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The Academy Board of Directors

*Executive Work Session
Monday, March 25, 2024
6:00 – 6:55pm*

Agenda

Monthly Board Communications Review

10 Minutes

Expectation: Each month, Board members will acknowledge and discuss any community feedback or complaints that have been received since the last meeting.

Chief Operating/Academic Officer Hiring Process

20 Minutes

Expectation: The Executive Director will update Board members on the hiring process for a new COO/CAO.

Facilities Communication Plan

25 Minutes

Expectation: Each month for the foreseeable future, the Board will discuss the development and rollout of a communication plan related to planned facilities upgrades.



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The Academy Board of Directors

Board Meeting
Monday, March 25, 2024
7:00pm

Agenda

- I. Open Meeting
The Academy's mission is to help all students grow into college ready, exemplary citizens by combining academic mastery with personal empowerment to drive lifelong success. We serve our full community by intentionally developing a school culture that embraces diversity, equity, and inclusion. With this in mind, the Board of Directors welcomes all members of our community to this meeting and invites each person to begin our time together in whatever way will help ground you for thoughtful and productive discussion - a few deep breaths, a prayer, a moment to organize your thoughts, or whatever meets your needs.
- II. Consent Agenda
 - a. Approve Agenda
 - b. Approval of [February 26, 2024](#), minutes
- III. Public Comment
The chairperson will recognize anyone who signs the request form before the meeting time. Public comment and input shall be limited to fifteen minutes total, ten minutes per topic, and 2 minutes per speaker. Neither Board members nor Academy staff is obligated to respond to comments or input. The Board will provide written responses as deemed appropriate.
- IV. Reports from Directors, Principals, and Committees
 - a. [Executive Director Report](#) – *Expectation: The Executive Director will update the Board on the current state of the school as well as progress toward strategic goals.*
 - b. Committee Reports – *Expectation: Committee Chairs will update the board on progress with each committee.*
 - i. [Finance](#) – See attached meeting minutes
 - ii. [SACademic](#) – See attached meeting minutes
 - iii. [PTO](#) – See attached meeting minutes

- V. Presentation and Discussion
 - a. [Title IX Policy Proposal](#) – *The Board will review updates to The Academy’s Title IX Policy.*
 - b. Executive Session C.R.S. §24-6-402(4) – *Expectation: As needed, the Board may call an executive session for one of the specific topics identified below via a 2/3 majority.*
 - i. Discussions regarding buying or selling property;
 - ii. Conferences with an attorney to receive legal advice;
 - iii. Matters required to be kept confidential by state or federal law (e.g., student academic records);
 - iv. Security arrangements or investigations;
 - v. Determining contract negotiation strategies;
 - vi. Personnel matters;
 - vii. Consideration of documents protected from disclosure under the Open Records Act; or
 - viii. Discussion of individual students where public discussion would adversely affect the student involved.
 - c. Work Session Summary – *Expectation: The Board Chair will summarize the topics discussed during the work session prior to this formal meeting.*

- VI. Executive Summary
 - a. No items are up for a Board vote in this month’s meeting.

- VII. Board Meeting Self-Scoring – *Expectation: The board will self-score their performance for the meeting according to preset criteria.*

| Scoring Rubric | |
|----------------|--|
| 1 | Unsatisfactory |
| 2 | Satisfactory, looking for significant improvement |
| 3 | Satisfactory, improving but still below expectations |
| 4 | Efficient meeting, meets expectations |

___/4

- VIII. Adjourn Meeting

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Board of Directors
Board Meeting Minutes
Monday, February 26, 2024

Board Members Present:

| | |
|------------------|-----------------------|
| Sarah Drewlow | Chairperson |
| Amy McDuffee | Vice Chairperson |
| Dan Klenjoski | Treasurer |
| Kristen Cofrades | Board Member |
| Larissa Fransua | Board Member (online) |
| Kevin Sanchez | Board Member |
| Autumn Coffee | Secretary |

Also Present:

| | |
|-------------------|--------------------|
| Brent Reckman | Executive Director |
| Mark Wilson | COO |
| Stephanie Mann | HS Principal |
| Roxanne Ellsworth | MS Principal |
| Sarah Gramarossa | 3-5 Principal |
| Suzie Galbraith | K-2 Principal |

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on February 26, 2024.

I. Open Meeting

A quorum being present, Mrs. Drewlow called the meeting to order at 5:30 pm.

II. Consent Agenda

a. Mr. Sanchez moved to approve the January 29, 2024, minutes. Seconded by Mrs. Drewlow.

Discussion: None

Ayes: Mrs. McDuffee, Mr. Klenjoski, Mrs. Cofrades, Ms. Fransua, Mrs. Coffee

Nays: None

III. Public Comment

There was no public comment this month.

IV. Reports from Directors, Principals, and Committees

a. Fall Data Presentation – Each level principal shared their respective mid-year data points as well as how they are applying the core concepts of Prepare, Explore, and Empower.

b. Executive Director Report

i. Succession Planning – we will cover this in the March meeting.

ii. Facilities Master Plan – the architects plan to have a schematic design for review at the April meeting.

- c. Finance Committee
 - i. This month has remained steady relating to finances. We continue to monitor the legislative work in relation to funding.
 - ii. SACademic Committee – The February meeting was an opportunity to the K-2 and 3-5 principals to share the data presentations that they shared tonight.
 - iii. PTO – We had a fantastic Glow Party with the elementary students.

V. Presentation and Discussion

- a. Executive Session – Mrs. Drewlow made a motion that the board enter into an Executive Session in order for the board to discuss the Executive Director’s evaluation. Mrs. McDuffee seconded the motion.

Discussion: None

Ayes: Mr. Sanchez, Mr. Klenjoski, Mrs. Cofrades, Ms. Fransua, Mrs. Coffee

Nays: None

The board entered Executive Session at 7:42 pm and ended the session at 7:58 pm.

- b. Charter Contract Review – the contract is straightforward with only a few discussion topics.

VI. Board Meeting Self-Scoring – Today’s meeting was both efficient and met expectations, so the score is 4.

VII. Adjourn Meeting

Mrs. Drewlow adjourned the meeting at 8:13 pm.

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Executive Director Board Report – March 2024 Meeting

Strategic Initiatives Update

Expectation: Share information about ongoing implementation of initiatives in support of The Academy's 5-year Strategic Plan and other Board priorities.

