

Nashville Software School: Title VI Nondiscrimination Policy

Policy Statement:

Nashville Software School is committed to ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance on the basis of race, color, or national origin, as set forth in Title VI of the Civil Rights Act of 1964.

Scope:

This policy applies to all programs and activities administered by Nashville Software School.

Commitment:

1. **Nondiscrimination:** Nashville Software School prohibits discrimination against any individual or group on the grounds of race, color, or national origin in any of its programs or activities. This includes, but is not limited to, service delivery, employment practices, and program administration.
2. **Title VI Coordinator:** Kate Wilson, Student Services Manager, is designated as the Title VI Coordinator for Nashville Software School. The Coordinator is responsible for ensuring compliance with Title VI and for addressing any complaints or concerns related to discrimination.
 - Contact Information: Kate Wilson
844 Hillwood Blvd, Nashville, TN 37209
615-838-8188 ext 2
kate.wilson@nashvillesoftwareschool.com
3. **Complaint Process:** Any person who believes they have been subjected to discrimination under a program or activity from Nashville Software School may file a complaint with the Title VI Coordinator. Complaints should be filed within [30] days of the alleged discrimination. The complaint process will be conducted in a timely and impartial manner.
 - **Filing a Complaint:** Complaints should be submitted in writing and include the following information:
 - The complainant's name and contact information.
 - The basis of the complaint (race, color, or national origin).
 - A description of the alleged discriminatory action.
 - The date(s) of the alleged discrimination.
 - Any supporting documentation or evidence.

NOTE: Nashville Software School encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Civil Rights Division,
Federal Coordination and Compliance Section-NWB,
950 Pennsylvania Avenue, NW,
Washington, D.C. 20530

- **Investigation and Resolution:** Upon receiving a complaint, the Title VI Coordinator will acknowledge receipt within [15] days. An investigation will be conducted, and a resolution will be provided within [60] days of the complaint being filed.

4. **Training and Education:** Nashville Software School will provide training and resources to employees, contractors, and program participants to ensure understanding and compliance with Title VI requirements.

Employees: Title VI information shall be disseminated to Nashville Software School employees annually via the Employee Handbook. Employees are required to sign that they have reviewed and understand the policies within.

Program Participants: Title VI information shall be disseminated to Nashville Software School students per class via the Student Handbook which is shared with admissions documents as well as via email.

Contractors: All subcontractors and vendors who receive payments from Nashville Software School where funding originates from federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. This information shall be disseminated to contractors during onboarding.

5. **Public Notice:** This Title VI Nondiscrimination Policy will be communicated to the public through various means, including the website, Employee Handbook, Student Handbook, and will be made available in multiple languages as needed.

Implementation:

This policy will be reviewed annually and updated as necessary to ensure ongoing compliance with Title VI requirements.

Adopted:

Title VI specific policy - 2024

Original NSS nondiscrimination policies - 2012 and updated periodically through 2024