

Skyline Math and Science Academy

Adopted: 2.26.24

604 Non-Discrimination-Title IX Policy

Skyline Math and Science Academy, in compliance with Title IX of the Education Amendments of 1972, does not discriminate on the basis of sex in the education programs or activities it operates. Pregnant and/or married students shall not be excluded from any educational program or activity except when the student requests voluntarily to participate in a separate portion of the program or activity. A medical certificate stating the student is pregnant is required.

Any student who believes they are a victim or any parent/guardian who believes their child is a victim of sexual discrimination, in violation of Title IX, may file a grievance. To receive a complete copy of the Title IX Compliance and Title IX Grievance Procedure or to file a grievance, contact the Title IX Compliance Officer at the address below:

Officer: Executive Director

Skyline Math and Science Academy
2600 26th Ave S suite 100
Minneapolis, MN 55406
(612) 200-9916

In the event that policies adopted by the School are in conflict with then applicable Minnesota law, the provisions of the law will apply.

Skyline Math and Science Academy

GUIDELINES FOR TITLE IX, 504, STUDENT, PARENT/GUARDIAN GRIEVANCE PROCEDURE

I. PURPOSE

To provide a grievance procedure for Skyline Math and Science Academy Title IX Non-Discrimination Policy.

II. GRIEVANCE PROCEDURE

Section 1. Definition and Interpretation

- A. This grievance procedure may be used by students, parents, and the general public. Employees of the school are encouraged to use the established employee grievance procedure.
- B. Any claim by a student, parent, general public, or employee that there has been a violation or

misinterpretation of Title IX shall be a grievance.

- C. The term "grievant" means any student, parent, individuals from the general public, or employee filing a grievance.
- D. The term "days" means any calendar day, except Saturday, Sunday, or legal holidays.
- E. The filing or service of any notice shall be timely if it bears a postmark of the U.S. mail within the time period.
- F. The time limits provided in this grievance procedure shall be strictly observed but may be extended by written mutual agreement. (Failure to file any grievance within the time periods shall be deemed a waiver thereof.)
- G. In computing any period of time prescribed or allowed by these procedures, the date of the act, event, or default shall not be included in the calculation. The last day of the period shall be counted, unless it is a Saturday, Sunday, or legal holiday. If it is a Saturday, Sunday, or legal holiday, the period runs until the end of the next day, which is not a Saturday, Sunday, or legal holiday.

Section 2. Informal Procedure

- A. The grievance shall be put in writing on a form available from the principal's office or from the Title IX coordinator. The written grievance shall be submitted to the Title IX coordinator and retained by the coordinator.
- B. The grievant, either personally or accompanied by person(s) of grievant's choice, shall discuss the alleged grievance with the appropriate school principal or immediate supervisor and the Title IX coordinator. All persons who are involved in the situation in any way shall be notified and may be invited to attend informal conferences held to settle differences. Such persons may be accompanied by others of their choice. An effort shall be made to settle all differences informally.
- C. The identity of the grievant shall be kept confidential to the extent necessary to carry out the purposes of this informal procedure.
- D. During this informal conference, all parties shall be afforded reasonable opportunity for oral opening and closing arguments and for presentation of relevant witnesses and pertinent documentary evidence. The principal, immediate supervisor, and/or Title IX Coordinator shall have the right to question any and all witnesses, to examine documentary evidence presented, and to summon other witnesses as the board deems necessary. The conference shall be mechanically recorded. Any party involved may obtain a copy of the recording from the Title IX Coordinator at the expense of the requesting party. All parties shall have the right to advice of counsel of his/her choice; however, neither party may proceed through counsel. At the conclusion of the conference, the principal, supervisor, and Title IX coordinator may deliberate in closed session.

Section 3. Formal Procedure

A. Level One – Director or Immediate Supervisor

1. If, after informal discussion with the school principal or immediate supervisor, the grievance still exists, the grievant may, within 60 days after the grievant knew, or should have known, about the event on which the grievance is based, invoke the formal grievance procedure.
2. The grievance shall be filed through the Title IX coordinator on a form available from the Director's office or from the Title IX coordinator. A copy of the grievance shall be delivered to

the principal or immediate supervisor, who shall forward a copy of the grievance to the Superintendent of Schools and to all other persons named in the grievance. The identity of the grievant shall be kept confidential to the extent necessary to carry out the purposes of this formal procedure.

3. Within five (5) days of the receipt of the formal grievance, the principal and/or immediate supervisor shall meet with the grievant and persons of her/his choosing in an effort to resolve the grievance. The principal and/or immediate supervisor shall indicate, in writing within five (5) days of such meeting, the disposition of the grievance, and shall furnish a copy to the grievant, all persons named in the grievance, and the Title IX coordinator.

B. Level Two - Board of Education

If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made after five (5) days of such meeting, the grievance may be transmitted to the Board of Education by filing the form with the Clerk of the Board. The Board, or a committee of its members, no later than its next regular meeting or ten (10) days, whichever shall be later, shall meet with the grievant and persons of the grievant's choice. Disposition of the grievance in writing by the Board shall be no later than seven (7) days thereafter. A copy of such disposition shall be furnished to the grievant, all persons named in the grievance, the Superintendent of Schools, the building principal and/or immediate supervisor, and the Title IX coordinator.

Adopted:

Revised:

Skyline Math and Science Academy Title IX, 604 Grievance Form

Skyline Math and Science Academy maintains a firm policy prohibiting all forms of unlawful sex discrimination. All students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator, or other school personnel will not be tolerated under any circumstances.

Complainant/Grievant: _____

Home Address: _____

Work Address: _____

Home Phone: _____

Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex: _____

If the alleged unlawful sex discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.): _____

When and where did the incident(s) occur: _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief. I am requesting corrective action.

(Complainant Signature)

(Date)

Received by : _____