Title IX Notice

NOTICE OF SCHOOL POLICIES ON SEX DISCRIMINATION

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), Downtown Montessori Academy ("DMA") does not unlawfully discriminate on the basis of sex in any education program or activity that DMA operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, DMA students, certain admissions processes, and DMA employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to DMA may be referred to the DMA Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

DMA's commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies:

DMA TITLE IX COORDINATOR

Amy Goodenough, Principal
2507 S Graham Street, Milwaukee, WI 53207
agoodenough@downtownmontessori.com
414-744-6005

REPORTING SEX DISCRIMINATION

Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged discrimination) may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to DMA. Such reports may be submitted as follows:

- To the DMA Title IX Coordinator, either in person, by U.S. mail, by telephone, or by email, using the contact information listed above. In-person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, or email may be made at any time.
- By any other means that results in a Title IX Coordinator actually receiving the person's verbal or written report.
- The Discrimination or Harassment Complaint Form (see Appendix) can be used but is not required.

RESPONSE TO REPORTS AND COMPLAINTS OF SEX DISCRIMINATION

DMA has established complaint procedures through which DMA structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of DMA.

The purpose of such procedures is to provide for the prompt and equitable resolution of any report or

complaint of alleged sex discrimination, excluding formal complaints of sexual harassment under Title IX (which are subject to a different process).

FILING FORMAL COMPLAINTS OF TITLE IX SEXUAL HARASSMENT

As required by the federal Title IX regulations, DMA has established a formal process for investigating and resolving formal complaints of sexual harassment, as those terms are defined in the regulations.

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX "complainant"), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a formal complaint of sexual harassment. No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for DMA to start an investigation using DMA's formal Title IX complaint process.

Complainants are expected to file formal complaints of sexual harassment with the DMA Title IX Coordinator by submitting a document or electronic submission in person, by U.S. mail, or by email, using the contact information specified above.

The Discrimination or Harassment Compliant Form (see Appendix) can be used but is not required.

RESPONSE TO COMPLAINTS OF SEXUAL HARASSMENT UNDER TITLE IX

Any time DMA has actual knowledge of sexual harassment or allegations of sexual harassment that could constitute a violation of Title IX, DMA has obligations to respond to such knowledge in a manner that is not deliberately indifferent and in a manner that treats the alleged victim(s) of sexual harassment and the alleged perpetrator(s) of sexual harassment equitably. Such a response includes, but is not limited to, offering supportive measures to a complainant and investigating and resolving any formal complaint that presents allegations of Title IX sexual harassment using the formal grievance/complaint process that DMA has adopted for such formal complaints.

DMA procedures for responding to alleged sexual harassment under Title IX are set forth in the formal DMA Title IX Grievance Procedure.

APPENDIX: DISCRIMINATION OR HARASSMENT COMPLAINT FORM

NAME:_____ TODAY'S DATE:_____
ADDRESS:_____
TELEPHONE:_____

Please indicate your relationship to Downtown Montessori Academy (please circle one):

Student Parent Teacher Staff Other_____

Please indicate the date, time and place of alleged discrimination/harassment:
_____
_____

Please describe in detail the specific nature of the complaint (e.g., who was involved, statements made, relevant documents, reactions, actions taken, etc.), (attach additional documentation if needed):
_____
_____
_____
_____
_____
_____
_____

Were there any witnesses to the incident? If so, identify witnesses:
_____

Please provide a statement of how you have been affected adversely by the incident:
_____
_____

What actions do you believe should be taken and why should these actions be taken?
_____
_____
_____

Signature of complainant: _____ Date complaint filed: _____

Signature of person receiving complaint: _____ Date received: _____

Please submit completed form to the Title IX Coordinator