

HSAP Title IX Coordinator Roles and Responsibilities

"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."

POSITION	STAFF	CONTACT INFORMATION
Title IX Coordinator	C. Seeley, Principal	2889 Morse Road, Columbus, Ohio 43231 Office: 614-532-3311 Fax: 614-532-3310 seeley@horizoncolumbus.org
Investigator	C. Seeley, Principal	
Decision Maker	Murat Efe, Superintendent	8565 North Dixie Drive Dayton, OH 45414 Office: 937-890-5995 Ext:101 efe@conceptschoools.org
Appeal Designee	HSAP School Board Members	

Designation of a Coordinator

A. Horizon Science Academy Primary is a recipient of federal funds and must designate at least one professional employee as the Title IX Coordinator to oversee compliance efforts and ensure all Title IX complaints are investigated and that Horizon Science Academy Primary follows its Reporting and Grievance Policy.

B. All students, employees, applicants for admission and employment, unions, and parents/legal guardians must be notified of the names, office address(es), and telephone number(s) of the designated Title IX coordinator(s).

Dissemination of Policy

Horizon Science Academy Primary's policy of nondiscrimination must be prominently included in each student handbook, bulletin, catalog, booklet, announcement, brochure, student application form, website, or other publication distributed to students, potential students, parents, and any other persons benefiting from Horizon Science Academy Primary's activities and programs. The name and contact information (office address, telephone number, fax number, email address) of the Title IX Coordinator must also be included in this announcement and on the Horizon Science Academy Primary website.

Monitoring Compliance

The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for Horizon Science Academy Primary and coordinating the institution's compliance with Title IX in all areas covered by the implementing regulations. The major responsibility is the prevention of sexual harassment and discrimination. Other major monitoring duties include, but are not limited to, the following:

- Admissions: Admissions and Recruitment
- Educational Programs and Activities: Comparable Facilities, Access to Course Offerings, Counseling and Related Materials, Participation in Extra-curricular Activities.
- Financial Assistance, Employment Assistance, Health Services and Insurance, Marital/Parental Status, Athletics and Physical Education.
- Employment in Education Programs and Activities: Employment Criteria, Recruitment, Compensation, Job Classification, Fringe Benefits, Marital or Parental Status, Advertising, Pre-employment Activities

Other areas of consideration include:

- Participating in the development and implementation of Horizon Science Academy Primary's sexual harassment policy. Be aware of new needs which may dictate changes or revisions in existing policies or practices. For example, since sexual harassment is a violation of Title IX, you should include a prohibition of sexual harassment in Horizon Science Academy Primary's list of disciplinary infractions.
- Assisting faculty, counselors and administrators in complying with Title IX, and when a need arises, planning remedial actions.
- Making your presence known in the community by disseminating civil rights information or by speaking at parent-teacher group meetings, social or professional organization meetings, and other community functions.
- Serving as a resource on Title IX/gender issues.
- Monitoring and evaluating Horizon Science Academy Primary's Title IX compliance efforts and making recommendations for any appropriate changes, including assisting/facilitating needed training for faculty and staff with respect to Title IX regulations.
- Providing updated information to schools on Title IX implementation and issues (e.g. impact of new regulations on school policy, and faculty/staff training).
- Identifying and disseminating information about Title IX educational resources (organizations, individuals, print, internet, and audio-visual).

Grievance Procedures

Adoption and publication of procedures providing prompt and equitable resolution of complaints is critical. Nondiscrimination policy notices and their attendant Grievance Procedures must be made public and disseminated throughout the educational community. Develop Title IX grievance procedures for students and teachers; give public notice of the procedures and the name and contact information of Horizon Science Academy Primary system Title IX coordinator.

Have copies of the grievance procedure and any related forms available in schools and libraries to students, parents, or school personnel alleging sexual harassment or discrimination. Assist them in filing their grievance and oversee the step-by-step procedure to be sure that set time frames are met. Assist administrative personnel who need a better understanding of the grievance based on Title IX. Keep meticulous records of all grievances filed and subsequent proceedings.

In carrying out this responsibility, whenever a complaint is filed, the Title IX coordinator shall appoint or assist in appointing an independent investigator to investigate any complaint filed under the School's grievance procedures. While the Title IX coordinator will not conduct the investigation of complaints, she or he should receive information about any grievance filed. This will allow Horizon Science Academy Primary to identify any patterns and repeat offenders that may be missed when grievances are handled by several individuals. The coordinator should also receive sufficient information throughout the process so that she or he can provide guidance or information to ensure that Horizon Science Academy Primary carries out its responsibilities under Title IX. The Title IX coordinator should also be sufficiently knowledgeable about the requirements of the regulations to advise the institution about policies and practices which may violate Title IX.

Core Responsibilities of Title IX Coordinators

- Develop a working knowledge of the federal Title IX (of the Education Amendments of 1972) law and its implementation regulations. Have a copy of Title IX readily available and understand the requirements and the intent of the law. Keep informed of current research and legal and judicial decisions related to Title IX and gender equity.
- Be informed about state laws, regulations and policies on all equity issues, including bullying and harassment and child abuse laws.

- Be knowledgeable of federal and state laws (e.g. ADA, Section 504) prohibiting discrimination against all protected classes (including race, religion and sexual orientation) and assist whenever possible.
- Be sure female and male students participating in work-based learning programs are guaranteed equal treatment by their employers.
- Coordinate with other staff and document an internal self-evaluation of practices and policies with respect to treatment of female and male students, if this responsibility was never completed. If the evaluation was completed by a previous Title IX coordinator, check if the evaluation's remedies for eliminating segregation and discrimination were carried out.
- Provide program development, including in-service training, to eliminate sex discrimination in Horizon Science Academy Primary. Ensure that all individuals involved in enforcing or ensuring the School's compliance with Title IX, including investigators and decision-makers, receive training consistent with the School's Title IX policies, including the Reporting and Grievance policy.
- Attend conferences specifically for Title IX coordinators and/or on gender equity issues generally, and share the information with local administrators, staff, and faculty.
- Provide updated resources on Title IX and gender equity to Horizon Science Academy Primary.