



SEXUAL HARASSMENT COMPLAINT RESOLUTION

PROCEDURES

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1.0 Policy

Vanguard Classical Schools will use this policy to address all concerns or complaints regarding unlawful discrimination and harassment that arise within the Vanguard Classical Schools community. This policy will also apply to concerns or complaints regarding retaliation for having engaged in activity protected by civil rights laws that prohibit discrimination and harassment.

Protected activities include:

- Filing a complaint alleging discrimination, harassment, or retaliation;
- Participating in an investigation of discrimination, harassment or retaliation; and
- Opposing conditions that result in discrimination, harassment, or retaliation.

In keeping with these commitments, Vanguard Classical Schools will:

- Promote the rights and responsibilities of all individuals as set forth in state and federal constitutions, pertinent state and federal laws, and applicable judicial interpretations;
- Encourage positive human values for children and adults who have different personal and family characteristics;
- Recognize the inherent dignity of all individuals without regard for socio-economic, racial, ethnic, and/or other characteristics;
- Consider potential benefits to or adverse consequences on underrepresented or vulnerable populations within the Stargate community in all decisions affecting Stargate;
- Utilize educational experiences to build each individual's pride in the community in which he or she lives;
- Regularly review all policies and practices of Stargate in order to achieve the objectives of this policy to the greatest extent possible;
- Investigate and resolve promptly any complaints of unlawful discrimination, harassment, and retaliation; and
- Investigate and appropriately counsel and/or discipline, staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of this policy.

1.1 Sexual Harassment is Prohibited

Sexual harassment is a form of gender discrimination that is prohibited at Vanguard Classical Schools. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Further, sexual harassment Submission to or rejection of such conduct is made either



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explicitly or implicitly a term or condition of an individual's employment or educational experience.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different genders. Depending on the circumstances, these behaviors may include: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexuality, or gender; leering, whistling or touching; insulting or obscene comments or gestures; displays of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

1.2 Retaliation is Prohibited

Retaliation is prohibited conduct under this policy. Retaliation occurs when individuals who have engaged in protected activities and then experience a negative repercussion that deprives them of equal opportunity in education or employment as a result of that protected activity. Protected activities include reporting a complaint of discrimination or harassment, participating in an investigation of discrimination or harassment, and/or engaging in activities protected by civil rights laws.

No student, employee or member of the public will be subject to adverse treatment in retaliation for any good faith report of harassment under this policy, or for any other activity protected by the civil rights laws. Violation of this anti-retaliation provision may exist regardless of whether the underlying complaint of discrimination is substantiated.

Individuals who believe that they have experienced retaliation must report their concerns to the Title IX Coordinator or other appropriate Vanguard Classical Schools administrator. When a complaint is made, Vanguard Classical Schools will conduct a prompt inquiry as described below. An act of retaliation is a violation of this policy and will subject the violator to disciplinary or remedial measures. Stargate will take all steps necessary to ensure that all participants involved in the discrimination or harassment inquiry be able to participate free from retaliation.

1.3 Reporting Discrimination, Harassment, and Retaliation

All Vanguard Classical Schools community members should report discrimination, harassment, or retaliation that occurs within the Vanguard Classical Schools community. Reporting such conduct is essential to Vanguard Classical Schools's ability to respond to these issues quickly and appropriately. Any student who believes he or she has been a victim of unlawful discrimination, harassment or retaliation or who has witnessed such unlawful discrimination or harassment will immediately report the incident to an administrator, counselor, teacher or Vanguard Classical Schools's Title IX Coordinator and file a complaint as outlined in the procedures set forth below.

1.4 School Action

Once Vanguard Classical Schools receives a report or otherwise becomes aware of a situation involving sexual harassment or retaliation, it will take appropriate action to promptly and impartially investigate the allegations. When appropriate, Vanguard Classical Schools will take interim measures during the investigation to protect against further harassment or retaliation. To the extent possible, all reports of harassment will be kept confidential.

Vanguard Classical Schools community members who knowingly file false complaints or give false statements in an investigation will be subject to discipline, up to and including suspension/expulsion for students and termination of employment for employees.

