

BCCS Title IX Grievance Procedure

Purpose

Brass City Charter School is committed to providing an educational environment free from sex discrimination, including sex based harassment, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation. The school prohibits discrimination based on sex in all education programs and activities in accordance with **Title IX of the Education Amendments of 1972**, applicable federal regulations, and Connecticut law.

The school will promptly and equitably respond to reports and complaints of sex discrimination and will take appropriate steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

Title IX Coordinator

The school's Title IX Coordinator is responsible for overseeing compliance with Title IX, coordinating the school's response to reports of sex discrimination, and ensuring that complaints are addressed promptly and fairly.

Title IX Coordinator: Barbara Ruggiero

Brass City Charter School

289 Willow Street; Waterbury, CT 06710

Phone: (203) 527-5942

Email: bruggiero@brasscitycharter.org

Questions regarding Title IX or requests for supportive measures may be directed to the Title IX Coordinator at any time.

Reporting a Concern

Any student, parent, guardian, employee, volunteer, or other member of the school community may report conduct that may constitute sex discrimination or sex based harassment.

Reports may be made:

- In person
- By telephone
- By email
- In writing
- Through any school administrator or employee, who will promptly notify the Title IX Coordinator

Reports may be made regardless of whether a formal complaint is submitted.

Supportive Measures

Upon receiving a report, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures.

Supportive measures are individualized services designed to restore or preserve equal access to the school's educational program without unreasonably burdening another party.

Examples include:

- Counseling
- Schedule modifications
- Increased supervision
- Academic support
- Safety planning
- Changes to seating arrangements
- No contact directives
- Referrals to community resources
- Other appropriate supportive services

Supportive measures may be provided regardless of whether a formal complaint is filed.

Filing a Formal Complaint

A complainant, parent or guardian (when appropriate), or the Title IX Coordinator may initiate the school's grievance process by submitting a formal complaint alleging conduct that may constitute sex discrimination or sex based harassment.

The complaint should include:

- The names of the individuals involved, if known.
- A description of the alleged conduct.
- The date and location of the incident, if known.
- Any witnesses or supporting information.

The school may assist individuals in preparing a complaint.

Investigation Process

Upon receipt of a formal complaint, the Title IX Coordinator will conduct or assign a prompt, thorough, and impartial investigation.

The investigation may include:

- Interviews with the complainant.
- Interviews with the respondent.
- Interviews with witnesses.
- Review of relevant documents, electronic communications, photographs, videos, or other evidence.
- Collection of any additional relevant information.

Both parties will have an equal opportunity to present witnesses and evidence.

The school will presume that the respondent is not responsible for the alleged conduct until a determination is made following the grievance process.

Determination

After reviewing all available evidence, the Title IX Coordinator or designated decision maker will determine whether the evidence establishes that a violation of Title IX or school policy has occurred.

The determination will be based on the **preponderance of the evidence** standard, meaning it is more likely than not that the alleged conduct occurred.

Both parties will receive written notice of the determination, including:

- Findings of fact.
- Application of school policies.
- The determination.
- Any disciplinary sanctions, if permitted by law.
- Any remedies provided.
- Information regarding appeal rights.

Appeals

Either party may appeal the determination or dismissal of a complaint on one or more of the following grounds:

- Procedural irregularity that affected the outcome.
- New evidence that was not reasonably available at the time of the determination.
- Conflict of interest or bias by the Title IX Coordinator, investigator, or decision maker that affected the outcome.

Appeals must be submitted in writing within **ten (10) school days** of the written determination unless otherwise specified by school policy.

An impartial decision maker who was not involved in the original determination will review the appeal.

Confidentiality

The school will make reasonable efforts to protect the privacy of all individuals involved while fulfilling its obligations to investigate and respond appropriately.

Information will be shared only with individuals who have a legitimate educational or legal need to know.

Retaliation Prohibited

Brass City Charter School strictly prohibits retaliation against any individual for:

- Reporting possible sex discrimination or harassment.
- Filing a complaint.
- Participating in an investigation.

- Serving as a witness.
- Exercising rights protected under Title IX.

Retaliation is a violation of school policy and may result in disciplinary action.

False Reports

Knowingly making false statements or intentionally submitting false information during a Title IX investigation may result in disciplinary action. A determination that allegations were not substantiated does not, by itself, establish that a report was false or made in bad faith.

Recordkeeping

The Title IX Coordinator will maintain records of reports, complaints, investigations, supportive measures, determinations, appeals, and resolutions in accordance with applicable federal and state record retention requirements.

Training

Brass City Charter School provides annual training for employees regarding:

- Title IX requirements.
- Recognizing and responding to sex discrimination and sex based harassment.
- Reporting obligations.
- Trauma-informed response practices.
- Confidentiality and privacy.
- Investigation procedures appropriate to employee responsibilities.