**Heritage Academy**

**Title IX School Coordinator Roles and Responsibilities**

**GENERAL DESCRIPTION**

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education’s implementing regulations at 34 C.F.R. Part 106, Heritage Academy’s (“the School”) Title IX Coordinator has primary responsibility for coordinating the School’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all School operations, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees the School’s response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the School can address issues that affect the wider school community.

**ROLES AND RESPONSIBILITIES**

* **Knowledge and Policy Development.** The Title IX Coordinator will possess knowledge of the School’s policies and procedures on Title IX and will be involved in the drafting and revision of the School’s policies and procedures to ensure that they comply with the requirements of Title IX.
* **Monitoring and Advising**. Continues to address and ensure compliance with Title IX regulations by:
	+ Taking specific and continuing steps to notify all students, parents, and employees of the name, title, office address, and telephone number of the Title IX Coordinator, as well as how to file a complaint alleging a violation of Title IX.
	+ Assisting in providing all students an equal opportunity to participate in, and benefit from, all academic and extra-curricular activities, programs, and services regardless of gender
	+ Overseeing the School’s compliance effort regarding Title IX and evaluates the School’s Title IX Policies and Grievance Procedures
	+ Developing and implementing procedures to ensure that each contracted organization or individual providing services to the School does not discriminate based on gender in providing aid, benefits, or services to students of the School
* **Training for students and staff**. The Title IX Coordinator provides or facilitates ongoing training, consultation and assistance on Title IX for all the School’s students and staff.
* **Conduct and facilitate investigations**. The School is responsible for conducting adequate, reliable and impartial investigations of reports and complaints of sexual misconduct. The Title IX Coordinator will oversee any investigation into a report or complaint by following School Policy for such investigations and coordinating the School’s response to complaints.