Instruction & Culture

Principals presented their 2023-24 Annual Work Plans to the Board at the July Retreat. The Board finalized the 2023-24 Data Dashboard at the August meeting. Students completed their baseline assessments in September. Principals presented on their beginning-of-year data as it pertains to the Bi-Annual Instruction & Culture Scorecard at the October Special Meeting. Elementary students completed their mid-year interim assessments to track progress in December. Secondary students finished their mid-year testing in January. Principals presented on their mid-year data as it pertains to the Bi-Annual Instruction & Culture Scorecard at the February Special Meeting.

There are no updates in March. State standardized testing (CMAS, PSAT, & SAT) will begin in April. End-of-year interim assessment testing (Star & MAPs) will take place in May. Final student achievement numbers will be reported in June.

Admin Succession Plan

The goal is to develop an admin succession plan over the course of the fall semester. This plan will cover both unexpected, temporary coverage of vacancies and long term, strategic succession for the following positions:

- Executive Director
- Chief Operating Officer
- Pre-K Director
- Lower Elementary Principal
- Upper Elementary Principal
- Middle School Principal
- High School Principal

Please follow [this link](#) to a draft in progress of the succession plan. As discussed in the November meeting, this plan now includes a matrix of key competencies tied to current and upcoming strategic goals to guide planned succession efforts. A statement is also included to describe The Academy's organizational perspective on conducting external hiring searches as well as practices in place to the growth of internal talent.

Middle School Program

The Middle School Principal shared a detailed report about the current state of The Academy's Middle School at the data presentation in last month's meeting. There are no updates to share this month.

Facilities Master Plan Update

Expectation: Share information about ongoing implementation of the Facilities Master Plan.

The Board voted in its November meeting to move forward with schematic design for a building expansion and renovation. The Executive Director and COO have since met with the design team to initiate this schematic design process. The architects and project manager from HCM have completed a series of stakeholder focus group meetings to collect input from the school staff members who will be using each space included in the renovation or addition projects. The target is to have a full schematic design package with accompanying budget estimates ready for Board review in the April meeting.

Moving forward, the Board will have a standing agenda item in each month's Work Session to set aside time to develop and implement a Facilities Communication Plan.

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Finance & Operations Board Report, March 2024

Members Present: *In-person cancelled due to snow closure. Report sent out in writing for committee to review.*

Introduction

Expectation: Review agenda and norms as needed. Share any relevant resources for committee to review.

[CLICK HERE](#) to review news article highlighting current issues and conversation regarding free school meals and the subsequent monetary shortfall at the state level. A current \$56M shortfall is causing questions about the set-up and sustainability of the program. This is in addition to some very real experiences we have heard about in the charter section, especially for schools that didn't have kitchens set up already. Whilst this gap is being covered this year, it will only remain moving into next. Three of the grant programs that were planned to be available to schools in year two e.g. money to help increase wages to staff, have already been put on hold. As a school, we remain in a good spot logistically and staff-wise, but we need this an awareness about it being a moving target in the future.

Legislative Updates (10 minutes)

Expectation: COO to update committee on current status of legislative session and potential impacts. Review status of 24/25 budget scenarios.

No current changes or information to the contrary on:

- 6.6% increase to per-pupil funding equating into 1M+ additional PPR funds for The Academy.
- CSI equalization fund has set our projections at \$1,840 per pupil, equating into approximately 800K additional revenue.
- Facility access and affordability being put forward as an issue needing support through Capital Construction fund and Mill Levy shares from districts.

24/25 budget planning underway:

- 3%, 5%, 7% PPR scenarios have all been completed that range us from being 200K-1M ahead next year dependent on the support provided. This is however at a very preliminary stage. This is before new FTE adds are included e.g. operational support, interventionist, aide positions etc. and final numbers for financing agreements are settled on. This is

including the 1M debt service as planned. Budget scenarios will continue to be narrowed, shared and reviewed on a monthly basis until the end of the fiscal year by the Finance Committee.

- The purpose of running scenarios are to confirm that our 24/25 salary offerings are *reasonable* and *within budget*. With that in mind, we have moved the instructional salary schedule up to a 60K base (2K increase) in addition to the normal step jumps for teachers. All support staff have had increases ranging from 5% at the highest earners to 8% towards the lower tiers. There are increases beyond that also for cafeteria staff to recognize their change in role and need as well as the income being seen from Food Services. We will remain flexible and responsive as we observe how Adams 12 adapt their salary structure for the upcoming year and can consider responding as necessary.
- As planned, all budget requests and approvals have been taken in and added to the budget for next year at the maximum level. It will take a little more time to narrow down into these line by line and assess where the needs and investment should go, but this has currently been completed to a satisfactory level.
- Offer letters for all staff (except Pre-K and Aftercare whose cases are slightly different) have been completed and in-hand prior to Spring Break as is our value and norm. Providing this on an annual basis for both the benefit of the employer and employee should remain as standard as hiring season commences.

Financial Report Review

Expectation: Financial report sent out in advance. Review and discuss current position in relation to amended budget.

