

---

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT**

Sage Oak Charter Schools (“School”) is committed to maintaining a safe school environment that is free from harassment and discrimination. The School prohibits discrimination on the basis of sex, including sexual harassment, in any education program or activity that it operates. The School also prohibits retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sex-based discrimination or sexual harassment.

Once notified of a complaint, the Title IX Coordinator shall ensure the complaint or allegation is addressed through the School’s Title IX Complaint Procedures or Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of 5025-SO concurrently meets the requirements of 1025-SO.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The School shall inform students and parents/guardians of the School’s nondiscrimination policy by disseminating it through parent/guardian notifications, publishing it on the School’s website, and including it in student and staff handbooks. All School staff will be trained regarding the policy.

The School has adopted the outlined grievance procedures that provide for the prompt and equitable resolution of complaints that students or staff members who are participating, or attempting to participate in, its education program or activity, and were subjected to sex-based discrimination prohibited by Title IX or the Title IX regulations.

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a student, while participating or trying to participate in an education program or activity in which the School exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sex-based discrimination: discrimination based on pregnancy or related conditions, sex-based harassment, disparate treatment based on sex, or retaliation prohibited by Title IX.

**Disparate treatment** based on sex means, unless otherwise permitted by Title IX, a person, on the basis of sex, being excluded from participation in, being denied the benefits of, or otherwise being subjected to discrimination under any academic, extracurricular, or other education program or activity operated by the School.

**Retaliation** means intimidation, threats, coercion, or discrimination against any person by the School, a student, or an employee or other person authorized by the School to provide aid,

---

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT**

benefit, or service under the School's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing regarding the prohibitions of discrimination based on sex. Discrimination based on parental, family, or marital status; pregnancy or related conditions is prohibited. The School must not adopt or implement any policy, practice, or procedure that discriminates against students based on parental, family, or marital status; or that discriminates based on pregnancy or related conditions.

**Sex-based harassment** is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. **Quid pro quo harassment:** An employee, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity, explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
2. **Hostile environment harassment:** Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity (i.e., creates a hostile environment).

Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- a. The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
  - b. the type, frequency, and duration of the conduct;
  - c. The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
  - d. The location of the conduct and the context in which the conduct occurred; and
  - e. Other sex-based harassment in the recipient's education program or activity; or
3. **Specific offenses.**
    - a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the Uniform Crime Reporting System of the FBI;
    - b. Dating violence meaning violence committed by a person:
      - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
      - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
        - a. The length of the relationship;
        - b. The type of relationship; and

---

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT**

- c. The frequency of interaction between the persons involved in the relationship;
- c. Domestic violence meaning felony or misdemeanor crimes of violence (on the basis of sex) committed by:
  - i. A current or former spouse or intimate partner of the Complainant;
  - ii. A person with whom the Complainant shares a child in common
  - iii. A person who is cohabitating, or has cohabitated, with the Complainant as a spouse or intimate partner;
  - or
  - iv. A person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction receiving grant monies or
  - v. Any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- d. Stalking meaning engaging in a course of conduct (on the basis of sex) directed at a complainant that would cause a reasonable person to:
  - i. Fear for the person's safety or the safety of others; or
  - ii. Suffer substantial emotional distress.

#### 4. Pregnancy or Related Conditions

The School prohibits discrimination against students, employees, or applicants based on pregnancy or pregnancy-related conditions. Accordingly, the School will provide reasonable modifications for students, including reasonable break time and space (if appropriate) for lactation. The School will not require documentation to provide such modifications unless it is necessary to do so.

Employees who become aware that a student is pregnant must promptly inform the student (or person who has a legal right to act on behalf of the student) of the Title IX Coordinator's contact information and inform them that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the School's education program or activity.

The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the School investigate and make a determination about alleged discrimination under Title IX:

1. A "complainant," which includes:
  - a. A student or employee of the School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
  - b. A person other than a student or employee of the School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the School's education program or activity;

---

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT**

2. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
3. Title IX Coordinator

The determination of whether allegations of sex-based discrimination fall within this policy will be made by the Title IX Coordinator. All other discrimination complaints or allegations brought by or on behalf of students shall be investigated and resolved in accordance with our Uniform Complaint Procedures (UCP). Because the complainant has a right to pursue a complaint under the UCP for any allegation that is dismissed or denied under this Administrative Regulation, the Title IX Coordinator shall ensure that all requirements and timelines for the UCP are concurrently met while implementing the Title IX complaint procedure.

