



BOARD OF TRUSTEES Life Academy

TITLE IX GRIEVANCE PROCEDURES

These procedures apply to complaints by students or employees alleging discrimination/harassment carried out by employees, other students or third parties.

Step I:

Any student or employee who has a complaint of alleged sex discrimination/harassment shall attempt to promptly resolve the complaint by meeting(s) with his/her school principal. The complaint may be made in writing or orally. The principal shall provide an adequate, reliable and impartial investigation of the complaint, including the opportunity for the complainant to present witnesses and other evidence. The principal shall keep a written record of the discussions. The principal shall render his/her written response to the complainant within ten (10) calendar days after the final meeting with the complainant.

Step II:

If the complaint is not resolved in Step I, the complainant may, within ten (10) calendar days after receiving the written response of the principal, submit a written or oral complaint to:

Latonya Surls Title IX Coordinator

The Title IX Coordinator shall arrange a meeting with the complainant to discuss the complaint within ten (10) calendar days after receiving the complaint. The Title IX Coordinator shall review the written record and response of the principal, shall conduct any additional and impartial investigation, as needed, and also give the complainant an opportunity to present witnesses and other evidence. The Title IX Coordinator shall keep written records of this meeting. The Title IX Coordinator shall render his/her written decision within ten (10) calendar days of the meeting and provide written notice of his/her decision to the complainant.



Step 3:

If the decision of the Title IX Coordinator does not resolve the complaint, the complainant may, within ten (10) calendar days of the decision, appeal in writing to the Board of Trustees Life Academy. The notice of appeal shall be sent to the Title IX Coordinator who will contact the Superintendent within five (5) calendar days for placement of the appeal on the agenda of the next meeting of the Board. The Board's review and decision will be based upon the written records created in Steps 1 and 2 above. The Board's decision will be made no later than five (5) calendar days after the second meeting of the Board following the Superintendent's receipt of the complaint. A copy of the Board's decision will be mailed to the complainant, principal and Title IX Coordinator.

The decision of the Board shall be final, although the complainant retains all other criminal, civil or administrative remedies provided by law. The Board, its administrators and employees assure any complainant that it will take steps to prevent recurrence of any sex discrimination/harassment and to correct the discriminatory effects on the complainant and others, if appropriate. The Board, its administration and employees also assure any complainant that no person shall retaliate against them as the result of the filing of a complaint under these procedures