

Title IX

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TITLE IX COORDINATOR RESPONSIBILITIES

Education:

- The Title IX Coordinator's office prepares and disseminates educational materials, including brochures, posters, and web-based materials that inform members of the campus community of Title IX rights and responsibilities, to the campus community.
- Coordinates training for students about their rights under Title IX and grievance procedures and coordinates in-service training to all employees concerning Title IX policy.

Investigation:

- The Title IX Coordinator's office receives and processes, in a timely manner, inquiries from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior, including sexual harassment, sexual assault or other discriminatory behavior in violation of Title IX.
- Receives and processes, in a timely manner, complaints from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX.
- Receives and processes, in a timely manner, complaints from third parties who report suspicion or harassing behavior or other discriminatory behavior in violation of Title IX.
- Notifies complainants of receipt of the complaint.
- Notifies respondents that complaint has been made.
- Notifies supervisors of respondent that complaint has been made.
- Investigates alleged discrimination and/or harassment.
- Interviews complainants, respondents, and material witnesses; obtains and review documents and other relevant materials from complainant and/or respondent.
- Issues findings of fact and recommendations for disposition of complaints and notifies all parties regarding disposition.
- Monitors compliance of all requirements and time-lines specified in the complaint/grievance procedures.

Monitoring:

- The Title IX Coordinator's office trains staff responsible for implementing grievance procedures.
- Coordinates and monitors Title IX efforts of other delegates and Institute offices that receive and/or investigate complaints.
- Organizes and maintains grievance files, disposition reports, and other compiled records regarding complaints of sexual harassment and other discriminatory practices, including annual descriptive reports of number and nature of filed complaints and disposition of complaints.
- Remains knowledgeable of current state and federal laws and regulations and trends in the field of education related to harassment and other discriminatory practices that violate Title IX.

Reporting:

- The Title IX Coordinator office will prepare annual statistical reports for the campus community on the incidence of sexual harassment or other Title IX matters. No information that identifies individuals will be reported in the annual statistical reports. Annual reporting shall be made to the Institute Director.

Title IX Coordinator

Lee Professional's Title IX Coordinator is Janely Perez and she can be reached at (239) 689-8299 or in campus. Our Title IX Coordinator has primary responsibility for coordinating the Institution's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this school, 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 institution response to reports and complaints that involve possible sex discrimination to identify and address any patterns to address issues that affect the school.

A student should contact the Title IX Coordinator in order to:

- Seek information about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination.
- File a complaint or make a report of sex discrimination.
- Ask questions about the Institution's policies and procedures related to sex discrimination, including sexual misconduct.

The School is responsible for conducting adequate, reliable, and impartial investigations of reports and complaints of sexual misconduct. The Title IX Coordinator oversees many aspects of this response, including:

- Determining whether the report or complaint alleges conduct that may, upon investigation, constitute prohibited sexual misconduct.
- Appointing an investigative team upon such determination.
- Making certain that individual reports and complaints are handled properly and in a prompt and timely manner.
- Confirming that all parties have been notified of grievance decisions.
- Maintaining information and documentation related to the investigation in a secure manner.

Lee Professional Institute uses MaxKnowledge online training to prepare the Title IX Coordinator.