



## **TITLE IX POLICY FOR FUNK'S LEARNING LAB LLC**

Major County, Oklahoma

Effective Date: May 28, 2025

### **1. POLICY STATEMENT**

Funk's Learning Lab LLC ("School") is committed to providing an educational environment free from discrimination on the basis of sex, including sexual harassment, in accordance with Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), its implementing regulations (34 CFR Part 106), and Oklahoma private school accreditation standards (OAC 210:35-3-1 et seq.). The School prohibits discrimination based on sex in its educational programs and activities, including admissions, instruction, and extracurricular activities, for both in-person and online K–8 programs (with planned 9–12 expansion). This policy applies to all students, employees, and third parties interacting with the School.

### **2. SCOPE**

This policy covers all aspects of the School's operations, including in-person classes at its Major County facility, online micro-school and tutoring programs, and any activities receiving federal financial assistance (e.g., Lindsey Nicole Henry Scholarships, O.S. §70-13-101). Prohibited conduct includes sex-based discrimination, sexual harassment, sexual violence, gender-based harassment, and retaliation against individuals reporting such conduct.

### **3. DEFINITIONS**

a. **Sexual Harassment:** Conduct on the basis of sex that includes:

- i. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the School's programs.
- ii. Quid pro quo harassment by an employee (e.g., conditioning educational benefits on sexual favors).
- iii. Sexual assault, dating violence, domestic violence, or stalking as defined by federal law (34 CFR §106.30).

b. **Complainant:** An individual alleged to be the victim of conduct that could constitute sexual harassment.

c. **Respondent:** An individual alleged to have engaged in conduct that could constitute sexual harassment.

#### 4. TITLE IX COORDINATOR

Skylar Funk, the sole member and manager of Funk's Learning Lab LLC, serves as the Title IX Coordinator, responsible for overseeing compliance, receiving complaints, and coordinating investigations.

- Contact: Skylar Funk
- Email: [skylar@funkslearninglab.com](mailto:skylar@funkslearninglab.com)
- Phone: 806-523-6344
- Address: Funk's Learning Lab LLC, 1425 N Main Street Suite 1 Fairview, OK 73737, Major County, Oklahoma
- Website: [funkslearninglab.com](http://funkslearninglab.com)

#### 5. REPORTING PROCEDURES

- a. Who May Report: Any person (student, parent, employee, or third party) may report sex-based discrimination or sexual harassment, whether experienced directly or observed.
- b. How to Report: Reports may be made:
  - i. In person to Skylar Funk at the School's facility.
  - ii. Via email or phone using the contact information above.
  - iii. Through a form on the School's website ([Insert website URL]/report).
  - iv. Anonymously, though anonymous reports may limit the School's ability to respond fully.
- c. Mandatory Reporting: As the sole employee, Skylar Funk is obligated to report any known or suspected incidents of sexual harassment to herself as Title IX Coordinator for investigation.
- d. Timeframe: Reports should be made promptly, but there is no strict deadline to ensure accessibility.

#### 6. GRIEVANCE PROCESS

- a. Initial Response: Upon receiving a report, the Title IX Coordinator will:
  - i. Contact the complainant within 2 business days to discuss the allegations, available support, and the grievance process.
  - ii. Offer supportive measures (e.g., schedule adjustments, counseling referrals) to both complainant and respondent, ensuring equal access to education.
- b. Formal Complaint: A complainant may file a formal complaint in writing (via email, website form, or paper) to initiate an investigation. The Coordinator may also initiate a complaint if warranted.
- c. Investigation:
  - i. The Title IX Coordinator will conduct a prompt, fair, and impartial investigation within 10 business days of a formal complaint, unless extended for good cause.
  - ii. Both parties will have equal opportunity to present evidence and witnesses.
  - iii. The Coordinator will maintain confidentiality to the extent possible, consistent with FERPA and Oklahoma law (51 O.S. §24A.1 et seq.).
- d. Determination: Within 5 business days of completing the investigation, the Coordinator will issue a written determination to both parties, including findings, conclusions, and any disciplinary actions (e.g., suspension, expulsion, or employee termination, if applicable).

e. Appeals: Either party may appeal the determination within 5 business days for reasons such as procedural errors or new evidence. Appeals will be reviewed by an external consultant (to be appointed if needed) within 10 business days.

#### 7. SUPPORTIVE MEASURES

The School will provide non-disciplinary, non-punitive measures to support complainants and respondents, such as:

- Adjustments to class schedules or online access.
- Referrals to local counseling services in Major County.
- Academic accommodations to ensure continued learning.

These measures will be offered promptly and confidentially, regardless of whether a formal complaint is filed.

#### 8. PROHIBITION ON RETALIATION

The School prohibits retaliation against any individual for reporting, participating in, or refusing to participate in a Title IX process. Retaliation complaints will be investigated under the same grievance process.

#### 9. TRAINING

Skylar Funk, as Title IX Coordinator and sole educator, will complete annual Title IX training on federal and Oklahoma requirements, including recognizing and responding to sexual harassment. Training records will be maintained for accreditation purposes.

- Action: Complete a free or low-cost online Title IX training (e.g., via the U.S. Department of Education's Office for Civil Rights) within 1 month.

#### 10. RECORD-KEEPING

The School will maintain records of all Title IX reports, investigations, and outcomes for at least 7 years, in compliance with 34 CFR §106.45(b)(10) and the Oklahoma Open Records Act (51 O.S. §24A.1 et seq.). Records will be stored securely in a digital system (e.g., Google Drive) and available for accreditation audits.

#### 11. DISSEMINATION AND TRANSPARENCY

This policy is posted on the School's website ([Insert website URL]/title-ix) and included in student and parent handbooks. Stakeholders may provide feedback via a website-linked survey to ensure community awareness.

- Action: Post this policy on the website within 2 weeks and include a feedback survey link.

#### 12. COMPLIANCE WITH FEDERAL AND OKLAHOMA LAWS

The School complies with:

- Title IX (20 U.S.C. §1681 et seq., 34 CFR Part 106).
- 42 U.S.C. §2000d (prohibiting discrimination based on race, color, national origin).
- Oklahoma private school regulations (OAC 210:35-3-1 et seq., O.S. §70-3-104.4).
- Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. §1232g).

13. CONTACT FOR ASSISTANCE

For questions or to report concerns, contact the Title IX Coordinator (Skylar Funk) using the information in Section 4. Additional resources are available at the U.S. Department of Education's Office for Civil Rights ([www.ed.gov/ocr](http://www.ed.gov/ocr)).

Signed: Skylar Funk

Skylar Funk, Sole Member and Manager, Title IX Coordinator

Date: 05/28/2025