

Title IX Grievance Procedure

Any student, parent/guardian, or employee that believes that they have been subjected to sex discrimination or that has been made aware of sex discrimination should report the incident to the School's Title IX Coordinator or to a counselor. All complaints made to a counselor to employee of the School concerning noncompliance with Title IX or actions that would be prohibited by Title IX should be made to the Title IX Coordinator.

Informal Grievance Process

The goal of the informal complaint procedure is to swiftly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an individual who believes s/he has been unlawfully discriminated or harassed in violation to Title IX. This informal procedure is not required as a precursor to the filing of a formal complaint. While the Title IX Coordinator welcomes an informal presentation of such allegations, and is available to address concerns through counseling, advice, and informal resolution, the Title IX Coordinator is fully prepared to receive and address such allegations through formal grievance process.

Formal Grievance Process

Individuals ("Complainant") may initiate the formal grievance process at any time by making a complaint with the Title IX Coordinator. The complaint should include details of the conduct including the (i) date, time and location of the incident, (ii) names of the individuals involved, (iii) the names of any witnesses and, (iv) any relief sought. With limited exceptions, employees are required to report sex discrimination to the Title IX Coordinator. Other individuals, including students and third parties, are encouraged to report sex discrimination.

The Title IX Coordinator will inform the individual alleged to have engaged in the discriminatory conduct ("Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations. Thereafter, the complaint will be investigated thoroughly, promptly, and impartially. The investigation may include an interview with the Complainant, an interview with Respondent, an interview with any identified witnesses, and review of any documents presented. The Title IX Coordinator or designee will retain any notes taken during the investigation.

The Title IX Coordinator, or the Coordinator's designee, will investigate complaints by applying a preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment, discrimination and/or violence occurred), and will endeavor to complete the investigation within thirty (30) days, though the actual time will vary depending on the circumstances of each complaint.

At the conclusion of the investigation, the Title IX Coordinator, or designee, will prepare a written report. At a minimum, the report will (i) Provide a summary of the complaint; (ii) Provide summaries of all witnesses interviewed; (iii) Include copies of all documents reviewed; (iv) Set forth the findings; and (v) If the complaint is substantiated by the investigation, provide recommendations as to the corrective action to be taken, which may involve discipline up to and including termination and/or expulsion for the accused. The report will be reviewed by the Title IX Coordinator and the Headmaster.

The School reserves the right to place the subject of the investigation on an involuntary leave of absence or reassign that person while the investigation is pending.

The Complainant and the Respondent will be provided with written notification of the outcome of the investigation.

The School will seek to resolve all complaints within sixty (60) days of the initial report. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements.

Appeal

Either the Complainant or Respondent may appeal the outcome if either believes (i) A procedural or substantive error occurred that significantly affected the outcome, (ii) New evidence, unavailable during the original investigation, that could substantially impact the original outcome is found; or (iii) the investigator had a conflict of interest which impacted the outcome. Either party may submit a written appeal to the Headmaster within five (5) days of receiving the written outcome. The appeal shall consist of a concise, and complete written statement outlining the grounds for appeal and all relevant information to be considered. The opposing party will be notified of the appeal and provided an opportunity to respond, which must be submitted within five (5) days. The initial investigation report, any notes, and the written appeal will be reviewed, and written decision will be issued to the parties within twenty (20) days.