**Law Enforcement or Child Protective Services reports**

During the pendency of any other entity's inquiry or investigation of alleged sex-based discrimination, the School will:

1. Offer and provide supportive measures for students who allegedly experienced sex-based harassment.
2. Take necessary actions to ensure student safety, including identifying and protecting other students possibly harmed by the alleged harassment.
3. Ensure that the School's investigation and resolution, including all stages of the investigation process, comply with the timelines set forth in this policy and the Uniform Complaint Procedures.

During the pendency of any other entity's inquiry or investigation, the School will make reasonable efforts to obtain notice of the outcome of other entities' processes, including any findings and corrective actions, and will ensure that it completes its own investigative process and takes appropriate corrective actions in compliance with any applicable law.

When relying on findings from another entity's report, the School will:

1. Explain in its own report how the other entity's findings support the School's determinations regarding whether the student was subjected to sex-based discrimination and/or sexual harassment.
2. Document all corrective actions taken and maintain the other entity's report with school records in accordance with document-retention policies.
3. Ensure that it makes a decision independent from any other law enforcement or child protective service entity's decision, as those entities rely on different standards and procedures for making their determinations.

---

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT****Reporting Allegations/Filing a Formal Complaint**

The alleged victim, or their parent/guardian, may submit a report of sex-based discrimination to the School's Title IX Coordinator or to any other available School employee, who shall forward the report to the Title IX Coordinator within one day of receiving the report. School employees are required to promptly notify the Title IX Coordinator of conduct that reasonably may constitute sex discrimination.

The School's Title IX Coordinator(s) is:

Director of Human Resources: Talent and Engagement  
Sage Oak Charter Schools  
1473 Ford St STE 105  
Redlands, CA 92373  
(888) 435-4445  
kcody@sageoak.education

When notified of conduct that reasonably may constitute sex discrimination under Title IX, the Title IX Coordinator must take action to promptly and effectively end any sex discrimination, prevent its recurrence, and remedy its effects. The Title IX Coordinator shall: (a) inform the complainant of these grievance procedures, including, if applicable, the informational resolution process, (b) treat the complainant and respondent equitably, (c) offer and coordinate supportive measures as described further below, and (d) notify the complainant of the right to file a formal complaint, the process for filing a formal complaint, and the informal resolution process, if appropriate.

Once a complaint is filed, the Title IX Coordinator shall notify the respondent of the grievance procedures and, if applicable, the informal resolution process. A complaint is an oral or written request to the School that objectively can be understood as a request for the School to investigate and make a determination about alleged sex-based discrimination. It may be filed with the Title IX Coordinator in person, by mail, or by email. Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator may file a formal complaint in situations when the conduct, as alleged, presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct, as alleged, prevents the School from ensuring equal access on the basis of sex to its education program or activity.

The Title IX Coordinator, investigator, decision-maker, and/or facilitator of an informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally, or against an individual complainant or respondent. Such persons shall receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX, and annually thereafter.

---

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT****Supportive Measures**

Upon receiving notice of conduct that reasonably may constitute sex discrimination, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures shall be non-disciplinary, nonpunitive, and designed to restore or preserve equal access to the School's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School's educational environment, deter sex-based harassment, or provide support during the recipient's grievance procedures and, if applicable, during the informal resolution process. Supportive measures may include but are not limited to, counseling, course-related adjustments, extensions of deadlines, modifications of class and extracurricular schedules, restrictions on contact applied to one or more parties, increased security, leaves of absence, and training and education programs related to sex-based harassment. The School shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the School's ability to provide the supportive measures. The School must provide the complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the School's decision to provide, deny, modify, or terminate supportive measures applicable to them. A recipient must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore a party's access to the education program or activity.

