**Title IX Policy and Grievance Procedures**

**Purpose:**

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on sex in educational programs or activities. This policy outlines the procedure for filing complaints of discrimination, harassment, or retaliation under Title IX.

**Scope:**

This policy applies to all students, employees, and applicants of Prosper Academy. It covers allegations of sexual harassment, sexual assault, and other forms of discrimination based on sex, gender, or sexual orientation in any educational program or activity operated by the district.

**Grievance Procedure for Title IX Complaints:**

**• Filing a Complaint:** Any individual who believes they have been subjected to discrimination, sexual harassment, or retaliation based on sex or gender may file a formal complaint under Title IX. Complaints must be submitted as soon as possible but no later than 60 days from the date of the alleged discrimination.

**• Complaint Submission:** Complaints may be submitted in person, by mail, or by email to the Title IX Coordinator:  
  
 **Title IX Coordinator:** Name: Hannah Welch  
 Address: PO Box 5 Shawnee, OK 74802  
 Phone: 405-740-0762  
 Email: hwelch@prospershawnee.com

**• Investigation Process:** Upon receipt of a formal complaint, the Title IX Coordinator will initiate an investigation. The investigation will be prompt, impartial, and thorough. Both parties will be notified of the investigation and will have an equal opportunity to present evidence and witnesses. All relevant information will be considered.

**• Resolution:** Following the investigation, a determination of responsibility will be made, and appropriate corrective actions will be taken, if necessary. Both parties will receive written notice of the outcome of the investigation, including any sanctions or disciplinary actions, if applicable.

**• Appeals Process:** If either party is dissatisfied with the resolution, they may appeal the decision within 10 business days of receiving the written determination. The appeal will be reviewed by a designated appeals officer, who will issue a final decision.

**• Confidentiality:** The district will take all reasonable steps to ensure the confidentiality of the grievance process. However, confidentiality cannot be guaranteed when the district is obligated to investigate and take action to ensure a safe environment for all students and employees.

**• Non-Retaliation:** Retaliation against anyone who files a complaint or participates in the grievance process is strictly prohibited and will be subject to disciplinary action.

**Title IX Grievance Form**

**Please complete the form below to file a formal complaint under Title IX.**

**1. Complainant Information:**

• Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Relationship to the School (Student, Employee, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Alleged Discriminatory Incident:**

• Date of the Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Location of the Incident (e.g., classroom, hallway, online): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Name(s) of Individual(s) Involved (If known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Nature of the Complaint (Check all that apply):**

• ☐ Sexual Harassment

• ☐ Sexual Assault

• ☐ Gender-Based Discrimination

• ☐ Retaliation

• ☐ Other (Please describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Describe the Incident:**

Please provide a detailed description of the event(s) that led to your complaint. Include dates, locations, and any individuals involved:

**5. Evidence:**

Please provide any supporting evidence (e.g., witness names, emails, photographs, recordings) that may assist in the investigation:

**6. Desired Outcome:**

Please describe what outcome or resolution you are seeking from this grievance process:

**7. Additional Information:**

If you have any additional information or concerns regarding this complaint, please share them here:

**Signature of Complainant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions for Filing a Complaint:**

**• Complete the Complaint Form:** Fill out the Title IX grievance form completely and legibly. If you need assistance completing the form, please contact the Title IX Coordinator.

**• Submit the Form:** Submit the completed form to the Title IX Coordinator via email, mail, or in person. Keep a copy of the form for your records.

**• Acknowledgment of Complaint:** You will receive an acknowledgment of receipt of your complaint within 5 school days. If any information is missing or unclear, you may be contacted for clarification.

**• Cooperation in the Investigation:** During the investigation process, you may be asked to provide additional information or meet with investigators. Your cooperation is important to ensure a thorough review of your complaint.

**• Resolution and Appeals:** After the investigation is completed, you will receive written notice of the outcome. If you are dissatisfied with the outcome, you may appeal the decision within 10 days.

**Contact Information for Assistance:**

If you need assistance filing your complaint or have any questions about the Title IX grievance process, please contact:

**Title IX Coordinator:** Name: Hannah Welch  
 Address: PO Box 5 Shawnee, OK 74802  
 Phone: 405-740-0762  
 Email: hwelch@prospershawnee.com