Any student or employee who engages in unlawful discrimination or harassment will be disciplined according to applicable policies and Vanguard Classical Schools will take reasonable action to restore lost educational or employment opportunities to any individual(s) impacted by the discrimination, harassment, or retaliation. If criminal conduct is suspected or implicated, Vanguard Classical Schools's compliance officer will determine whether appropriate law enforcement officials should be notified.

This policy and procedure provides for prompt, fair, and impartial resolution of sexual harassment complaints arising under the Policy. Vanguard Classical Schools reserves the right to revise, amend or make changes to these procedures without prior notice.

2.0 Jurisdiction

This procedure applies to any complaints of sexual harassment that are brought against Vanguard Classical Schools students, administrators, faculty, and staff. Vanguard Classical Schools has jurisdiction to investigate any reports or complaints that occur on Vanguard Classical Schools campus and on properties owned or controlled by Vanguard Classical Schools. Vanguard Classical Schools also has jurisdiction to investigate complaints if the conduct occurred in conjunction with a Vanguard Classical Schools-sponsored program or activity or if the conduct may have the impact of creating a hostile educational or work environment on the Vanguard Classical Schools campus or a Vanguard Classical Schools-sponsored program or activity

3.0 Complaints

3.1 Who May File a Complaint: Any individual who believes they have been subjected to sexual harassment committed by a Vanguard Classical Schools student or employee may file a complaint. Further, any Vanguard Classical Schools community member may file a complaint on behalf of someone who may have been subjected to sexual harassment committed by a Vanguard Classical Schools student or employee. Regardless of the origin of the complaint, for purposes of this procedure the term "Reporting Party" will refer to the person who was the target of the alleged behavior.

3.2 Against Whom a Complaint May Be Filed: Under this procedure, complaints may be filed against any person who is enrolled at Vanguard Classical Schools as a student or employed by Vanguard Classical Schools at the time of the alleged violation. For purposes of this procedure, the term "Responding Party" will refer to the person who is accused of the alleged behavior.

3.3 Mandatory Reporting: Vanguard Classical Schools has designated all of its professional employees as mandatory reporters for issues involving sexual harassment. All state requirements regarding mandatory reporting regarding child abuse are all in full force. Mandatory reporters are required to contact the Title IX Coordinator and report instances of sexual harassment immediately. Reporting is necessary to ensure that persons who may have been impacted by such conduct receive appropriate services, resources, and information, as well as allowing Vanguard Classical Schools to track incidents, identify patterns, and take appropriate steps to protect the Vanguard Classical Schools community. Reporting by a Vanguard Classical Schools employee will not necessarily result in an official complaint; rather, a Title IX Coordinator or their designee will discuss all options for resolution with the Reporting Party, assess the information, and determine what action, if any, will be taken. Further, the Title IX Coordinator will determine

who within Vanguard Classical Schools has a need to know about the issue and will inform them of the report. The Vanguard Classical Schools Title IX Coordinator is: [Name, email, and phone number].

3.4 How to File A Complaint: Complaints should be made to a Vanguard Classical Schools Title IX Coordinator identified above in this procedure. During the complaint intake meeting, the Title IX official will obtain some basic information about the incident, provide information about available policies and processes, and provide the Reporting Party with information about appropriate resources and support options that are available on campus and in the community.

3.5 Promptness in Filing Complaint: Individuals who feel they have been subjected to sexual harassment may file a complaint at any time but are encouraged to come forward as soon as possible after the occurrence of the incident. Prompt reporting allows Vanguard Classical Schools to provide the Reporting Party with support and to conduct a more effective investigation of the allegations.

3.6 Anonymous Reports and Requests for Anonymity: Vanguard Classical Schools accepts any complaint submitted anonymously. Investigation of anonymous complaints will be as thorough as possible and appropriate to the allegations.

3.7 Vanguard Classical Schools 's Responsibility to Act: Vanguard Classical Schools may investigate and take appropriate action in response to the complaint due to Title IX compliance requirements or as a result of wider campus health and safety concerns. In some cases, Vanguard Classical Schools will be required to address the complaint, even if a Reporting Party does not wish to pursue investigation and adjudication.

3.8 Concurrent Criminal Proceedings:

Certain acts of sexual harassment may constitute both a violation of Vanguard Classical Schools 's policy and a criminal offense. Vanguard Classical Schools encourages but does not require persons to report alleged criminal acts to appropriate law enforcement authorities, even if they choose to pursue a complaint under this procedure.

