



# Liberty Tree Academy

## Title IX Statement & Reporting Procedures

### Reason for Policy

Liberty Tree Academy is committed to providing a safe, supportive, and welcoming environment for all members of our community, including staff, students, families, volunteers, subcontractors, and vendors. Every individual deserves to be treated with dignity and respect and to learn and work in an environment free from discrimination, harassment, and retaliation.

### Policy Statement

Liberty Tree Academy does not and shall not discriminate on the basis of race, color, religion (creed), gender or gender identity, gender expression, age, national origin or ancestry, disability, marital status, sexual orientation, military or veteran status, conditions related to pregnancy or childbirth, or genetic information. This prohibition applies in all programs, activities, and operations, including but not limited to hiring and employment practices such as recruitment, compensation, promotion, and termination; the selection and treatment of volunteers, subcontractors, and vendors; and the educational programs and services offered to students. The school is an equal opportunity employer and education provider.

### Title IX Compliance

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, sexual harassment and sex-based discrimination are strictly prohibited and will not be tolerated at Liberty Tree Academy.

Sexual harassment includes unwelcome sexual conduct that is severe, pervasive, and objectively offensive; quid pro quo harassment by an employee; and conduct that constitutes sexual assault, dating violence, domestic violence, or stalking. Reports of sexual harassment will be taken seriously and addressed promptly, fairly, and in compliance with Title IX of the Education Amendments of 1972 and all applicable federal and state laws.

### Title IX Coordinator

The school designates a Title IX Coordinator to oversee compliance with Title IX, respond to reports of sexual harassment, and ensure that supportive measures are available to students and employees. Contact information for the Title IX Coordinator will be published in student and employee handbooks, application materials, and on the school website.

### Commitment

The school is committed to preventing discrimination and harassment, responding promptly to reports or complaints, providing supportive measures to students and staff, ensuring fair and equitable grievance procedures, and maintaining open communication and transparency with parents, guardians, and staff.



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### Reporting Procedure Under Title IX

Any student, parent or guardian, employee, volunteer, or community member who believes that they have experienced or witnessed discrimination, harassment, or sexual harassment is encouraged to make a report. Reports may be made at any time, including outside of school business hours, by contacting the Title IX Coordinator using the published phone number, email address, or office location.

Reports may also be made to any school employee, as all employees are required to forward concerns of sex-based discrimination or harassment directly to the Title IX Coordinator. Reports can be submitted in writing, by email, by telephone, or in person. Anonymous reports are accepted; however, the school's ability to respond may be limited in those circumstances.

Upon receiving a report, the Title IX Coordinator will promptly contact the individual identified as the complainant (or their parent/guardian if the complainant is a student) to discuss the availability of supportive measures, explain the process for filing a Formal Complaint, and answer any questions about rights and options under Title IX. Supportive measures are available to all students and employees regardless of whether a Formal Complaint is filed.

If a Formal Complaint is filed, the school will initiate the grievance process, which includes a prompt and impartial investigation. Both parties will receive written notice of the allegations, an opportunity to present evidence, and the right to have an advisor of their choice present during the process. Determinations will be issued in writing and both parties will have the right to appeal under circumstances outlined in federal law.

Retaliation against any individual who makes a report or participates in a Title IX process is strictly prohibited. Any concerns of retaliation should be reported immediately to the Title IX Coordinator.

### Title IX Coordinator

The Title IX Coordinator is responsible for ensuring our school's compliance with Title IX, overseeing reports of sexual harassment or discrimination, and helping provide supportive measures to students. If you have questions about Title IX, your rights, or how to file a report, please contact the Title IX Coordinator.

#### Title IX Coordinator Contact Information:

Liz Jense, HR Office

8579 Eastonville Rd. / Falcon, CO / 80831

719-559-8733

[titleix@ltaeagles.org](mailto:titleix@ltaeagles.org)

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### **Rights of Parents/Guardians**

For elementary and secondary students, parents and guardians have the right to act on behalf of their child in matters involving Title IX. Parents/guardians will be notified if a report involving their student is received and will be given information about the grievance process, including the option to file a Formal Complaint.

### **Commitment to Safety and Fairness**

We will take every report of sexual harassment or discrimination seriously. Supportive measures (such as counseling, schedule adjustments, or academic support) are available to students, whether or not a Formal Complaint is filed.

All grievance procedures will be fair, impartial, and designed to protect the rights of all students and staff.