| Acct | Account | February | FY 2024 YTD | FY2024 Amended Budget | YTD % of Budget | FY2024 Expected End of Year |
|----------------------------|--------------------------------------|-----------------------|------------------------|------------------------------|------------------------|------------------------------------|
| Revenue | | | | | | |
| 1500 | Earnings on Investments | 32,665.03 | 207,329.20 | \$300,000.00 | 69.1% | \$300,000.00 |
| 1600 | Food Services | 11,386.76 | 94,880.01 | \$125,000.00 | 75.9% | \$125,000.00 |
| 1700 | Pupil Activities | 35,517.39 | 494,500.46 | \$650,000.00 | 76.1% | \$650,000.00 |
| 1800 | Community Services Activities | 68,905.93 | 541,282.14 | \$945,000.00 | 57.3% | \$945,000.00 |
| 1900 | Other Local Sources | 23,644.29 | 252,198.41 | \$405,000.00 | 62.3% | \$405,000.00 |
| 3000 | Revenue from State Sources | 84,741.18 | 646,289.07 | \$793,797.99 | 81.4% | \$793,797.99 |
| 3100 | Categorical Revenue | 0.00 | 394,013.45 | \$394,013.49 | 100.0% | \$394,013.49 |
| 3200 | Adjustments to Categorical Revenue | 0.00 | 0.00 | \$0.00 | | \$0.00 |
| 3900 | Other Revenue From State Sources | 57,127.33 | 2,416,203.62 | \$4,254,320.55 | 56.8% | \$4,254,320.55 |
| 5200 | Interfund Transfers | 0.00 | 4,497.96 | \$4,497.96 | | \$4,497.96 |
| 5600 | Direct Allocations | 1,533,730.44 | 12,897,309.83 | \$19,254,144.90 | 67.0% | \$19,254,144.90 |
| 11 | Total Revenue | \$1,847,718.35 | \$17,948,504.15 | \$27,125,774.89 | 66.2% | \$27,125,774.89 |
| Expenditure Summary | | | | | | |
| | | February | FY 2024 YTD | FY2024 Amended Budget | YTD % of Budget | FY2024 Expected End of Year |
| 0100 | Total Salaries | 985,266.50 | 7,085,179.73 | 12,010,341.96 | 59.0% | 12,010,341.96 |
| 0200 | Total Benefits | 351,460.12 | 2,538,925.30 | 4,393,487.30 | 57.8% | 4,393,487.30 |
| 0300-0500 | Total Purchased Svcs | 483,934.24 | 3,423,682.01 | 7,550,272.04 | 45.3% | 7,550,272.04 |
| 0600 | Total Supplies | 116,530.08 | 1,302,695.06 | 2,110,401.59 | 61.7% | 2,110,401.59 |
| 0700 | Total Property | 154,063.31 | 184,596.33 | 351,500.00 | 52.5% | 351,500.00 |
| 0800 | Total Fees/Pupil Activities | 45,637.15 | 505,165.47 | 709,772.00 | 71.2% | 709,772.00 |
| 0900 | Total Other Uses | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$0.00 |
| | Total Expenditures | \$2,136,891.40 | \$15,040,243.90 | \$27,125,774.89 | 55.4% | \$27,125,774.89 |
| | Total Expenditures | \$2,136,891.40 | \$15,040,243.90 | \$27,125,774.89 | 55.4% | \$27,125,774.89 |
| | Salary Accrual Adj. | | \$604,821.33 | | | |
| | Net Profit (loss) | -\$289,173.05 | \$2,303,438.92 | \$0.00 | | \$0.00 |
| | Board Approved Beg. Fund Balance Use | | | \$0.00 | | \$0.00 |
| | Budgeted Margin | | | \$0.00 | | \$0.00 |
| | Beginning Fund Balance | | | \$9,790,275.50 | | \$9,790,275.50 |
| | Est. Ending Fund Balance | | | \$9,790,275.50 | | \$9,790,275.50 |

Report sent out in advance. The following were outlined as notable items for the month:

- Intramurals (elem), Field Trips K-6, Thespian, Band/Orchestra trip, and King Soopers funds were the bigger contributors within Pupil Activities revenue alongside BASE Activities for Spring Break care.
- UPK funding has required a different coding set-up from Community Services to State Source Revenue that will be pinpointed in person next month to clarify.
- IDEA SpEd funding came into Other Revenue from State Sources at 29K.
- Gateway students at FRCC expense came out of Purchased Services at 19K, but this remains a big budget line that is on track and well monitored by counseling.
- Maintenance had a few additional purchases this month to restock supplies and misc needs.
- On the expense side of Pupil Activities, Field Trips K-6, Thespian Society and Prom were the more sizable expenditures.

Facility & Fundraising Updates (10 minutes)

Expectation: COO to outline updates from Anser and facility planning. Review fundraising result and next steps.

Anser and JHL meeting took place earlier this week to outline latest costs and needs of this summer's bathroom work. Whilst the planned cost has been reduced due to some electrical work being undertaken internally, we are going to keep the higher line within this year's budget as additional contingency. A walk-through is taking place next week to finalize fitting needs and finer details about what elements are reusable or not. As part of Anser's work, progress has been ongoing regarding other summer projects including secondary student entrance, carpeting and drainage work over at North Campus. Further details and numbers will be shared when we receive them alongside their full scopes. Schematic design costs for addition and renovation projects are due very soon from HCM.

Boosterthon was successfully and enjoyably ran across grades K-8 with two different events on two different days. The students had a lot of fun and we look to have just exceeded our profits last year by bringing on over 86K. We are having a final closeout meeting with Boosterthon on our return from Spring Break where we will be sharing some wins and areas for growth that we experienced this year. Overall though, this still qualifies as our most successful fundraising event!

Self-Evaluation (5 minutes)

Expectation: Finance Committee members discuss the meeting and provide feedback to COO to improve the processes and meeting efficiency moving forward.

No self-rating this month.

Next Meeting: 18 Apr., 2024

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SACademic Committee

March 2024 Agenda & Meeting Minutes

“Fueling lifelong success through preparation, exploration, and empowerment.”

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| Scoring Rubric | |
|----------------|--|
| 1 | Unsatisfactory |
| 2 | Complete, looking for significant improvement |
| 3 | Complete, improving but still below expectations |
| 4 | Complete, meets expectations |

Members Present:

Ioana Dutchievici, Roxanne Ellsworth, Brent Reckman, Michelle Ledford, Min Cho, Stephanie Bean Keller, Lisa Lefebvre, Anthony Watson, Daneke Callahan, Jennifer Zaccone, Nick Lewis

1. Welcome and Review Protocols

Expectation: All committee members will start the meeting together with focus.

Meeting Protocols

- Start on time; end on time
- Members arrive prepared
- Technology for meeting use
- No sidebar conversations
- Focus eyes, ears, and heart on speaker and topic

Notes: n/a

2. Secondary Mid-Year Data Presentation

Expectation: The Middle & High School Principals will present mid-year student achievement data. This will begin the committee’s process of identifying Priority Improvement Challenges for inclusion in The Academy’s 2024-25 Unified Improvement Plan.

Notes: Middle & High School admin presented mid-year data to the Committee to support the identification of Priority Performance Challenges to contribute to the 24-25 draft UIP. Both MS & HS showed encouraging progress from mid-year 22-23 to mid-year 23-24. That improvement supports the effectiveness of the strategies currently in place, but more progress is needed before moving on to other areas of focus. As such, the Committee agreed

to stick with the same list of Priority Performance Challenges for the next draft of the UIP.

3. Family, School, & Community Partnerships Plan

Expectation: The committee will continue to review a draft Family, School, & Community Partnerships Plan and work toward finalizing priorities to guide the plan in the 2024-25 school year.

Notes: Committee members contributed valuable input on the draft plan between meetings by commenting through the shared Google Doc. The Committee reviewed these comments. The Committee Chair will update the draft plan to integrate this input and reshare the Google Doc for one more round of feedback before moving toward a final version. The goal is to shift the Committee's work from developing the plan in 23-24 to implementing the plan in 24-25.