3.8.1. In cases where a Reporting Party is under the age of eighteen (18), Vanguard Classical Schools officials are required to report allegations of violence or abuse to appropriate law enforcement agencies.

3.8.2 The standards for finding a violation of criminal law are different from the standards for finding a violation of Vanguard Classical Schools 's policies; therefore, in some cases the outcomes of a criminal proceeding may not determine whether a violation of Vanguard Classical Schools 's policy has occurred.

3.8.3. When a student or employee has been charged with a criminal offense, Vanguard Classical Schools may impose an emergency interim suspension in order to comply with a criminal protection order and/or to ensure the safety of the Vanguard Classical Schools campus community.

3.9 Confidentiality: Vanguard Classical Schools treats all complaints as confidential matters and will make reasonable efforts to protect the confidentiality of the complaint process, any

investigation or resolution, and all individuals involved with the complaint process. Although full confidentiality cannot be guaranteed, Vanguard Classical Schools will advise the parties regarding the degree of confidentiality that may be possible and the measures that will be taken to try to ensure this confidentiality. It is important to understand that while Vanguard Classical Schools will treat information it has received with appropriate sensitivity, Vanguard Classical Schools officials may nonetheless need to share certain information with those at Vanguard Classical Schools responsible for stopping or preventing the misconduct.

3.10 False Reports/Providing False Information: It is a violation of the Policy to intentionally submit a false complaint or file a complaint that is not made in good faith. Such violations may be subject to disciplinary action under relevant student and employee policies, handbooks, or codes of conduct. Providing false or misleading information in an investigation is also prohibited and shall be subject to disciplinary action under the relevant student and employee policies, handbooks, or codes of conduct.

3.11 Standard of Proof: The standard of proof is the amount of evidence needed to establish that a violation of the Policy has occurred. In the adjudication of student conduct issues, Vanguard Classical Schools uses a *preponderance of evidence* standard, which means that the evidence demonstrates that it is more likely than not the alleged conduct or policy violation has occurred. The preponderance of the evidence standard is the standard used in all student conduct matters at Vanguard Classical Schools.

3.12 Interim Measures: Depending on the nature of the complaint, Vanguard Classical Schools reserves the right to take any and all interim measures it deems necessary to protect the Reporting Party, witnesses, and/or the Responding Party. Any interim measures will be implemented in a manner that minimizes the burden on the parties to the extent reasonably possible. Examples of these interim measures may include, but are not limited to the following:

- Issuing “no contact” directives
- Issuing temporary “no trespassing” directives
- Temporary suspension of a student’s enrollment or participation in campus programs;
- Changes to class schedules
- Reassignment of campus housing; and
- Obtaining restraining or similar protective orders through appropriate law enforcement and judicial mechanisms.
- Other resources as outlined in Section 7.0 of these procedures

4.0 Support and Resolution Options

When a Title IX Coordinator receives a report, an intake meeting with the Reporting Party will be scheduled immediately upon receipt of the report. A Title IX Coordinator will confirm the Reporting Party has an understanding of the relevant policy and procedures, confirm the Reporting Party is aware of appropriate resources, and to answer any questions. A Title IX Coordinator will then review the options available to the Reporting Party, including:

- reporting to law enforcement;
- seeking support and resources from Vanguard Classical Schools (“Support Option”);
- requesting for informal resolution through this procedure (“Informal Resolution”);
- filing a complaint for adjudication and resolution through this procedure (“Formal Adjudication and Resolution”).

The Reporting Party can choose at any time to switch from the informal resolution process to the formal process, but it is not possible to switch from the formal back to the informal process. Based on the nature and severity of the incident and/or past violations by the Responding Party, a Title IX Coordinator may require that the formal resolution process be utilized.

4.1 Support Options: Vanguard Classical Schools offers resources to assist Vanguard Classical Schools students impacted by sexual harassment whether or not they wish to pursue any adjudication or resolution process. Vanguard Classical Schools will provide support to the impacted parties as reasonable and appropriate to the circumstances. Requests for support should be addressed to the Title IX Coordinator, who will engage with campus departments to arrange for requested support options. Such support may take many forms, including, but not limited to the following:

- Providing referrals for counseling and/or victim's support services;
- Providing referrals for medical services;
- Arranging a party to re-take a course or withdraw from a class without penalty;
- Coordinate class schedules to eliminate or decrease conflicts;
- Moving impacted parties to a different campus housing unit; and
- Providing academic support services, such as tutoring.

