

SKYWAY CAREER PREP HIGH SCHOOL

Title IX Policy and Grievance Procedures

Nondiscrimination Statement

The School does not discriminate on the basis of sex in the educational programs which it operates either in employment or admission to the School in accordance with Title IX.

Title IX Coordinator

Inquiries about the application of Title IX or violations of Title IX protections should be referred to the School's Title IX Coordinator identified immediately below. From time to time it may be necessary for the School to identify a different Title IX Coordinator, in which case, the School will publish the Title IX Coordinator's name, title, and contact information, in the Parent/Student Handbook and/or on the School's website.

Title IX and Section 504 Coordinator

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Defining Sexual Harassment – 34 CFR 106.30

The sexual harassment actionable under Title IX is within any of three types of behavior: (1) A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called quid pro quo harassment); (2) Unwelcome conduct on the basis of sex that is so severe, pervasive and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or (3) Sexual assault (as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Grievance Procedures

Any student or visitor who believes that s/he has been subjected to unlawful sexual discrimination or harassment may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated. Due to the sensitivity surrounding complaints of unlawful sex discrimination or harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) school days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful sex discrimination or retaliation with the

United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission (“EEOC”) or local law enforcement agencies.

Informal Complaint Procedure

Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. The goal of the informal complaint procedure is to stop quickly inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student or visitor who believes s/he has been unlawfully discriminated or harassed against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the parties (the alleged target of the sex discrimination/retaliation and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Students or visitors who believe that they have been unlawfully sexually discriminated or harassed against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving School staff or any other adult member of the School community against a student will be formally investigated.

An individual who believes s/he has been unlawfully discriminated or harassed against may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to the Title IX Coordinator; and/or (3) to the School Leader or other School official. All informal complaints must be reported to the Title IX Coordinator who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution. The School's informal complaint procedure is designed to provide students or visitors who believe they are being unlawfully sexually discriminated or harassed against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful discrimination or harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory or harassing behavior.
- B. Distributing a copy of the Non-Discrimination policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works.
- C. If both parties agree, the Title IX Coordinator may arrange and facilitate a meeting between the individual claiming discrimination or harassment and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Title IX Coordinator or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) school days of receiving the informal complaint.

Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Title IX Coordinator

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented. An individual who believes s/he has been subjected to unlawful sexual discrimination or harassment (hereinafter referred to as the "Complainant"), may file a formal complaint, in writing, with the School Leader, the Title IX Coordinator, or other School official. Due to the sensitivity surrounding complaints of unlawful sexual discrimination and harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs.

The Complainant may obtain a Complaint Form from the Title IX Coordinator, School Leader, or the School website.

If a Complainant informs the School Leader or other School official, either orally or in writing, about any complaint of sexual discrimination or harassment, that person must report such information to the Title IX Coordinator within two (2) school days.

Throughout the course of the process, the Title IX Coordinator should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the sexual discriminatory or harassing conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Title IX Coordinator shall ask for such details in an oral interview. In the event the Complainant is a student with disabilities, the Title IX Coordinator will carefully review the reporting student's IEP or 504 plan to determine what specific accommodations that child should have to aid in their reporting.

Thereafter, the Title IX Coordinator will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Upon receiving a formal complaint, the Title IX Coordinator will consider whether any action should be taken in the investigatory phase to protect the Complainant from further sex discrimination or retaliation, including, but not limited to, a change of

schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the Title IX Coordinator should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Title IX Coordinator may still take whatever actions s/he deems appropriate in consultation with the School Leader. Within two (2) school days of receiving the complaint, the Title IX Coordinator designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful sex discrimination/retaliation.

Simultaneously, the Title IX Coordinator will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines. The Respondent shall be presumed to not be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) school days. Although certain cases may require additional time, the Title IX Coordinator or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) school days of receiving the formal complaint. The investigation will include:

- A. Interviews with the Complainant;
- B. Interviews with the Respondent;
- C. Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. Consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

The investigation may be temporary delayed for good cause with written notice to the Complainant and the Respondent of the delay or extension of time and the reason for such action. Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity or the need for language assistance or accommodation of disabilities.