4. Self-Assessment

Expectation: The committee will self-assess on the effectiveness of today's meeting.

Notes: 4

Next Meeting: This is the last scheduled meeting of the semester.

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The Academy of Charter Schools
PTO Meeting Minutes
March 7, 2024

Call to Order:

A meeting of The Academy of Charter Schools PTO was called to order on Thursday, March 7, 2024, at 6:00 pm by Steph Pearl.

Attendees:

Steph Pearl, President
Nikki Roma, Co-Vice President
Ioana, Co-Vice President
Susan Wagar, Treasurer (online)

Stephanie Bean Keller
Tammy Hahs
Anathea Becker

Approval of Minutes:

Stephanie Bean Keller made a motion to accept the February 1, 2024, minutes as presented. Steph Pearl seconded the motion, and it passed.

Past Events:

Glow Party – We received lots of positive parent feedback during and after this event. Here are a few ideas for next year's event.

- We need more volunteers
- Ask Brian to reserve next year's date
- Have play practice in another room
- Switch to 1.5 hours
- Open the doors a bit earlier so they can purchase before the music
- Have someone at the doors to direct the lines

Desserts for Conferences

- Double chocolate cookie was a hit
- Ideas for next year:
 - Look into getting donations of sweet and savory boxes
 - At the beginning of the year give each staff member a list of items, and they can choose three things they would like to receive during conferences
- Fruit was good - apples and oranges not a big hit; grapes and bananas went well

Spirit Nights

- Qdoba - \$96
- Orange Theory -
 - still going on for March
 - Good time
 - Eight participants so far
 - Announce it a few more times before the end of the month

Future Events:

- We discussed the possibility of some spirit nights throughout the summer:
 - Freddy's spirit night - maybe in the summer
 - Little Caesar's fund raising - in the summer
 - Raising Canes
 - Bahama Bucks
- Kid's Night Out at Paul Derda Center
 - Nikki has a meeting tomorrow regarding kid's night out - May 3
 - Music banquet got moved to this date

Vacancies for the board

- The current PTO board will run again for the 2024-2025 school year:
 - Steph Pearl will run as president
 - Ioana Makkai-Dutchievici will run as treasurer
 - Nikki Roma as vice president
 - Susan Wagar as secretary
- We would like to add a board position for a fundraising coordinator
- We could still have a co-vice president if someone was interested
- We will ask the elementary teachers to put an announcement in their Friday emails for the month of April, and voting will be in May
- We would like to ask the principals about having a PTO rep from each level - they can join virtually

Blanket Sales:

We have sold 14 out of 33 small blankets, and 37 out of 67 big blankets. This is a total of \$1700 worth of blankets, so we are already in the positive. We will plan to sell blankets at the kinder meet and greet with their teachers.

Finance Report:

Ioana talked through the finance report; there were no questions.

Open Floor:

- For next year - throw back into the discussion for the seniors the paint your parking spots
 - They design their spot
 - They bring their own supplies
- The hardest times for teachers is in August when they set up their classrooms. Maybe the PTO and parent volunteers could help with items in the classrooms at that time. We can send a survey to the teachers to see who wants help and when would they like it.

Steph Pearl adjourned the meeting at 7:04 pm.

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TITLE IX SEXUAL HARASSMENT POLICY

- PURPOSE:** The Academy aims to provide a safe learning and working environment that is free from sex-based discrimination and sexual harassment for students, employees, and community members. The purpose of these procedures is to ensure prompt and equitable resolution of all such complaints.

The Academy prohibits sexual harassment under Colorado and federal law, including violations of Title IX of the Education Amendments of 1972 (“Title IX”), Title VII of the Civil Rights Act of 1964, and the Colorado Anti-Discrimination Act. The Academy’s prohibition extends to all forms of illegal sexual harassment, including conduct based on sexual stereotypes, sexual orientation, and transgender status. This policy incorporates the changes implemented under the revised Title IX regulations issued by the United States Department of Education that became effective August 14, 2020.

This policy will be available on The Academy’s website and in print version upon request at the Main Office.

- DEFINITIONS:** Unless context requires otherwise:

Appeals Panel means the persons designated to hear an appeal under this policy. The Appeal Panel shall be two members of the Board not implicated in the Complaint as Respondent or witness, designated by the Board as a whole. The Appeal Panel may include a third person as a non-voting advisor in hearing the appeal, which may be The Academy’s general counsel, special counsel, or other appropriate person. In no event shall a member of the Appeal Panel or advisor to the appeal panel be the Title IX Coordinator, Investigator, or Decision Maker.

Complainant means a person who is alleged to be the target of conduct that could constitute sexual harassment. “Complainant” includes a possible complainant, such as an individual identified by a third party as a possible victim of sexual harassment.

Decision Maker means the person who assesses the relevant evidence and decides if the burden of proof has been met to determine that a Respondent has engaged in sexual harassment. The Decision Maker shall be The Academy’s Executive Director, unless the Executive Director is implicated in the complaint as a Respondent or witness, in which case the Board shall designate an independent Decision Maker. The Decision Maker may not be the Title IX Coordinator or an Investigator. A Decision Maker may not have a conflict of interest in the Title IX matter. A Decision Maker must be trained, as required by federal law.

Education program or activity means the locations, events, or circumstances in which The Academy exercises substantial control over a Respondent and the context in which alleged sexual harassment occurs.

Investigator means a person trained to evaluate objectively the credibility of witnesses, synthesize evidence, and consider the unique circumstances of each situation involved in an alleged act or pattern of sexual harassment. A Title IX Coordinator may act as an Investigator or may delegate that responsibility to a qualified outside investigator. An Investigator may not have a conflict of interest in a matter under investigation. An Investigator must also be trained, as required by federal law.

Title IX Coordinator means a person designated as a Title IX Coordinator of The Academy. Title IX Coordinator may delegate responsibility on a case-by-case basis. The Academy must prominently post to its website and otherwise make known the identity and contact information for the Title IX Coordinator. The Title IX Coordinator must also be trained, as required by federal law. The Title IX Coordinator cannot also act as the Decision Maker.

Parties means the Complainant(s) and Respondent(s) in an individual matter.

Respondent means an individual alleged to have engaged in sexual harassment.

