



TITLE IX Grievance Procedures

Title IX Coordinator:

Crystal Woolridge- cwoolridge@kippindy.org or TitleIX@kippindy.org

Title IX Policy

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment (“grievant”) should promptly report the matter to the school’s Title IX Coordinator, a school social worker, principal or other school administrator. A Title IX grievant is requested to complete a complaint form. Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary. While we take all accusations seriously, there is a presumption of innocence for the respondent..

The grievance procedures will be as follows:

1. It is the express policy of KIPP Indy Public Schools to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Timely reporting of complaints facilitates the investigation and resolution of such complaints. A form for such purpose can be found on our website, in our student handbook, our staff handbook, and will also be provided to grievant. As it pertains to students, in appropriate circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student’s behalf.
2. At the time the complaint is filed, the grievant shall be given a copy of these grievance procedures. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and answer any questions anyone has. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed.
3. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable. The investigator shall have the complete cooperation of all persons during the investigation. Individuals will not be treated differently on the basis of sex when performing an investigation or reaching a decision on a complaint.
4. The Title IX Coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation. Please note that privileges protected by a legal standard (including, but not limited too attorney-

client privilege and doctor-patient privilege) cannot be used in the investigative process unless waived by the person holding the privilege.

5. If after an investigation, the preponderance of the evidence shows clearly and convincingly that there is reasonable cause to believe that sex discrimination or sexual harassment has occurred, the school shall take appropriate corrective action in an effort to ensure that the conduct ceases and will not recur. Remedies will be designed to restore access to our school's educational program and can include actions that are disciplinary or punitive to the respondent. The Title IX Coordinator or designee shall also provide and or arrange for confidential counseling or training where appropriate. In addition, the Title IX Coordinator or designee shall seek an informal agreement between the parties.
6. The Title IX Coordinator shall make provisions to maintain all records of complaints and their disposition.
7. Retaliation against an individual for filing a complaint or cooperating in an investigation is strictly prohibited, and the school will take actions necessary to prevent such retaliation.

Dissemination of Information

The appropriate school shall notify applicants for admission and employment, students, parents/guardians of elementary and secondary school students, employees, and sources of referral of applicants for admission and employment, that it does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

Complaint Form

PURPOSE: The purpose of this Title IX grievance form is to gather the essential basic facts of the alleged actions in order that, prompt and equitable resolutions of complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX of the Education Amendments of 1972 ("Title IX") can be resolved as expediently and appropriately as possible. *This form only applies to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).*

INSTRUCTIONS: Individuals alleging Title IX discrimination and requesting review are required to complete this form and submit it to the appropriate administrator as soon as possible after the occurrence of the alleged discrimination. A staff member may complete this on behalf of a student, if applicable.

Contact the applicable Title IX Coordinator: TitleIX@kippindy.org

Name of Complaint	
Contact Information	
Student Grade	
Location / School Site	

<p>Nature of Grievance:</p> <p>Please describe the action you believe may be sex discrimination, including complaints of sexual harassment or sexual violence in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional pages, if necessary.</p>	
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<p>Dates of occurrence:</p> <p>Please include the dates that the incident(s) occurred.</p>	
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<p>Were there any witnesses present?</p>	<p>Circle: YES NO</p> <p>If yes, please list names below:</p>
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<p>Have you discussed this matter with anyone else?</p>	<p>Circle: YES NO</p> <p>If yes, please list names below:</p>
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<p>Have you spoken with another administrator regarding this matter?</p>	<p>Circle: YES NO</p> <p>Name: _____ Date: _____</p> <p>Method of Communication:</p>
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<p>If you answered yes to the last question, what was the result of that conversation?</p>	
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PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT. NOTE: ALL INFORMATION SUBMITTED WILL BE SHARED WITH THE OTHER PARTY AND BOTH PARTIES WILL HAVE THE OPPORTUNITY TO RESPOND TO THE OPPOSING PARTY'S SUBMISSION.

I, _____ certify that the foregoing information is true and accurate. I understand that regardless of whether or not I file a complaint, I am entitled to supportive measures intended to restore or preserve equal access to education, protect student and employee safety, or deter sexual harassment. By choosing to file a formal grievance, I understand that all the information the school receives during this investigation will be shared with both parties and will be used in investigating the complaint.

Signature

Date