



INTERNATIONAL SCHOOL OF LOUISIANA

Title IX Complaint Form

ISL does not discriminate on the basis of sex in any educational programs or activities. Title IX of the Education Amendments Act of 1972 specifically prohibits discrimination on the basis of sex and requires Federally-funded schools to investigate claims of discrimination or harassment based on sex. Any student, employee, or family member who believes an ISL student has been the victim of discrimination, harassment, abuse, or assault on the basis of the student's sex, gender identity, or gender expression can file a complaint with their campus Title IX coordinator. Retaliation against those who file complaints is prohibited. *Interpreters are available and can be requested by contacting your campus Family Liaison. Si desea una traducción de esta información, no dude en ponerse en contacto con el Personal de Enlace (Family Liaison) de la escuela. Tendrá mucho gusto en proporcionarle un traductor.*

Student's Name _____ **Campus** _____

- 1. Nature of your complaint:** (Please describe the discrimination, harassment, or abuse you believe has occurred; use additional paper, if necessary.)

- 2. Names of people who participated in the behavior:** (alleged perpetrators)

3. When did these events happen? (specific dates or a period of time)

4. Names of people who may have seen the behavior or have information about it:
(witnesses)

5. Have you talked about your complaint with any of the people you listed, or with anyone else? If so, please list their names and how you communicated with them.
(in person, text, phone)

Name:

Method of communication:

Name:

Method of communication:

Name:

Method of communication:

6. Have you talked about your complaint with any school employees or any adult at school? (please circle one) **Yes No**

If so, please list the names of all the adults you've spoken to, how you communicated with them, and the date you spoke. (in person, phone, email)

Name:

Method of communication:

Date:

Name:

Method of communication:

Date:

7. Please describe the results of your conversations with school employees about your complaint. (Use additional paper, if necessary.)

Signatures

By signing below, you indicate that the information in this form is accurate and complete to the best of your knowledge.

Name of the person completing this form: _____

Signature: _____ **Date:** _____

STAFF USE ONLY

ISL employee who received this form: _____

Date Received: _____

Title IX Coordinator's Signature: _____

Date Received: _____

Complaint Process (Don't turn this page in; keep it for reference.)

To file your complaint, submit this form to the Title IX coordinator for your campus. The form may be submitted by U.S. mail, to your campus Front Office, in person, or by email.

- Dixon Campus
Rosa Alvarado, Principal
4040 Eagle Street
New Orleans, LA 70118
ralvarado@isl-edu.org
504-934-4875

- Uptown Campus
Pablo Garcia, Assistant Principal
1400 Camp Street
New Orleans, LA 70130
pgarcia@isl-edu.org
504-654-1088

- Westbank Campus
Brandon Ferguson, Associate Principal
502 Olivier Street
New Orleans, LA 70114
bferguson@isl-edu.org
504-274-4571

After a complaint has been filed, the Title IX Coordinator will gather information from anyone who was involved in the situation or may have information about it. If individual students or adults have been accused of wrongdoing, they will be notified that a complaint has been filed and given an opportunity to respond. The Title IX Coordinator will conduct an investigation and seek a preponderance of evidence upon which to make their finding. The Coordinator will inform the parties involved individually, in writing, of their finding and any disciplinary actions imposed within 10 school days.

Federal laws protecting student privacy make disciplinary actions confidential. The person who files the complaint can not be informed of the disciplinary actions taken against the other party, even if the Coordinator finds that their complaint is valid. The complainant will only be informed of disciplinary actions that directly affect them (for example, a stay-away agreement).

Right to Appeal

If the parties involved are not satisfied with the Coordinator's finding, they may file an appeal with the Head of School. To file an appeal, contact Susan Chapman, Chief of Staff, schapman@isl-edu.org, 504-654-1088.