4.2 Informal Resolution: A Reporting Party may wish to pursue an informal resolution as described below. This type of proceeding will not involve an administrative investigation and will not result in a suspension or other significant sanction. Although informal, this is an official resolution process of Vanguard Classical Schools. At any point during the informal process, the Reporting Party may request to move to the formal process.

4.2.1 Complaints. Complaints utilizing the informal adjudication and resolution process may be made orally or in writing. There is no required complaint format. However, because the following elements are important to facilitate the investigation process, the Reporting Party is encouraged to provide these when possible:

- Name and affiliation (e.g., student, faculty, staff, community member) of the person filing the complaint;
- Name and affiliation (if any) of the alleged Reporting Party;
- Name and affiliation of the Responding Party;
- A statement of the event(s) that are the cause of the complaint, including relevant date(s), location(s), etc.;
- A description of the behaviors or actions upon which the complaint is based; and
- A statement of the Reporting Party's desired outcome and resolution.
- A statement consenting to the informal resolution process.

4.2.2 Purpose and Timing. Under certain circumstances, an informal resolution process may be appropriate, effective and desirable for a variety of reasons. Further, it may provide a more expedient path to resolution than the formal process entails. The informal resolution efforts will be focused on bringing the Reporting Party's concerns to the attention of the Responding Party and obtaining the voluntary cooperation of the parties to address and resolve the matter. If a complaint is made informally, the process is expected to be completed in a relatively brief period of time, usually within ten (10) calendar days of the date the complaint is received. If additional time is needed for the informal process, the Title IX Coordinator will communicate this to the Reporting Party and Responding Party in writing, citing the reasons for the additional time.

4.2.3 Process. If the Reporting Party desires to informally resolve the complaint, a Title IX Coordinator will try to resolve the complaint expeditiously to the satisfaction of all concerned. A variety of possible means to resolve the complaint may be used at the discretion of a Title IX Coordinator. Examples of the method and means used to try to achieve resolution may include, but are not limited to:

- Having a meeting between the Responding Party and a Title IX Coordinator to communicate receipt of the complaint and establish a set of behavioral expectations to end the behavior(s) at issue;
- Working with faculty members, coaches, or other employees with whom the Reporting Party is comfortable to address the concerns;
- Providing assistance to supervisory and advisory personnel to address the matter with the Responding Party;
- Providing advice to the Reporting Party regarding ways to handle the situation directly; and/or
- Any other mutual agreements between the parties.

4.3 Formal Adjudication and Resolution

When a Reporting Party wishes to pursue a formal resolution process or in cases involving allegations of sexual harassment, the following process will be utilized. This type of proceeding may lead to administrative sanctions and penalties.

4.3.1 Purpose and Timing. The purpose of this process is to provide a formal, structured mechanism for the prompt and fair internal resolution of complaints alleging sexual harassment. The steps outlined below are the exclusive forum for the internal resolution of complaints regarding the actions of a student at Vanguard Classical Schools. In most cases, the investigation and should be completed within 60 calendar days of Vanguard Classical Schools's receipt of the complaint.

4.3.2 Formal Adjudication and Resolution Requests. A request for formal adjudication and resolution must include a written description of the complaint that may be prepared by the Reporting Party. A Title IX Coordinator may assist the Reporting Party in preparing the written description. A Title IX intake form created by the Title IX Office may suffice as a written complaint. There is no required complaint format; however, the following elements are important to facilitate the investigation process:

- Name and affiliation (e.g., student, faculty, staff) of the person filing the complaint;
- Name and affiliation of the parties involved in the complaint, i.e., the alleged Reporting Party and the Responding Party;
- A brief statement of the event or events that are the cause of the complaint, including relevant date(s), locations, etc.;
- Names and affiliation of any witnesses to the event or events;
- A description of the behaviors or actions upon which the complaint is based; and
- A statement of any desired outcome and resolution.

