



CAROLUS ONLINE ACADEMY

101 Westpark Blvd. Suite C
Columbia, SC 29210

(803) 205-4005

Fax (803) 888-6596

TITLE IX NOTICE

Non-Discrimination Notice

Carolus Online Academy does not discriminate based on race, color, national origin, sex, disability or age in its programs and activities. Contact information for the Office of Civil Rights is below:

The Office of Civil Rights (OCR)
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800.421.3481
FAX: 202.453.6012; TDD: 800.877.8339
Email: OCR@ed.gov

Title IX

Carolus Online Academy is committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment and sexual violence, as regulated by Title IX, and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment. Carolus Online Academy reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth below.

Dissemination of Information

Carolus Online Academy shall notify applicants for admission and employment, students, parents/guardians of elementary and secondary school students, employees, and sources of referral of applicants for admission and employment, that it does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

Information and Assistance

Definition of Sex Discrimination and Sexual Harassment (for Students):

- Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.
- Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits



CAROLUS ONLINE ACADEMY

101 Westpark Blvd. Suite C
Columbia, SC 29210

(803) 205-4005

Fax (803) 888-6596

a student's ability to participate in or benefit from a school's educational program or activity. Sexual harassment can be verbal, nonverbal or physical.

Definition of Sex Discrimination and Sexual Harassment (for Employees):

- Sex discrimination occurs when a person who is qualified for a position at issue is subjected to an adverse employment action because of his or her sex.
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made a term or condition of employment; 2) submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or 3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment.

Any individual, who believes he/she may have experienced any form of sex discrimination or sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the school's policies and reporting procedures from the Title IX Coordinator, whose information is listed below:

Title IX Coordinator

Pam Sieger

717.614.7867

psieger@k12.com

101 Westpark Blvd., Suite C

Columbia, SC 29210

Response to a Complaint

Upon receiving a formal or informal complaint, Carolus Online Academy will adhere to the established grievance process outlined in this procedure. Carolus Online Academy will take proactive measures if it becomes aware of sexual harassment within an educational program or activity.

Complaints regarding alleged sex discrimination, including sexual harassment, submitted by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly and impartially investigated. Efforts will be made to maintain



CAROLUS ONLINE ACADEMY

101 Westpark Blvd. Suite C
Columbia, SC 29210

(803) 205-4005

Fax (803) 888-6596

confidentiality to the extent reasonably possible, ensuring implementation of corrective actions if necessary.

Grievance Guidelines and Procedures

Guidelines

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment ("grievant") should promptly report the matter to the school's Title IX Coordinator, a school counselor, principal or other school administrator. A Title IX grievant is requested to complete a complaint form. Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

Grievance Procedures

1. It is the express policy of Carolus Online Academy to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Timely reporting of complaints facilitates the investigation and resolution of such complaints. A form for such purpose can be found on our website and will also be provided to grievant. As it pertains to students, in appropriate circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student's behalf.
2. At the time the complaint is filed, the grievant shall be given a copy of these grievance procedures. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and answer any questions anyone has. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with Carolus Online Academy policy on the Reports of Suspected Child Abuse or Neglect of Children.
3. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable but in no case more than ten (10) working days from the date the complaint was received. The Title IX Coordinator or designee shall have the complete cooperation of all persons during the investigation.
4. The Title IX Coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried on discreetly,



CAROLUS ONLINE ACADEMY

101 Westpark Blvd. Suite C
Columbia, SC 29210

(803) 205-4005

Fax (803) 888-6596

maintaining confidentiality insofar as reasonably possible while conducting an effective investigation.

Determination

If after an investigation, the Title IX Coordinator or designee determines that there is reasonable cause to believe that sex discrimination or sexual harassment has occurred, the Carolus Online Academy shall take appropriate corrective action in an effort to ensure that the conduct ceases and will not recur. The Title IX Coordinator or designee shall also provide and or arrange for confidential counseling or training where appropriate. In addition, the Title IX Coordinator or designee shall seek an informal agreement between the parties which is consistent with Carolus Online Academy's Title IX principles and goals.

Appeals Process

If no agreement satisfactory to the parties can be reached within twenty (20) working days from receipt of the complaint, the Title IX Coordinator or designee shall make a report to the School Board within thirty (30) working days from receipt of the complaint.

The School Board shall review the case and make its recommendations to the Title IX Coordinator within fifteen (15) working days after receiving the grievance.

Retention of Records

The Title IX Coordinator shall make provisions to maintain all records of complaints and their disposition.

Retaliation

Retaliation against an individual for filing a complaint or cooperating in an investigation is strictly prohibited, and Carolus Online Academy will take actions necessary to prevent such retaliation.

[COA Title IX Complaint Form Link](#)