At the conclusion of the investigation, the Title IX Coordinator or the designee shall prepare and deliver a written report to the School Leader that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful sex discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful sex discrimination/retaliation. The Title IX Coordinator's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The School Leader shall consider the totality of the evidence and determine whether the preponderance of the evidence establishes that the alleged discrimination occurred (i.e., it is more likely than not that discrimination/sexual harassment/sexual violence occurred).

Absent extenuating circumstances, within five (5) school days of receiving the report of the Title IX Coordinator or the designee, the School Leader must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the School Leader's final decision will be delivered to both the Complainant and the Respondent.

If the School Leader requests additional investigation, the School Leader must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) school days. At the conclusion of the additional investigation, the School Leader must issue a final written decision as described above.

If the School Leader or his/her designee determines the Complainant was subjected to unlawful sex discrimination/retaliation, the School Leader shall make recommendations to immediately end the discriminatory conduct, recommend ways to remedy the discriminatory effects on the complainant and identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the sex discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

The School may dismiss a formal complaint if the alleged perpetrator is no longer enrolled or no longer employed by the school; the alleged victim and his or her parents/guardians notifies the Title IX Coordinator in writing that the formal complaint or any allegations therein are withdrawn; or specific circumstances prevent the school from gathering evidence sufficient to reach a determination regarding the formal complaint or allegations therein. Upon such dismissal the School shall send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

Appeal

A Complainant or Respondent who is dissatisfied with the final decision of the School Leader may appeal through a signed written statement to the Board within five (5) school days of his/her receipt of the School Leader's or their designee's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives at the next regularly scheduled board meeting after the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) school days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful sex discrimination/retaliation regardless of whether the student/visitor alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, local law enforcement agencies or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If a party is not satisfied with the Board's decision, above, the party may file a complaint with the Office of Civil Rights ("OCR"). More information is available at the United States Department of Education, Office of Civil Rights.

Privacy/Confidentiality

The School will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with its legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Requests for confidentiality, therefore, will be evaluated in the context of the School's responsibility to provide a safe and nondiscriminatory environment for all students, and the request will be weighed against whatever factors the School deems relevant, including, without limitation:

- A. the complainant's age;
- B. circumstances that suggest there is an increased risk of future acts of harassment and/or sexual violence under similar circumstances; and
- C. whether the School possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence).

All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the Title IX Coordinator or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation. All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the Title IX Coordinator in accordance with the School's records retention policy.

Sanctions and Monitoring

The School shall enforce its prohibitions against unlawful sex discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action. When imposing discipline, the School Leader shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the School may consider whether the

alleged conduct nevertheless warrants discipline in accordance with other School procedures and policies.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful sex discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the School will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Reporting to Local Law Enforcement

Nothing in these Procedures should in any way be deemed to discourage the Complainant from reporting acts subject to these Procedures, including acts of sexual violence, to local law enforcement. In the event that the Complainant files a criminal complaint, the Title IX Coordinator and School Leader should not wait for the conclusion of a criminal investigation or criminal proceeding to begin the School's own Title IX investigation.

Although the School may need to delay temporarily the fact-finding portion of a Title IX investigation while local law enforcement officials are gathering evidence, the School will take interim measures to protect the Complainant in the educational setting. The School should also continue to update the parties on the status of the investigation and inform the parties when the School resumes its Title IX investigation.

Interim Measures Pending Final Determination of The Complaint

Title IX requires the School to take steps to ensure equal access to its education programs and activities and protect the complainant as necessary, including taking interim measures before the final outcome of an investigation. The School should take these steps promptly once it has notice of a sexual harassment or sexual violence allegation and should provide the complainant with periodic updates on the status of the investigation. The Title IX Coordinator should notify the complainant of his or her options to avoid contact with the alleged perpetrator and allow the complainant to change academic and extracurricular activities as appropriate. The Title IX Coordinator should also ensure that the complainant is aware of his or her Title IX rights and any available resources, such as victim advocacy, academic support, counseling, disability services, health and mental health services, and legal assistance, and the right to report a crime to local law enforcement.