4.3.3 Acknowledgment of Request and Notification of Responding Party.

Within five (5) calendar days following the receipt of the Formal Adjudication and Resolution Request, the Title IX Coordinator will send the Reporting Party written acknowledgement of the complaint, as well as written notification to the Responding Party that will include information concerning the allegations in that complaint that will be the subject of investigation, and the anticipated timeline for such investigation.

5.0 Investigation Process

5.1 Timing: Vanguard Classical Schools will address and resolve sexual harassment matters promptly and effectively using trauma-informed investigation practices. In most cases, the entire process for investigating and resolving complaints should be concluded within thirty (30) calendar days following the receipt of a formal complaint. The length of time of the investigation will vary depending on the complexity of the investigation, the severity and extent of the behavior, the quantity and availability of witnesses, and other factors of significance. If the investigation and resolution cannot be completed within thirty (30) calendar days, the Reporting Party and the Responding Party will be informed in writing of the reasons for the delay and provided an updated estimated date of completion.

5.2 Investigators: Upon receipt of a formal complaint, Vanguard Classical Schools will designate an investigator of its choosing who have specific training and experience investigating allegations of sexual harassment, including how to perform trauma-informed investigation interviews. Vanguard Classical Schools will maintain a group of trained internal investigators who are available to investigate complaints. Vanguard Classical Schools, in its sole discretion, reserves the right to assign the investigation to confidential external investigator(s). All investigators will be impartial factfinders throughout the investigation process. This means the investigators will be unbiased and will focus solely on evidence and information surrounding the incident(s).

5.3 Presumption of Innocence: The Responding Party will be presumed innocent of the allegations during the investigation. The investigators will not make a finding of responsibility in the investigation report but will outline the evidence collected and make a finding of whether the evidence collected meets the preponderance of the evidence standard.

5.4 Process: The complaint will be investigated as discreetly and expeditiously as possible with due regard to thoroughness and fairness to all parties. The investigators will examine relevant documents, interview witnesses, and may interview other individuals with relevant information who are identified by the parties. The investigators reserve the right to assess the relevance and evaluate the credibility of witnesses offered by the Reporting Party and the Responding Party. No investigation under this procedure will include discussion of or inquiry into the Reporting Party's attire on the date of the incident(s) or the Reporting Party's sexual history as a rationale or reason for the sexual harassment.

5.4.1. Investigation Interviews. Investigations will normally consist of interviews with the Reporting Party, Responding Party, and factual witnesses who may have knowledge of the alleged behavior, as well as reviews of pertinent communications, electronic records, documents or other available evidence. The investigator may interview other individuals with factual information who are identified by the parties or other witnesses. In all cases, the investigator has the independent authority to evaluate the relevance of witnesses offered by the parties and assess the credibility of witnesses interviewed.

5.4.2. Interviews with Reporting Party and Responding Party. Under most circumstances, the Reporting Party and Responding Party will each be interviewed twice, separately. During the first interview, the investigators will begin preparing a written statement for the interviewee. The investigators will also request that each party provide the following information: 1) any topics they would like the investigators to address with

the other party; 2) the identity of other witnesses who should be interviewed as a part of the investigation and questions they would like asked of other parties and witnesses; and 3) any other relevant information. The investigators will consider the information provided and incorporate it into the appropriate party's written statement. During the second interview, each party will be asked to review, revise if necessary, and sign their written statement. These written statements will be used by the investigator(s) to complete the investigation report.

5.4.3. Confidentiality of Investigative Materials. The investigators will review any available and pertinent documentation or other evidence. The investigators have the independent authority to evaluate the relevance and credibility of any documentation or other evidence offered by the parties or collected in conjunction with the investigation. All materials and documents prepared or compiled by the investigators during the course of investigating a complaint will be kept confidential to the fullest extent of the law.

5.4.4. Failure to Participate in Investigation. Failure of the parties to cooperate with an investigation may result in negative ramifications for that individual, as the investigators will issue a report based on the information they were able to gather. If the Responding Party, with appropriate notice, does not participate in the investigation, a disciplinary decision may be reached based on the totality of the information related to the allegations available at the time of the investigation.

