



# TITLE IX POLICY AND GRIEVANCE PROCEDURES

## Haven Charter High School

### 1. Nondiscrimination Statement

Haven Charter High School is committed to maintaining an educational environment free from discrimination on the basis of sex, including sexual harassment, sexual violence, gender identity, sexual orientation, and pregnancy or related conditions.

This policy is adopted in accordance with Title IX of the Education Amendments of 1972, its implementing regulations (34 CFR Part 106), and applicable New York State Education Law.

This prohibition applies to all students, employees, applicants, and third parties participating in or attempting to participate in the school's programs or activities.

### 2. Title IX Coordinator

The school designates the following individual to coordinate compliance with Title IX:

Title IX Coordinator:

Name: Natalie Lozada

Title: Executive Director

Email: [nlozada@havenhs.org](mailto:nlozada@havenhs.org)

Phone: 347-218-6880

Office Location: Room

The Title IX Coordinator is responsible for:

- Receiving and responding to reports
- Overseeing investigations and grievance processes
- Ensuring implementation of supportive measures
- Monitoring compliance with Title IX

### 3. Scope of Policy



**This policy applies to:**

- **Conduct occurring in school programs or activities, including locations, events, or circumstances over which the school exercises substantial control**
- **Conduct occurring off-campus that may have continuing effects on the school environment or substantially disrupt the educational process**

## **4. Prohibited Conduct (Title IX Sexual Harassment)**

**Sexual harassment under Title IX includes:**

### **A. Quid Pro Quo Harassment**

**An employee conditioning the provision of an educational benefit or service on participation in unwelcome sexual conduct.**

### **B. Hostile Environment Harassment**

**Unwelcome conduct on the basis of sex that is severe, pervasive, and objectively offensive, effectively denying a person equal access to the school's education program or activity.**

### **C. Clery Act/VAWA Offenses**

- **Sexual assault**
- **Dating violence**
- **Domestic violence**
- **Stalking**

## **5. Reporting Obligations**

**Any person may report sex discrimination or sexual harassment at any time.**

**Reports may be made:**

- **In person, by mail, phone, or email**
- **To any staff member or directly to the Title IX Coordinator**

**Employee Reporting Requirement**



All school employees (except those designated as confidential resources, if applicable) are required to promptly report any known or suspected Title IX concerns to the Title IX Coordinator.

## 6. Supportive Measures

Upon receipt of a report, the school will promptly offer supportive measures to the complainant, including:

- Counseling referrals
- Academic or schedule adjustments
- Increased supervision
- No-contact directives
- Other individualized supports

Supportive measures are:

- Non-disciplinary and non-punitive
- Offered regardless of whether a formal complaint is filed
- Designed to restore or preserve equal access to education

## 7. Formal Complaint Process

A formal complaint may be filed by a complainant or signed by the Title IX Coordinator.

Upon receipt:

1. Written notice will be provided to all known parties
2. An impartial investigation will be conducted
3. Both parties will have equal opportunity to:
  - Present witnesses and evidence
  - Review evidence prior to determination

## 8. Investigation Procedures

The investigation will:

- Be prompt, thorough, and equitable



- Be conducted by trained, unbiased personnel
- Include objective evaluation of all relevant evidence

The school applies the preponderance of the evidence standard.

## 9. Determination of Responsibility

Following the investigation:

- A written determination will be issued simultaneously to both parties
- The determination will include findings of fact, conclusions, and rationale
- If a violation is found, appropriate remedies and disciplinary actions will be implemented

## 10. Appeals Process

Both parties may appeal the determination based on:

- Procedural irregularity
- Newly discovered evidence
- Conflict of interest or bias

Appeals must be submitted within 3 calendar days.

## 11. Informal Resolution

Where appropriate and voluntarily agreed upon, the school may facilitate informal resolution processes.

Informal resolution is not permitted in cases involving allegations that an employee harassed a student.

## 12. Emergency Removal

The school may remove a respondent from its education program or activities on an emergency basis if an individualized safety and risk analysis determines an immediate threat.



The respondent will be provided notice and an opportunity to challenge the decision.

### **13. Retaliation Prohibited**

Retaliation against any individual for reporting, participating in, or refusing to participate in a Title IX process is strictly prohibited and will result in disciplinary action.

### **14. Confidentiality and Privacy**

The school will maintain the privacy of all individuals involved to the extent possible, consistent with legal obligations under Title IX, FERPA, and applicable laws.

### **15. Recordkeeping**

The school will maintain records of:

- Reports and investigations
- Determinations and remedies
- Training materials

Records will be retained for at least seven (7) years in accordance with federal regulations.

### **16. Training Requirements**

All Title IX personnel will receive training on:

- The definition of sexual harassment
- The scope of the school's education program or activity
- Conducting investigations and grievance processes
- Avoiding bias and conflicts of interest

Training materials will be made publicly available as required.

### **17. Relationship to Other Policies**

This policy operates in conjunction with:



- **DASA (Dignity for All Students Act)**
- **The School's Code of Conduct**
- **Employee Handbook policies**

Conduct that does not meet the Title IX definition may still be addressed under DASA or other school policies.

## **18. External Reporting**

Individuals may also file a complaint with:

U.S. Department of Education  
Office for Civil Rights (OCR)  
<https://www2.ed.gov/about/offices/list/ocr>

New York State Education Department  
<http://www.nysed.gov>

Effective Date: August 25th, 2025