**Formal Complaints of Sex Discrimination**

If a formal sex discrimination complaint is filed, the Title IX Coordinator shall treat the complainant and respondent equitably and will presume that the respondent is not responsible until a determination of responsibility is made at the conclusion of the grievance process. The Title IX Coordinator will also provide the known parties with written notice of the following:

- The School's Title IX grievance procedures and any informal resolution process;
- The allegations include sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- A statement that retaliation is prohibited; and
- A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence and if the School provides a description of the evidence, the parties may request and then must receive access to the relevant and not otherwise impermissible evidence.

---

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT**

If, in the course of an investigation, the Title IX Coordinator decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the Title IX Coordinator will notify the parties of the additional allegations.

In the event of a complaint involving a student with a disability, the Title IX Coordinator shall consult with that student's IEP team and/or Section 504 team throughout the process of investigating and resolving the complaint and ensure that the student with a disability is not discriminated against on the basis of disability, including with respect to requests for supportive measures and remedies. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the recipient's education program or activity.

**Informal Resolution Process**

When a formal complaint of sex discrimination, including sex-based harassment, is filed, the School may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. However, the School may not offer an informal resolution process when the allegations involve sexual assault, are that an employee engaged in sex-based harassment of a student, or there is a reasonable risk that a party would feel compelled to participate. The School shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint.

The School may facilitate an informal resolution process provided that:

1. The School provides the parties with a written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process, and potential terms that may be requested or offered, notice that any informal resolution is binding only on the parties, and any consequences resulting from participating in the informal resolution process, including that records will be maintained or how such records could be shared and that conclusion of the informal resolution process precludes the parties from initiating or resuming grievance procedures arising from the same allegation.
2. The School obtains the parties' voluntary, written consent to the informal resolution process
3. The School does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student, when the allegations involve sexual assault, or there is a reasonable risk that a party would feel compelled to participate
4. The facilitator is not the same person as the investigator or decisionmaker in the School's grievance procedures, has received training, and does not have a conflict of interest or bias.

---

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT****Investigation Procedures**

Upon receipt of a report of misconduct prohibited by this policy from a student, staff member, parent/guardian, volunteer, visitor, or affiliate of the Charter School, the Title IX Coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the Title IX Coordinator, or administrative designee, determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the Title IX Coordinator or administrative designee will inform the complainant of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Title IX Coordinator or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, the Title IX Coordinator or administrative designee will not reveal confidential information related to other students or employees.

For investigations of and responses to formal complaints of sexual harassment, the following grievance procedures will apply:

1. Notice of the Allegations

- a. Upon receipt of a formal complaint of sexual harassment, the Title IX Coordinator will give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:
  - i. A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident;
  - ii. A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;
  - iii. A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and
  - iv. A statement that Charter School prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.
- b. If, in the course of the investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the initial notice of allegations, then notice of the additional allegations will be provided to the parties whose identifies are known.



---

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT****2. Emergency Removal**

- a. Charter School may place a non-student employee respondent on administrative leave during the pendency of a formal complaint of sexual harassment grievance process in accordance with Charter School's policies.
- b. Charter School may remove a respondent from Charter School's education program or activity on an emergency basis, in accordance with Charter School's policies, provided that Charter School undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.
- c. This provision may not be construed to modify any rights under the IDEA, Section 504, or the ADA.

**3. Investigation Process**

- a. The decision-maker will not be the same person(s) as the Title IX Coordinator or the investigator. Charter School shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents.
- b. In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.
- c. The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.
- d. The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.
- e. A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.
- f. Prior to completion of the investigative report, Charter School will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection

---

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT**

and review, and the parties will have at least ten (10) days to submit a written response for the investigator's consideration prior to the completion of the investigation report.

- g. The investigator will complete an investigation report that fairly summarizes relevant evidence and send a copy of the report to each party and the party's advisor, if any, at least ten (10) days prior to the determination of responsibility for the parties' review and written response.

