



# INTERNATIONAL SCHOOL OF LOUISIANA

## Title IX Complaint Form

### Title IX Policy

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. This policy and the procedures below apply to complaints against employees, students, or third parties. *Interpreters are available and can be requested by contacting your campus Title IX Coordinator. Si desea una traducción de esta información, no dude en ponerse en contacto con el Title IX Coordinator 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:**

**3. When and where 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, email, writing, social media, etc..)

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, etc..)

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:** \_\_\_\_\_

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**STAFF USE ONLY**

ISL employee who received this form: \_\_\_\_\_

Date Received: \_\_\_\_\_

Title IX Coordinator's Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

*By signing this form, Coordinator affirms that they are free of bias or conflicts.*

## **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](mailto:ralvarado@isl-edu.org)  
504-934-4875
- Uptown Campus  
Ashley Yonaba, Assistant Principal  
1400 Camp Street  
New Orleans, LA 70130  
[ayonaba@isl-edu.org](mailto:ayonaba@isl-edu.org)  
504-654-1088
- Westbank Campus  
Brandon Ferguson, Principal  
502 Olivier Street  
New Orleans, LA 70114  
[bferguson@isl-edu.org](mailto:bferguson@isl-edu.org)  
504-274-4571

## **Complaint Procedures**

After a complaint has been filed, the Title IX Coordinator will provide written notification of the complaint, a summary of the allegations, and a description of ISL's grievance process to the parents or legal guardians of all parties involved within 2 school days. The Coordinator will notify the school's designated investigator.

The investigator will conduct an adequate and impartial investigation of the allegations contained in the complaint, beginning their investigation with a presumption of non-responsibility for the respondent. The investigator will gather information from anyone who was involved in the situation or who may have information about it and produce a thorough written report of all relevant information. The complainant and respondent will have access to this report and the opportunity to respond to it in writing. Each party will have the opportunity to submit questions they would like to have asked of any other involved party. These questions must be submitted in writing and relevant to the complaint. Each party will receive the answers to these questions and have the opportunity to ask a limited number of follow-up questions. Parties will be given up to ten days to submit their written responses and questions during each of these response periods.

The complainant and respondent are not barred from discussing the Title IX complaint, but the investigator's report is confidential and may not be distributed, shared, or copied by either party.

Within 10 full school days after completing the investigation and report process, the investigator will submit their report to ISL's designated decision-maker for Title IX complaints, who will review the information and seek a preponderance of evidence upon which to make their determination. When a final determination has been made, the decision-maker will provide a written determination to all parties. The written determination will include a clear statement of responsibility for the allegations, a summary of the facts that support the findings, any disciplinary actions or remedies that result, and information regarding the appeal process.

If a Title IX violation is found to have occurred, the school will take actions to prevent future recurrences and address any discriminatory effects of the violation. A variety of disciplinary actions and remedies may be used in the resolution of Title IX complaints, including any of the strategies outlined in ISL's Code of Conduct. For students, this may include referral to the Student Hearing Office for an expulsion hearing. For adults, this may include a recommendation for termination of employment. Remedies may include stay-away agreements, placement of students in separate classes, counseling services, or other strategies to ensure equal access to ISL's education program.

### **Training and Conflicts of Interest**

Employees who handle Title IX complaints will be trained annually. Training materials will be free of gender stereotypes and available for review on ISL's website. If a campus Coordinator has a conflict of interest regarding any party in a complaint, the Title IX Coordinator from another campus will serve in their place. If a conflict of interest arises regarding the appointed decision-maker, another qualified individual from ISL's administrative staff will be appointed to this role by the Head of School. Only trained employees will respond to Title IX complaints.

### **Right to Appeal**

Parties to a Title IX complaint are entitled to an appeal of a written determination or dismissal of a complaint under the following circumstances:

- procedural irregularity that affected the outcome of the matter,
- newly discovered evidence that could affect the outcome of the matter, and/or
- one or more Title IX personnel had a conflict of interest or bias that affected the outcome of the matter

In these cases, parties may file an appeal with the Head of School. To file an appeal, contact Melanie Tennyson, Head of School, [mtennyson@isl-edu.org](mailto:mtennyson@isl-edu.org), 504-654-1088.