

Non-Discrimination Policy

Meliora Academy Inc. is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race (including traits historically associated with race, which include, but are not limited to, hair texture and protective hairstyles such as wigs, headwraps, braids, cornrows, locs, twists, Bantu knots, afros, and afro puffs), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), disability (physical, mental, intellectual, or learning), genetic information (including testing and characteristics), erased criminal history record information, marital or civil union status, domestic violence victim status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

All forms of harassment of, or by, employees, students, parents, vendors, visitors, and clients are strictly prohibited and will not be tolerated.

Meliora is committed to honor **Title IX of the Education Amendments of 1972** (20 U.S.C. § 1681). Title IX prohibits sex discrimination in education and in employment. It ensures “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

To file a complaint of alleged sex discrimination or sexual harassment, please contact the Title IX Coordinator within 30 days of the alleged incident at:

Meliora Academy
Attention: Administration
470 Murdock Ave
Meriden, CT 06450
203-237-5710

When a formal complaint is filed to the Title IX Coordinator, it must describe the sexual harassment allegations and request that the school investigate in writing. The complaint may be filed at any time as long as the alleged victim is “participating in or attempting to participate in the education program or activity” at the time of filing. The Title IX Coordinator will meet with the alleged victim to discuss supportive measures and the process for filing a formal complaint. A prompt and equitable resolution of student and employee complaints will be provided.

After a formal complaint is filed, the following grievance process will be followed:

- **Notice:** the school will provide a written notice of the detailed sexual harassment allegations to the known involved individuals, including parents/guardians.
- **Investigation:** The investigator will gather, and review evidence which includes interviews, allows responses to the evidence, and prepares an investigative report; the involved individuals and their parents/guardians review and respond to the report.
- **Written questions and answers:** Involved individuals and their parents/guardians may prepare written questions to be answered by the other side.
- **Responsibility determination:** The Decision Maker will review all materials and will provide a written determination as to whether the alleged conduct occurred.
- **Appeal:** An appeal may be offered under certain circumstances.