4. Dismissal of a Formal Complaint of Sexual Harassment

- a. If the investigation reveals that the alleged harassment did not occur in Charter School's educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable Charter School policy.
- b. Charter School may dismiss a formal complaint of sexual harassment if:
  - i. The Title IX Coordinator is unable to identify the respondent after taking reasonable steps to do so;
  - ii. The respondent is not participating in the School's education program or activity and is not employed by the School;
  - iii. The complainant provides a written withdrawal of the complaint to the Title IX Coordinator;
  - iv. The respondent is no longer employed or enrolled at Charter School; or
  - v. The specific circumstances prevent the Charter School from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.
- c. If a formal complaint of sexual harassment or any of the claims therein are dismissed, Charter School will promptly send written notice of the dismissal and the reason(s) for the dismissal to the complainant. The Title IX Coordinator will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint or any allegation in the complaint in accordance with the appeal procedures described in the section "Appeals" below.
- d. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or

---

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT**

simultaneously if notification is in writing. The Title IX Coordinator will also notify the respondent that the dismissal may be appealed.

- e. The Title IX Coordinator will take other prompt and effective steps, as appropriate, to ensure that sex discrimination does not continue or recur within the School's education program or activity.
- f. If a complaint is dismissed, the conduct may still be addressed pursuant to Uniform Complaint Procedures if applicable.

5. Determination of Responsibility

- a. The standard of evidence used to determine responsibility is the preponderance of the evidence standard.
- b. The decision-maker, who cannot be the same person as the investigator, will prepare a written determination regarding responsibility.
- c. Before the decision-maker finalizes a written determination of responsibility, the decision-maker will afford each party the opportunity to submit written, relevant questions that a party wants asked for any party or witness, provide each party with the answers (if any), and allow for additional, limited follow-up questions from each party.
- d. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker will explain to the party proposing the questions any decision to exclude a question as not relevant.
- e. Charter School will send a written determination regarding responsibility to the complainant and respondent simultaneously that describes:
  - i. The allegations in the formal complaint of sexual harassment;
  - ii. All procedural steps taken including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
  - iii. The findings of facts supporting the determination;
  - iv. The conclusions about the application of Charter School's code of conduct to the facts;

---

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT**

- v. The decision and rationale for each allegation;
- vi. Any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
- vii. The procedures and permissible bases for appeals.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws. In the event that a law enforcement agency is also investigating some or all of the allegations contained in a complaint, the School may delay initiating its own investigation by no longer than 30 days, provided that the School notifies the complainant of its intention to delay initiating its investigation and the complainant agrees. The School shall not, however, delay notice of complaint filing options or the immediate provision of interim and/or supportive measures to the complainant or alleged victim. Additionally, during the pendency of a parallel investigation, the Title IX Coordinator shall make and document in the centralized tracking and response system for complaints weekly inquiries with the relevant law enforcement agency as to whether the investigation in question has concluded. A law enforcement agency's decision at the conclusion of an investigation not to recommend criminal charges does not excuse the School from any of its independent obligations under this administrative regulation.

**Appeals**

Either party may appeal the School's decision or dismissal of a complaint or any allegation in the complaint and a complainant or respondent may appeal a determination at the conclusion of the investigation process.

Dismissals or determinations may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If an appeal is filed, the School shall:

1. Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
2. Implement appeal procedures equally for the parties;
3. Ensure that the decision-maker(s) for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
4. Ensure that the decision-maker(s) for the appeal has been trained consistent with the Title IX regulations

---

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT**

5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
6. Notify the parties of the result of the appeal and the rationale for the result.

An appeal must be filed in writing within ten (10) calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered. The appeal shall specify the basis and grounds for the appeal.

The School's decision may be appealed to the California Department of Education within 30 days of the written decision. Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct. The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

**Remedies**

When a determination of responsibility for sex discrimination has been made against the respondent, the School shall provide remedies to the complainant. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be non-disciplinary or nonpunitive and need not avoid burdening the respondent.

**Record-Keeping**

The Assistant Superintendent of Human Resources or designee shall maintain, for a period of ten years:

1. A record of all reported complaints of sex discrimination, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom;
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sex discrimination, including the School's basis for its conclusion that its response was prompt and equitable, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances; and
3. All materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process.

**TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT**

**Title IX  
COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand that providing false information in this regard could result in disciplinary action up to and including termination.**

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**To be completed by the School:**

Received by: \_\_\_\_\_

Date \_\_\_\_\_

Follow up meeting with complainant held on: \_\_\_\_\_