College understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10), or judicial proceedings to enforce this Agreement, OCR shall give the College written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

_____/s/_____
President
Rene Martinez

_____11/27/2017_____
Date