5.4.5. Report of Investigation Findings. Before the conclusion of the investigation, the investigators will prepare a preliminary investigation report that summarizes all of the relevant information obtained during the investigation. The preliminary investigation report will be a summary of the relevant facts and any supporting documentation, which may include statements by the parties, third-party witnesses, or others with information and any physical, written, or electronic or other evidence. The investigator will send both parties the investigation report and both parties will have ten (10) calendar days to review the report and provide a written response to the investigator regarding the evidence collected.

After the investigator receives the responses from the parties, the investigator will finalize the report to include their analysis and findings regarding the investigation within ten (10) calendar days of receiving the last response. If the investigator determines that further investigation is required, the investigator will inform a Title IX Coordinator who will notify the parties that further investigation will take place.

The investigator will submit the final investigation report to a Title IX Coordinator and the appropriate decision-maker. [Identify any decision-makers here, include specifics if there will be different decision-makers for students, faculty members, administrators, or staff member.]

After the investigation report has been received, the Title IX Coordinator will provide the Reporting Party and the Responding Party with a copy of the investigation report. Each party may submit a written response to the investigation report to the Decision-maker within ten (10) calendar days of receiving the final investigation report.

5.4.6. Decision and Resolution of the Complaint. Following receipt and review of the investigative report and any written responses submitted by the parties, the **Decision-maker** (or their designee) will issue a written decision regarding the complaint simultaneously to both the Reporting Party and the Responding Party. **Decision-maker** will not conduct a separate or additional investigation; however, **Decision-maker**, in their discretion, may ask for additional information from the investigators, the parties, or other witnesses in order to make a fully informed decision. The written decision will contain a statement of whether the Responding Party has been found responsible for any violation of the Policy. The Responding Party will also be informed of any sanctions to be imposed. The Reporting Party will be informed of any individual remedies provided, and of any sanctions to be imposed that directly relate to Reporting Party. The completion of the written report of findings and the issuance of Vanguard Classical Schools 's decision will normally be completed within ten (10) calendar days from the end of the investigation.

5.4.7. Sanctions. All decisions regarding sanctions will be made by **Decision-maker** or their designee. Both the Reporting Party and Responding Party may provide input to the decision-maker regarding the nature and severity of the sanctions. Sanctions for engaging in sexual harassment are limited by Vanguard Classical Schools ' institutional authority and many sanctions imposed under a criminal complaint are not available under Vanguard Classical Schools 's policies and procedures. Sanctions imposed by Vanguard Classical Schools may include, but are not limited to, the following: mandatory attendance at relevant awareness and prevention training programs or seminars; mandatory attendance at other training programs; oral reprimand and warning; written reprimand and warning; student probation, suspension, expulsion; educational sanctions; restitution; and prohibition of entering the Vanguard Classical Schools campus or attending Vanguard Classical Schools 's sponsored events. Sanctions will be based on the severity of the infraction. For example, sanctions for non-consensual sexual acts involving penetration will likely involve the severest of sanctions, including suspension and expulsion.

6.0 Appeal Process for Formal Resolutions

6.1 Overview: Both the Reporting Party and the Responding Party have the right to file an appeal of the decision made by **Decision-maker**. **[Identify position that will hear appeals]**. An appeal must be filed in writing and submitted to the **[position that will hear appeals]**. An appeal request will only be considered if it includes: 1) the specific aspect of the decision being appealed; 2) the grounds for an appeal; and 3) the rationale that supports the selected grounds.

6.2 Grounds for Appeal: Not all decisions can be appealed. An appeal is not appropriate for the simple reason that a party disagrees with the decision. The three items listed below are the only acceptable grounds for an appeal. Except as required to explain and support an appeal based on new information, an appeal shall be limited to a review of the investigation record and supporting documents for one or more of the following purposes:

- **New Information:** To consider information or other relevant facts sufficient to alter a decision because such information and/or facts were not known to the person appealing at the time the investigation was concluded.

- **Due Process:** To determine whether the investigation and decision-making process were conducted fairly and in conformity with these procedures so that the parties had a reasonable opportunity to prepare and present information about the alleged policy violation. Minor process deviations that do not materially affect the outcome are not a basis for sustaining an appeal. Alleged due process violations may be appealed, but in cases where process errors are identified, the outcome is limited to referral to correction of the process error(s).
- **Unsupported Decision:** To determine whether the decision reached was supported by the evidence.