Sexual harassment means conduct —

- of a school director or employee that conditions an aid, benefit or service of The Academy, including employment, on participation in unwelcome sexual conduct (that is, *quid pro quo* harassment);
- of a school employee who is engaging in sexual misconduct involving a student;
- that is unwelcome and that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to employment or to The Academy's education program and activities; or
- that constitutes sexual violence, dating violence, domestic violence or stalking. See 20 U.S.C. § 1092(F)(6)(A)(v) & 34 U.S.C. § 12291(a)(10).

Supportive Measures means non-disciplinary, non-punitive individualized services designed to restore or preserve equal access to The Academy's educational programs and activities (including employment), without unreasonably burdening any other party, and offered without charge. Supportive Measures may include, without limitation, counseling, mentoring, class modification, schedule changes, monitoring, supervision, or restorative justice activities, as deemed appropriate by the Title IX Coordinator.

- 3. EMPLOYEE REPORTING OBLIGATION.** All employees are obligated to report any actual knowledge they have that causes them reasonably to believe there has been conduct that constitutes sexual harassment. Parents, students, or others may also make actual knowledge reports. Such reports must be made to the Title IX Coordinator.
- 4. RESPONSE TO ACTUAL KNOWLEDGE REPORT.** Upon receiving an actual knowledge report, the Title IX Coordinator shall promptly and confidentially contact the Complainant. The Title IX Coordinator must (a) discuss the availability of Supportive Measures; (b) consider any request for Supportive Measures, (c) inform the Complainant that Supportive Measures are available without regard to whether the Complainant does or does not file a formal complaint; and (d) explain the process for filing a formal complaint, if applicable. Without regard to whether a formal complaint is filed, the Title IX Coordinator shall complete the form attached as Exhibit 1 for each actual knowledge report.
- 5. FORMAL COMPLAINT.** Any person (including a Complainant) may report sexual harassment, in person, by mail, by telephone or by email to the Title IX Coordinator at any time. The report must

include the nature of the alleged violation; names of the person(s) responsible for the alleged violation (if known); and any other relevant background information. A Complainant (or their parent or guardian, if appropriate) or the Title IX Coordinator, but not a third-party reporter, may sign a complaint. At the time of a complaint, the Complainant must be participating in or attempting to participate in The Academy's education program or activities (including employment). Upon filing of a formal complaint, the Title IX Coordinator shall offer Supportive Measures (if not already offered or provided) to both the Complainant and Respondent. Complainants will be asked to complete the form in Exhibit 2 to this policy. Completion of this form by a complainant is not required to file a complaint.

- 6. FAILURE TO OFFER SUPPORTIVE MEASURES.** If supportive measures were not offered in response to a report or a formal complaint, the Title IX Coordinator must document in detail why such failure was reasonable under the circumstances.
- 7. INFORMAL RESOLUTION.** If and only if (a) a formal complaint is filed, and (b) the complaint does *not* concern alleged harassment of a student by a School employee, the Parties may voluntarily agree in writing to an alternative form of dispute resolution, such as restorative justice procedures, mediation, fact-finding, or arbitration. Parties may withdraw from such a process at any time before written agreement to a defined process. Agreements to informal resolution that would displace formal investigation (e.g., binding arbitration) require approval of the Title IX Coordinator. Once all Parties have executed a written agreement to an informal resolution, without objection by the Title IX Coordinator, that agreement is binding by its terms. The Title IX Coordinator may disapprove of the use of alternative dispute resolution for certain complaints, including but not limited to complaints of sexual violence, or refuse to approve certain agreements, including but not limited to those containing onerous terms, and proceed with formal investigation. If informal resolution is attempted and unsuccessful (e.g., a restorative justice process that does not reach the hoped-for resolution), the matter may return to formal investigation.
- 8. ADMINISTRATIVE LEAVE, EMERGENCY REMOVAL, SAFETY PLANS.** The Academy may place a Respondent who is an employee on administrative leave while allegations are investigated and resolved. The Academy may remove a Respondent who is a student if removal is necessary to protect the student or another person from an immediate threat to physical health or safety. Removal of a student who is on an IEP or Section 504 plan is subject to compliance with requirements of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, as applicable. If a Complainant and Respondent remain in The Academy pending or following investigation the Title IX Coordinator shall determine if a safety plan is advisable and, if so, initiate the process for creating a written safety plan. A decision not to create a safety plan should be documented in writing.
- 9. BURDEN OF PROOF.** Respondent is presumed not responsible for sexual harassment. The burden of proof to overcome the presumption is that a violation of the prohibition on sexual harassment is more likely than not; that is, shown by a preponderance of the evidence.
- 10. DISMISSAL OF COMPLAINT.** If the Title IX Coordinator determines that the allegations of a formal complaint do not meet the definition of Sexual Harassment (or other prohibitions specific to this policy), *or* did not occur in The Academy's educational program or activity, *or* did not occur in the United States, the Title IX Coordinator *shall* summarily dismiss the complaint. If the Respondent withdraws from The Academy or terminates employment with The Academy, or the Complainant

requests withdrawal of the complaint, or other specific circumstances prevent an investigation that permits a determination based on appropriate evidence, the Investigator *may* dismiss the complaint. Regardless of such dismissal, The Academy may take whatever separate disciplinary or corrective action is appropriate against a Respondent under its student Code of Conduct or under its employment policies and practices. Notice of summary dismissal shall include a statement of the process and bases for an appeal and whether other actions or forms of grievance processing will take place.

11. FALSE EVIDENCE PROHIBITED. Complainants, Respondents, and all witnesses are prohibited from making any knowing false statement or providing other evidence known to be false in any investigation. The Academy may take disciplinary or corrective action against a person making false statements or submitting other false evidence. Inconsistencies between evidence and an investigative report or determination of responsibility do not prove a knowing use of false evidence. Discipline for a knowing use of false evidence is not retaliation as otherwise prohibited by this policy.

12. WRITTEN NOTICE OF FORMAL COMPLAINT. The Title IX Coordinator will provide written notice to the Complainant and the Respondent of the allegations of a formal complaint and the Title IX grievance process, including any opportunity for informal resolution. The notice must include:

- a. Sufficient detail to permit the Respondent to prepare a response. This includes a description of the conduct alleged, the date and location of the conduct and the names of the Complainant and other involved parties, if any.
- b. A statement that the Respondent is presumed not to be responsible for the conduct and that responsibility will be determined at the conclusion of the process.
- c. A notice of the Complainant's and Respondent's rights to have an attorney or non-attorney advisor.
- d. A statement of the right of the Complainant and Respondent to inspect and review any evidence.
- e. A statement prohibiting providing false statements or evidence.

