

## **Title IX**

The Sequoyah Board of Education is committed to ensuring that all students and employees in educational settings are treated equally and fairly. The Board is committed to a policy of nondiscrimination based on sex, including sexual harassment.

### **Grievance Procedure Gender Discrimination &/Or Sexual Harrassment**

It is the policy of the Sequoyah Board of Education that the superintendent's designee shall serve as Title IX Coordinator.

The following procedures will be used by any person, including personnel, students, and the public, for the filing, processing, and resolution of alleged discrimination complaints.

#### Definitions

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, sex, qualified handicap, veteran status, or other perceived discrimination.
2. **Grievant:** Any person who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
3. **Title IX Coordinator (Coordinator):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
4. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
5. **Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

#### Pre-Filing Procedures

Prior to the filing of a written complaint, the grievant is encouraged to visit with the high school principal, and reasonable effort should be made to resolve the problem or complaint.

#### Filing and Processing Discrimination Complaints

1. **Grievant:** Complaint must be submitted in writing within 30 days of alleged violation using complaint forms available in principal's office and on website.
2. **Coordinator:** Notifies respondent within 10 days and asks respondent to:
  1. Confirm or deny facts,

2. Indicate acceptance or rejection of grievant's requested action, or outline alternatives.
3. Respondent: Submits answer within 10 days to Coordinator.
4. Coordinator: Within 10 days after receiving respondent's answer, Coordinator refers the written complaint and respondent's answer to the building principal. The Coordinator also schedules a hearing with the grievant, the respondent, and the building principal.
5. Principal, Grievant, Respondent, & Coordinator: Hearing is conducted.
6. Principal: Within 10 days after the hearing, issues a written decision to the grievant, respondent, and Coordinator.
7. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, the Coordinator must be notified within 10 days and a hearing with the superintendent requested.
8. Coordinator: Within 10 days of receiving a request for a hearing, schedules a hearing with the grievant, respondent, and superintendent.
9. Superintendent, Grievant, Respondent, & Coordinator: Hearing is conducted.
10. Superintendent: Within 10 days after the hearing, issues a final written decision regarding the validity of the grievance and any action to be taken.

#### General Provisions

1. If respondent and principal are the same person, the above procedures are adjusted accordingly with the first hearing being with the superintendent.
2. The Principal or his/her designee shall serve as an alternate Coordinator.

**DISCRIMINATION &/OR SEXUAL HARRASSMENT COMPLAINT FORM**

TO: Title IX Coordinator

FROM: Name of Grievant \_\_\_\_\_

Address/Telephone # \_\_\_\_\_

DATE AND LOCATION OF ALLEGED VIOLATION:

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

NATURE OF ALLEGED VIOLATION:

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

NAME(S) OF INDIVIDUAL(S) ALLEGED TO HAVE DISCRIMINATED/HARRASSED:

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

REQUESTED ACTION:

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

Date Complaint Filed With Coordinator: \_\_\_\_\_

Please use reverse of this form or attach additional sheets if necessary.

***Complaint must be submitted within 30 days of alleged violation.***