

## **Title IX - Policy and Procedure**

Title IX is a federal law to ensure that students and employees in educational settings are treated equally and fairly. It protects against discrimination on the basis of sex, including sexual harassment. In addition, Title IX protects transgender students and students who do not conform to gender stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that: ***“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”***

Title IX Policy: Taylion believes that all students and staff members should be able to attend school and/or work at Taylion without harassment of any kind. Examples of the types of discrimination that are covered under Title IX include sexual harassment, failure to provide equal athletic opportunity, sex-based discrimination in a school’s courses and programs, and discrimination based on pregnancy. Sexual harassment is against the law and will not be tolerated. Sexual harassment is any unwelcome or inappropriate sexual advance, request for sexual favors or verbal or physical conduct of a sexual nature. Any occurrence of sexual harassment will result in a mandatory parent conference and may be referred to law enforcement. In addition, suspension or a recommendation for expulsion may be made based upon the nature of the incident. If a student feels they have been or are being harassed, report the incident immediately to Taylion’s Title IX Coordinator or to any other available school employee who shall immediately inform the Title IX Coordinator.

### Title IX Coordinator:

Ildiko Clark, Director of Compliance

Email: [ildiko.clark@taylion.com](mailto:ildiko.clark@taylion.com)

Office address: 14181 Highway 395, Suite 202, Victorville, CA 92392

Office phone number: (760) 951-5501

Title IX Grievance Procedure: Any individual (e.g., the alleged victim, a student, an employee, a parent/guardian, etc.) may report sexual harassment directly to the Title IX Coordinator or to any other available school employee who shall immediately inform the Title IX Coordinator. Reports can be made by any means (e.g., in-person, by phone, by mail, by email, etc) within six months from the date the incident occurred. This will begin the informal investigation process which must be completed within 60 days. Any complaints alleging unlawful discrimination or harassment on the basis of sex may also be eligible to be investigated under the school's **Uniform Complaint Procedures** ("UCP"). Only formal complaints alleging sexual harassment as defined under Title IX may be investigated under Taylion's Title IX grievance procedure.

In case of a formal complaint the **Title IX Coordinator** will first review the complaint and determine whether to dismiss or to move forward with a formal complaint. If the Title IX Coordinator dismisses a complaint, a written notice will be simultaneously sent to both parties, stating the reason for dismissal and informing parties of their right to appeal. If the Title IX Coordinator determines another school grievance procedure (e.g., UCP) is appropriate, both parties will be informed of the school's intent to investigate the complaint through that procedure. If the Title IX Coordinator determines to move forward with a formal complaint, the school must provide all parties with notice of the formal complaint and conduct a formal investigation. The Title IX Coordinator will contact the complainant, listen to allegations, and discuss the availability of supportive measures (e.g., wellness check-ins, counseling services, extension of deadlines or course-related adjustments, modifications of work or class schedules, changes in work locations, leaves of absence, etc). The Title IX Coordinator will review the facts to determine whether respondent may need to be removed from the school setting to prevent further sexual harassment and/or maintain safety of students and staff. – If the respondent is a student, the respondent may be removed from the educational program based on individualized safety and risk analysis. The respondent will be provided with notice and opportunity to challenge the decision immediately following the removal. – If the respondent is an employee, the respondent may be placed on administrative leave during the formal complaint investigation.

The **Title IX Investigator** will gather sufficient evidence and will create an 'Investigative Report' summarizing the relevant evidence, and will share this report with all parties. Both parties will have the opportunity to submit a written response (within 10 business days), which will be considered by the Investigator.

Before making a decision, the **Title IX Decision-Maker** will inform each party of the right to submit written, relevant questions that a party wants asked of any party or witness, and allow for additional limited follow-up questions from each party. The Decision-Maker will evaluate the preponderance of evidence in order to make a written determination of findings regarding the formal complaint and will issue a written decision. If school determines that respondent engaged in sexual harassment, the Title IX Coordinator will provide appropriate remedies to the complainant. Remedies may be disciplinary and/or punitive and may burden the respondent. Remedies must be designed to restore or preserve equal access to educational programs. Examples include supportive measures, change of class schedule, parent/student conference(s), positive behavior support, warnings, and/or formal discipline (e.g., suspension, expulsion, etc). If employee is found to have engaged in sexual harassment, school will take appropriate disciplinary action (e.g., termination of employment).

Either party may appeal the written decision, or dismissal of a formal complaint or allegation in a complaint. The **Title IX Appeals Officer** will evaluate an appeal of the DecisionMaker's final determination (if an appeal is filed). The school must provide written notice to the other party and give both parties a reasonable, equal opportunity to submit a written statement. Title IX Appeals Officer must issue a written decision simultaneously to both parties.

\*All members of the Title IX Team must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Schools must maintain records for seven years.

\* Title IX Training was provided to the school's Title IX Coordinator on 10/3/23 and on 1/31/24 by Procopio

\* Title IX Training Handout [CLICK HERE to view the Training Materials](#)