



## **Miss Helen's Private School Title IX Policy**

**Effective Date:** August 2024-2025

Miss Helen's Private School is a non-religious private institution, and is committed to providing a safe, inclusive, and equitable environment for all members of its community. In accordance with Title IX of the Education Amendments of 1972, Miss Helen's Private School prohibits discrimination on the basis of sex in its education programs and activities. This policy outlines the school's commitment to preventing and addressing sex-based discrimination, including sexual harassment, sexual violence, and retaliation.

### **Scope**

This policy applies to all members of the Miss Helen's Private School community, including students, faculty, staff, administrators, and third parties (e.g., visitors, contractors, or vendors) when participating in or attempting to participate in the school's education programs or activities, whether on or off campus. This includes, but is not limited to, academic programs, extracurricular activities, employment, admissions, and school-sponsored events.

### **Definitions**

1. **Sex-Based Discrimination:** Any action that denies or limits a person's ability to participate in or benefit from education programs or activities based on sex, including gender, gender identity, gender expression, sexual orientation, or pregnancy status.
2. **Sexual Harassment:** Unwelcome conduct on the basis of sex that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity. This includes:
  - o Quid pro quo harassment by an employee.
  - o Sexual assault, dating violence, domestic violence, or stalking as defined by federal law.
3. **Complainant:** An individual who is alleged to be the victim of conduct that could constitute sex-based discrimination or harassment.
4. **Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sex-based discrimination or harassment.
5. **Retaliation:** Intimidation, threats, coercion, or discrimination against any individual for engaging in protected activity under Title IX, such as reporting or participating in an investigation.

### **Title IX Coordinator**



The school designates a Title IX Coordinator to oversee compliance with this policy. The Coordinator's contact information is:

**Name:** Jayme Wingo Baker  
**Title:** Title IX Coordinator  
**Office:** 4849 South Mingo  
**Phone:** 918 6222327  
**Email:** director@misshelens.com  
**Hours:** Monday–Friday, 7:30 AM–5:30 PM

The Title IX Coordinator is responsible for:

- Receiving and responding to reports of sex-based discrimination or harassment.
- Coordinating investigations and resolutions.
- Providing training and education on Title IX.
- Monitoring compliance with federal and state regulations.

Miss Helen's Private School encourages prompt reporting of any conduct that may violate this policy. Reports can be made to:

**Title IX Coordinator:** Contact the Coordinator directly via email, phone, or in person.

### **Supportive Measures**

Upon receiving a report, the Title IX Coordinator will promptly offer supportive measures to the Complainant (and Respondent, if applicable). Supportive measures are non-disciplinary, non-punitive individualized services designed to restore or preserve equal access to education. Examples include:

- Academic accommodations (e.g., extensions, course adjustments).
- Changes to class schedules or extracurricular activities.
- No-contact orders.
- Counseling or health services referrals.
- Campus escorts or safety planning.

Supportive measures are available regardless of whether a formal complaint is filed.

### **Formal Complaint Process**



1. **Filing a Formal Complaint:** A Complainant may file a signed, written complaint with the Title IX Coordinator alleging sex-based discrimination or harassment. The Coordinator may also initiate a complaint if warranted.
2. **Initial Assessment:** The Coordinator will assess whether the alleged conduct falls under Title IX jurisdiction. If not, the matter may be referred to another school policy (e.g., student code of conduct).
3. **Notice of Allegations:** Both parties will receive written notice of the allegations, including details of the alleged conduct, applicable policies, and their rights under this process.
4. **Investigation:**
  - An impartial investigator (who may be the Title IX Coordinator or a designee) will conduct a thorough, fair investigation.
  - Both parties will have equal opportunities to present evidence, witnesses, and respond to the allegations.
  - The investigation typically concludes within 60 calendar days, barring extensions for good cause.
5. **Determination:**
  - For allegations of sexual harassment, a live hearing with cross-examination by advisors will be held (per 2020 Title IX regulations, as applicable).
  - For other forms of discrimination, a decision-maker will issue a written determination based on the investigation report.
  - The standard of evidence is [insert standard, e.g., preponderance of the evidence].
6. **Appeals:** Both parties may appeal the determination within 10 business days on grounds of procedural irregularity, new evidence, or bias. Appeals are reviewed by an impartial decision-maker.

## **Informal Resolution**

At the request of both parties, the Title IX Coordinator may facilitate an informal resolution process, such as mediation, provided it is appropriate (e.g., not for allegations of employee-on-student harassment). Either party may withdraw from informal resolution at any time and proceed to a formal process.

## **Sanctions and Remedies**

If a Respondent is found responsible, sanctions may include:

- Disciplinary actions (e.g., suspension, expulsion, termination).
- Educational interventions.
- Restrictions on campus access.



Remedies for the Complainant may include continued supportive measures or other actions to restore equal access to education.

### **Retaliation Prohibited**

[School Name] strictly prohibits retaliation against anyone who reports, participates in, or refuses to participate in a Title IX process. Retaliation complaints will be investigated promptly and may result in disciplinary action.

### **Training and Education**

[School Name] provides annual Title IX training to students, faculty, and staff on recognizing and reporting sex-based discrimination and harassment. The Title IX Coordinator will maintain records of training materials and attendance.

### **Recordkeeping**

The school will maintain records of all Title IX reports, investigations, determinations, and training for at least seven years, in compliance with federal regulations.

### **Policy Review**

This policy will be reviewed annually or as needed to ensure compliance with federal and state laws. Updates will be communicated to the school community.

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**Disclaimer:** This is a sample policy and should not be adopted without review by legal counsel to ensure compliance with federal Title IX regulations (e.g., 34 CFR Part 106) and applicable state laws. For specific guidance, consult an attorney or the U.S. Department of Education's Office for Civil Rights.

If you need assistance tailoring this policy or have additional questions, let me know!