

Title IX Coordinator Responsibilities Related to Sex Discrimination

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Orange County Public Schools shall comply with all requirements of Title IX. Discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Each school has a responsibility to respond promptly and effectively to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects, if the school knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, the school must take immediate action.

The following procedures must be followed:

Every school must designate at least one employee who is responsible for coordinating the school's compliance with Title IX related to sex discrimination. Schools must notify all **students** and **employees** of the name or title and contact information of the Title IX coordinator.

The coordinator's responsibilities include overseeing all complaints of sex discrimination and notifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX requires schools to adopt and publish grievance procedures for students to file complaints of sex discrimination, including complaints of sexual harassment or sexual violence. OCPS will use general disciplinary procedures to address complaints of sex discrimination. All procedures must provide for prompt and equitable resolution of sex discrimination complaints.

Every complainant has the right to present his or her case. This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same appeal processes, for both parties.

Every complainant has the right to be notified of the time frame within which:

- (a) the school will conduct a full investigation of the complaint;
- (b) the parties will be notified of the outcome of the complaint; and
- (c) the parties may file an appeal, if applicable.

Every complainant has the right for the complaint to be decided using a preponderance of the evidence standard (*i.e.*, it is more likely than not that sexual harassment or violence occurred).

Every complainant has the right to be notified, in writing, of the outcome of the complaint. Even though federal privacy laws limit disclosure of certain information in disciplinary proceedings, certain information must be disclosed. Schools must disclose to the complainant information about the sanction imposed on the perpetrator *when the sanction directly relates to the harassed student*. This includes any order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall.

The complainant must be notified of the right to end the informal process at the school level at any time and begin the formal grievance process as outlined in school board policy (School Board Policy JB, Equal Educational Opportunities File). The school principal must be notified of the request for a formal grievance review.

Student Complaints of Sex Discrimination

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Orange County Public Schools shall comply with all requirements of Title IX.

Discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Your school has a responsibility to respond promptly and effectively to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects, if the school knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, the school must take immediate action.

Even if you and your parent do not want to file a complaint or do not request that the school take any action on your behalf, the responsibility for immediate action exists for the school to promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve your school of its duty under Title IX to resolve complaints promptly and equitably.

If you feel you have been the victim of sex discrimination, please report it promptly to a school administrator, your school's Title IX coordinator or the U. S. Department of Education, Office of Civil Rights.

Title IX Coordinator for Sand Lake Elementary is: **Judy Bransford, Administrative Dean**
407-903-7400 ext. 4152235
Judy.Bransford@ocps.net

OCPS EEO Non-Discrimination Statement

The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law. The Equal Employment Opportunity (EEO) Supervisor responsible for compliance is Carianne Reggio. Compliance matters relating to Section 504 and Title IX should also be submitted to Carianne Reggio at the Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801. (407.317.3200)

**The School Board of Orange County, Florida
Educational Equity Grievance/Complaint Form
(To be completed by the person who is filing the grievance/complaint)**

Name of Official Receiving Grievance/Complaint: _____

Date Filed: _____ School/Department Involved: _____

Complainant's Name: _____

Last, First, Middle: _____

I am a(n): Student Employee

Date of Birth: _____ Student Number: _____

Complainant's Address: _____

Street City Zip: _____

Home Telephone: (____) _____ School/Department Telephone: (____) _____

Date alleged violation occurred: _____

From who have you sought assistance with this grievance/complaint? _____

Is complaint related to () Bullying/Harassment () Dating Violence/Abuse () Sexual Harassment/Sexual Violence

Explain Grievance/Complaint: _____

Were there any witnesses? Yes No

Copy of Witness Statement Enclosed? Yes No

Resolution Sought: _____

Complainant's Signature and Date

Recommendation of Administrator/Teacher/Title IX Coordinator/Equity Coordinator

_____ Signature Title Date

CC: Equity Coordinator

Title IX Coordinator