If additional allegations arise and require investigation, the Investigator will provide written notice of such additional allegation to the Complainant and Respondent. A sample form of the notice required by this paragraph is Exhibit 3 to this policy.

13. PRIVILEGED AND IRRELEVANT EVIDENCE. Evidence that is privileged by law and evidence of sexual predisposition or prior sexual behavior (unless offered to prove either that a person other than Respondent committed the alleged conduct or to prove legally recognized consent) is neither admissible nor relevant in this process.

14. INVESTIGATIONS. The Investigator will investigate the allegations in a Formal Complaint. The Investigator may gather evidence by collecting relevant documents and other information, interviewing the parties and witnesses, and/or receiving documents, witness lists, requests to gather documents or other information from the Complainant, Respondent witnesses, or third parties.

15. EVIDENCE SHARING. The Investigator will provide the Complainant and Respondent (and advisors, if any) with an equal opportunity to review all evidence directly related to the allegations of the formal complaint. If possible, the evidence will be provided in an electronic format that does not permit

downloading or copying. The Parties may submit a written response to the Investigator within five (5) calendar days upon receipt or inspection of the evidence.

16. NO LIVE HEARING. The Academy will not conduct live hearings under this Policy.

17. FINAL INVESTIGATION REPORT. The Investigator will create an investigative report that fairly summarizes relevant evidence. The Investigator will consider all the relevant evidence discovered during the investigation and consider any written response to the evidence submitted by a Party. The Investigator may need to conduct an additional follow up with witnesses or obtain documentation based on Party responses. The Investigator must provide the report to the Parties and the Decision Maker.

18. PROPOSED QUESTIONS. The Decision Maker must afford each Party the opportunity to submit written, relevant questions that a Party wants asked of any Party or witness. The Decision Maker must review the investigative report and the Parties' responses and proposed questions, if any. The Decision Maker shall either exclude questions as irrelevant, with an explanation to the Party proposing the question, or submit the questions for answer and provide each Party with such answers. The Decision Maker shall allow limited follow-up questions from either Party. The Decision Maker will give the Parties five (5) calendar days to submit relevant questions.

19. DECISION MAKER DECISION. The Decision Maker shall determine the question of responsibility. The Decision Maker may not render a decision until at least 10 days after the distribution of the Final Investigation Report. The determination must be based on facts the Decision Maker finds to be more likely than not, and the written decision must include:

- a. A statement of the allegations that may constitute sexual harassment;
- b. A summary of the process followed from receipt of the formal complaint through determination, including notices provided, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- c. Findings of fact;
- d. Conclusions regarding application of any code of conduct or employment policy and practice to the facts;
- e. A statement of, and rationale for,
 - i. the conclusions as to each allegation;
 - ii. disciplinary sanctions, if any, on the Respondent; and
 - iii. Remedies, if any, designed to restore or preserve the Complainant's equal access to The Academy's programs and activities (including employment, if applicable).
- f. A statement of the process and bases for appeal. A form for this statement is provided in Exhibit 4 and may accompany the determination of responsibility (as illustrated in Exhibit 4) or be incorporated into that document.

20. APPEAL. An appeal may be filed within five (5) calendar days of notice of a determination of responsibility or summary dismissal. The notice should only identify the Party filing the appeal, the decision or dismissal appealed from and which of the three grounds listed in 20(a) through (c) below will be relied upon. An optional form of notice that may be used is provided in Exhibit 5. An appeal shall be filed with the Decision Maker. Appeals will *only* be permitted on the following grounds:

- a. A procedural irregularity affected the outcome of the matter;

- b. New evidence not available at the time of the determination of responsibility or summary dismissal that could affect the outcome of the matter; or
- c. The Investigator or Decision Maker had a conflict of interest or was biased against a Party or biased against all complainants or all respondents.

21. APPEAL PROCESS. The Decision Maker, upon receiving a notice of appeal, shall provide a notice to both Parties (or, in the case of appeal of a summary dismissal, to Complainant) that the appeal has been filed and that each Party has ten (10) calendar days to file a brief written statement supporting or challenging the outcome. A form of such notice is provided in Exhibit 5. The Decision Maker shall also initiate the formation of an Appeals Panel. The Appeals Panel shall be provided with copies of the notice of appeal, statements of the parties challenging or supporting the decision appealed, the formal complaint and, as appropriate, either the summary dismissal or the investigative report and determination of responsibility. Either Party may attach other documents produced during the process to their statement supporting or challenging the outcome. The Appeals Panel shall provide a written decision describing the appeal and the rationale for its decision simultaneously to the Parties.

22. REMEDIES. Upon determination that a Complainant was sexually harassed. The Academy may —

- a. Offer the Complainant any remedies that will restore or preserve the Complainant’s access to The Academy’s educational program and activities (including employment). These may include Supportive Measures or actions similar to supportive measures that have a disciplinary component toward the Respondent. Remedies may be kept confidential as deemed necessary by The Academy.
- b. Impose any disciplinary sanctions on a Respondent Student, including mandatory participation in counseling services; revocation of extra-curricular privileges (including, but not limited to sports); no-contact orders; schedule changes; short-term or long-term suspension or expulsion, or change of placement as otherwise authorized by law.
- c. Impose any disciplinary sanctions on a Respondent employee, including mandatory participation in counseling services, no-contact orders, reassignment; suspension without pay; or termination of employment.

23. EXTENSIONS OF TIME. The Title IX Coordinator, Investigator, Decision Maker or Appeals Panel may extend any time limit for good cause shown.

24. CONFIDENTIALITY. The identities of persons who made a report of sexual discrimination or harassment, the Complainant, the Respondent, any person reported to have been a perpetrator, and any witness shall not be made public except as provided in the Family Educational Rights and Privacy Act (FERPA), as otherwise provided by law, or as needed for the conduct of any formal investigation or judicial proceeding,

25. RETALIATION & INTIMIDATION. Neither The Academy nor any person may intimidate, threaten, coerce, or discriminate against an individual because such individual has exercised rights under, participated in, or declined to participate in, any proceeding under this policy. Claims of retaliation may be filed under The Academy’s grievance policy that would be applicable to a claim of sex discrimination (not including sexual harassment) by the person alleging retaliation.

26. RECORD RETENTION. All records created of activity under this policy, including, without limitation, training materials, investigative records, alternative dispute resolution records, disciplinary records, supportive measures, decisions, remedies, and appeals, shall be maintained for seven years.