6.3 Submitting an Appeal Request: Decisions reached by **Decision-maker** or their designee may be appealed by the Responding Party and/or the Reporting Party. The individual may file an appeal by submitting a written appeal to **Executive Director** by the date stated within ten (10) calendar days of the date of the decision notification. It is the obligation of the party submitting the appeal to complete the form in its entirety and provide any and all materials that the party wishes to have considered at the time of the appeal request submission. If the appeal request form is not received within the required time frame, the original decision is final and no further appeal is permitted.

6.4 Sanctions and Conditions during a Pending Appeal: Throughout the appeal process, all parties must continue to comply with all conditions and/or sanctions of the original decision. However, if the Responding Party is a student, they may request and receive approval from a Title IX Coordinator to continue to attend classes and required academic activities while the appeal is pending. Such approvals are within the sole discretion of the Title IX Coordinator and may include alternative protective measures.

6.5 Appeal Review: Within ten (10) calendar days of receipt of the appeal request form, **Executive Director** hearing the appeal will review the appeal and submitted materials to determine if the appealing party has identified acceptable grounds for an appeal and whether the appeal has been filed by the deadline. Following the review, **Executive Director** will make a decision consisting of one of the following actions:

- Deny the appeal** on the basis that the appeal and supporting information do not establish an acceptable basis for appeal and/or the appeal was not submitted by the appeal deadline. If the appeal is denied, the original decision is final and is considered binding upon all parties.
- Allow the appeal to proceed.** The appeal information submitted meets one of the grounds for appeal and the appeal request form was submitted by the appeal deadline.

The **Executive Director** will then notify a Title IX Coordinator of their decision in writing. The Title IX Coordinator will then notify the Reporting Party, Responding Party, and the decision maker in writing of the decision to deny or allow the appeal.

6.6 Appeal Decision: If and when it is determined that the appeal will be allowed to proceed, the decision maker will provide the **Executive Director** all information regarding the incident that was relied upon by the decision maker. Within ten (10) calendar days of receiving the information from the decision maker, **Executive Director** will review the materials and make one of the following decisions:

- **Affirm the decision:** Signifying that the **Executive Director** agrees that the information supports the original decision.
- **Reverse the decision:** Signifying that the **Executive Director** does not agree that the information supports the original decision. This option is not available when the Responding Party is appealing due process errors.
- **Refer the matter for further consideration:** Signifying that **Executive Director** believes that additional review and consideration should be made by the decision-maker, including addressing process violation(s) that were identified through the appeal process.

If a matter is returned to the decision-maker for further consideration, the reconsideration will take place and the decision communicated in writing to the parties within ten (10) calendar days of the matter being returned. The decision is final and shall be considered binding upon all involved, from which no additional appeals are permitted.

7.0 Prohibition against Retaliation

The Policy and this Procedure prohibit retaliation against any individual for:

- reporting an allegation of sexual harassment;
- providing information or acting as a witness in an investigation or another proceeding related to such allegations;
- otherwise cooperating in an investigation or another proceeding related to such allegations; or
- opposing sexual harassment.

Complaints or instances of retaliation shall be addressed as separate alleged Policy violations.

8.0 Record Retention

Title IX Coordinators are the custodian of all records of sexual harassment complaints filed under the Policy, including documentation regarding complaint investigation and internal adjudication. Such records will be maintained separately from student or employee files.

9.0 Available Resources

Resources are available at **Vanguard Classical Schools** and in the surrounding community to assist those who have been impacted by sexual harassment. **Vanguard Classical Schools** will provide support to the Reporting Party, Responding Party, any other impacted parties it identifies during the course of its investigation, and the **Vanguard Classical Schools** community as reasonable and appropriate to the circumstances. Such support may take many forms, including, but not limited to the following:

- Providing referrals for counseling and/or victim's support services;
- Providing referrals for medical services;
- Arranging a party to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Reporting Party's academic record;
- Coordinate class schedules for the Reporting Party and the Responding Party to eliminate or decrease conflicts;
- Providing academic support services, such as tutoring;
- Additional campus-wide, office or department specific training; and
- Any other steps **Vanguard Classical Schools** determines are reasonable and appropriate given the circumstances.