27. TRAINING. All School staff and The Academy’s governing board shall receive basic Title IX training that includes, without limitation, the definition of sexual harassment and the obligation of school employees and officials to report suspected sexual harassment to the Coordinator. Any person who will serve as a Title IX Coordinator, Investigator, informal resolution mediator, Decision Maker, or member of an Appeals Panel must have had or receive appropriate advanced training on Title IX — specifically, as applicable and without limitation, on all matters covered in basic training, conducting investigations, methods of alternative dispute resolution, preparation of investigative reports, preparation of determinations of responsibility, conducting appeals, identification of privileged or irrelevant evidence (including treatment of evidence of prior sexual conduct), impartiality, avoidance of prejudgment, and avoiding use sex stereotypes.

28. POSTING & GENERAL NOTIFICATIONS. The Academy shall place in its student/family and employee handbooks, and post prominently on its website —

- a. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s).
- b. The availability of the Title IX Coordinator(s) to receive at any time a report of sex discrimination, including any complaint of sexual harassment (whether or not by the person alleged to be the victim).
- c. A statement of Academy policy to not discriminate on the basis of sex in any education program or activity it operates or in employment.
- d. A copy of or link to this policy and related School policies forbidding and providing procedures for receiving and processing complaints of sex discrimination.
- e. A copy of or link to training materials used by The Academy to comply with paragraph 27, above.

29. CODE OF CONDUCT. Nothing in this policy prevents the ordinary application of The Academy’s student Code of Conduct or employment policies and practices to matters or issues other than sexual harassment, provided this is not done in retaliation under this Policy.

30. Policy Review. The Board will review this policy and make appropriate changes, if any, should the Title IX regulation published at 85 Fed. Reg. 30572 (May 19, 2020) be amended, repealed, replaced, or held unlawful in any part in a final and unappealable judgment by a court of competent jurisdiction.

You May Contact The Academy’s Title IX Coordinator at:

Claire Young, Human Resources Manager
303-289-8088 x109
claire.young@theacademyk12.org
The Academy of Charter Schools – Main Campus
11800 Lowell Blvd. Westminster, CO 80031

Persons may report concerns to certain outside agencies. These include:

Colorado Charter School Institute
1525 Sherman St, B76
Denver, CO 80203
Phone: 303-866-3299
Fax: 303-866-2530
csi_info@csi.state.co.us

Office for Civil Rights
United States Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Blvd., Suite 300
Denver, CO 80204
(303) 844-5695
(303) 844-4303 (fax)
OCR.Denver@ed.gov

Denver Field Office
Equal Employment Opportunity Commission
950 17th Street
Suite 300
Denver, CO 80202
1-800-669-4000
303-866-1085 (fax)
1-800-669-6820 (TTY)
844-234-5122 (ASL Video Phone)
Colorado Civil Rights Division
1560 Broadway, Suite 825
Denver, CO 80202
303-894-2997 (para español, oprima dos) | 711 TTD - Relay
303-894-7830
General Inquiries: DORA_CCRD@State.co.us
Intake Unit: DORA_CCRDIntake@State.co.us

Authority: 20 U.S.C. § 1681, *et seq.*
34 C.F.R. §§ 106.8, 106.30, 106.44, 106.45 & 106.71.
C.R.S. §§ 24-34-101, *et seq.*
Bostock v. Clayton County, 590 U.S. ____ (2020).
Rosenberg v. Bd. of Educ., 710 P.2d 1095 at n. 11 (Colo. 1985).

Exhibit 1

Actual Knowledge Report

(to be completed by the Title IX Coordinator)

1. Date: _____
2. Name of Reporter: _____
3. Name of Complainant: _____
4. Name of Respondent: _____
5. Summary of Report: _____

Attached pages? No Yes — Number? ____

6. Was the report discussed with Complainant? Yes No Date: _____
7. Was the Complainant:
Informed of available Supportive Measures, with or without a formal complaint?
Yes No
Given an explanation of the process for filing a formal complaint? Yes No
8. Were Supportive Measures requested? Yes No
9. Will Supportive Measures be provided? Yes No . If yes, describe: _____

10. If an answer under 6 through 9 above is "No," fully explain why (attach pages if needed):

Attached pages? No Yes — Number? ____

11. Formal Complaint filed by/for Complainant? Yes No
12. Formal Complaint filed by Title IX Coordinator? Yes No

Signature of Title IX Coordinator

Date

Exhibit 2
Sexual Harassment (Title IX) Complaint Form

Instructions for filling out this form: If you believe that you have been the victim of sexual harassment, please fill out this form and submit it by hand delivery, electronic mail, or U.S. mail to the School's Title IX Coordinator. **You are not required to use this form and may file a complaint by any other reasonable means, orally or in writing.** If the victim of sexual harassment is a minor, the form may be completed and signed by a parent or guardian. A person believed to be a victim of sexual harassment is the "complainant."

If you are reporting sexual harassment you witnessed or know of against another person, please report this to the School's Title IX Coordinator. **Do not use this form.** Please identify for the Title IX Coordinator the victim, the alleged perpetrator; the date, time and place of the conduct; and other factual details. **Under federal law, only an alleged victim (for themselves or, for a minor, through a parent or guardian) or the Title IX Coordinator has the right to file a complaint.**

Please print or type when completing this form. **If needed, attach additional sheets and indicate the number of additional pages below.**

Name of complainant: _____
Parent or guardian (if applicable) _____
Address: _____
Telephone number: _____
Email address: _____

I am an/a: Employee Student Parent/Guardian Other (_____)

You have the right to be represented by an advisor (who may be an attorney, advocate or someone else) during the complaint process. If you have an advisor, please provide contact information. You may provide this information at a later time.

Name: _____
Address: _____
Telephone number: _____
Email address: _____

A person alleged to have committed sexual harassment is called the "respondent." Please identify the respondent(s) and indicate their relationship to the School.

 Employee Student Parent/Guardian Other (_____)

Please describe the facts and circumstances giving rise to this complaint.

When and where did these events occur? Provide dates, times, and locations, if possible.

Please provide the names of anyone else you believe is a victim of such conduct:

Please provide the names and contact information of anyone who may have witnessed the alleged conduct.

If you have reported this to another person, please state to whom you reported the behavior and provide their contact information (if known).

If you reported to a School employee, please state when, to whom, and what response you received. Please note such a report was not required.

Please list below any evidence that you believe is relevant. This could include audio or visual media, physical objects, online materials, text messages, voicemail messages, screen captures, emails, or any other item. Please include any information in the possession of the School or the Respondent that may be helpful (such as emails, pictures, or video).

Is there any other information you believe would be helpful? For example, if this conduct constituted harassment or misconduct on some other grounds, you may explain that here.

Please explain how this conduct has impacted you. This includes any injuries as well as impacts on your ability to access or benefit from the School's education program or activities or from your employment.

Please describe the outcome or remedy you seek.

Please provide below your physical or digital signature.

Signature: _____

Name (printed): _____

Check one:

Complainant Parent/Guardian Title IX Coordinator

Date: _____

Notice to Complainant: This document is a legal record requesting a formal investigation. Please keep a copy of this completed form and any supporting documentation for your records.

If your complaint is found not to support a claim of sexual harassment, but would be proper under any other School policy, the School will notify you and proceed to consider your complaint under the proper policy.

Exhibit 3
Written Notice of Formal Complaint

[To be promptly prepared and provided by the Title IX Coordinator to the Complainant and Respondent after a formal complaint is filed, if the complaint is not summarily dismissed.]

[School Letterhead]

[Date]

PLEASE TAKE NOTICE THAT, a formal complaint alleging sexual harassment has been filed with the School. [NAME] will be the Investigator during this Title IX grievance process. The Investigator will provide a Final Investigation Report which summarizes the evidence. A Decision Maker will decide the responsibility. In such complaints, the alleged victim is referred to as the Complainant and the alleged perpetrator is referred to as the Respondent. One purpose of this notice is to assure that both the Complainant and Respondent are aware of certain rights they may exercise in this process. Another purpose is to allow the Respondent to be prepared to appropriately participate in this process. When a party is a minor, the parent or guardian will be given this notice. The terms "Complainant" and "Respondent" may in some cases refer to a representative of a minor.

NATURE OF REPORT

Complainant: _____

Respondent: _____

Summary of the Complaint:

Date(s) of conduct: _____

Location of conduct: _____

Names of other parties, if any: _____

Description of the conduct alleged. This is a summary intended to provide sufficient detail to allow the Respondent to prepare a response. (Additional pages may be attached)

POTENTIAL PROHIBITED CONDUCT

After reviewing the Formal Complaint and Complainant's request for a formal investigation, the Title IX Coordinator determined it was appropriate to open this matter for a formal investigation consistent with the Title IX Sexual Harassment Policy.

This report raising the following potential prohibited conduct pursuant to The Academy's Title IX Sexual Harassment Policy.

LIST APPLICABLE POLICIES WITH DEFINITIONS

ADVISOR AND SUPPORT PERSON

You have the right to have an advisor of your choice and support person of your choice. The advisor may be an attorney or non-attorney of your choice, at your own expense. The advisor and support person may be present at any meetings or proceedings that are part of the formal resolution process. The School will communicate with you directly, not through your advisor or support person.

INFORMATIONAL MEETING

You can request a meeting with The Academy's Title IX Coordinator to review the Title IX Policy for the formal resolution process, to discuss your rights as a [Complainant or Respondent], and to answer any questions that you may have at this point.

As with any portion of the process, you may bring a support person and an advisor with you to this meeting.

BRIEF OVERVIEW OF FORMAL RESOLUTION PROCESS

The Respondent is presumed not to be responsible for the conduct alleged. The Decision Maker will determine responsibility at the conclusion of the process. The Investigator will investigate the allegations identified in this Notice.

The Parties have an equal opportunity to identify potential witnesses who have relevant information, including fact and expert witnesses, and other inculpatory and exculpatory evidence to the Investigator, such as documents, communications, photographs, and other evidence, and to suggest questions to be posed by the Investigator to any other parties or witnesses. The Investigator may gather evidence by collecting relevant documents and other information, interviewing the parties and witnesses, and/or receiving documents, witness lists, requests to gather documentation or other information from the parties, witnesses, or third parties. In preparation for the investigation, please preserve any potentially relevant evidence in any format.

The Parties have the right to inspect and review evidence gathered during the investigation. Prior to the conclusion of the investigation, the Investigator will make available to each party and their advisors all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint. The parties will have an opportunity to submit a written response, which the Investigator will consider prior to the conclusion of the investigation and the completion of the final investigative report. Submitting knowingly false statements or evidence is a violation of School policy and will result in disciplinary consequences. Such consequences are not "retaliation." Mere disagreement between the parties, or between a party and a school official investigating or deciding this matter does not, by itself, demonstrate knowing submission of false evidence.

The Investigator will create an investigative report that fairly summarizes relevant evidence. The Parties will have an opportunity to submit relevant questions. The Decision Maker will prepare a decision regarding responsibility.

Please contact me with any questions or concerns.

/s/ Title IX Coordinator

Exhibit 4
Notice to Parties Concerning Determination of Responsibility

[This notice is to accompany the transmission of, or be incorporated into, the determination of responsibility to the Complainant and Respondent. The form given here is of a cover letter.]

[School Letterhead]

[Date]

[Addressee]

Please find attached the determination of responsibility in this matter. This determination can be appealed on one or more of the following three grounds:

- You believe a procedural irregularity affected the outcome of the matter;
- You have new evidence not available as of the date of this decision that could have affected the outcome of this matter; or
- You believe either I was biased, or the Investigator was biased, against you or biased against all persons in your position (that is, all complainants or all respondents).

If you wish to appeal, please send me a notice identifying the ground(s) on which you are appealing. An optional form of notice of appeal is provided in Exhibit 5. If an appeal is filed, I will forward your notice of appeal to an Appeals Panel formed under the School's sexual harassment policy and provide you with a further notice of details of that process.

/s/ [Decision Maker]

Exhibit 5
Notice of Appeal

[This illustrates one proper form for filing a notice of appeal. This may be used by a Complainant in response to a summary dismissal or by a Complainant or Respondent in response to a determination of responsibility.]

[Date]

From: [Name and Contact information of party filing the appeal]

To: [Name, Title and Contact information of Decision Maker]

To Whom it May Concern:

I am appealing the (check one) Summary Dismissal Determination of Responsibility in this matter dated [date]. I believe (check appropriate boxes and summarize details, if desired):

A procedural irregularity affected the outcome of the matter. Describe (optional):

I have new evidence not available as of the date of this decision that could have affected the outcome of this matter. Describe (optional): _____

The (check as appropriate Investigator or Decision Maker was biased against me or biased against all persons in my position. Describe (optional): _____

/s/ [Complainant or Respondent]

[Return to Agenda](#)