

Sexual Harassment Complaint Procedure

Compliance Officer

Sage Academy Administrator shall be the compliance officer for purposes of Title IX, Title VI, or Americans with Disabilities Act complaints. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the school or who knows of such discrimination against another person on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity and expression, should file a complaint with the Administrator.

Sage Academy Charter School

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If the Administrator is the one alleged to have unlawfully discriminated, the complaint shall be filed with a Governing Board Member whose email addresses can be found at <http://www.sageacademyaz.com/governingboard/>.

Individuals are encouraged to discuss their complaint with an appropriate site administrator to determine if the matter can be resolved through informal discussion.

Any person who believes she or he has been subjected to discrimination, harassment, or retaliation by employees, students, or third parties at Sage Academy, based on one of the protected categories listed herein, may file a complaint under this procedure. The School prohibits retaliation against anyone who files a complaint or cooperates in the investigation of a complaint.

Complaint Procedure

Complaints should be submitted to the Administrator within thirty (30) calendar days of the date the person filing the complaint becomes aware, or reasonably should have become aware, of the alleged discriminatory action.

A complaint should be in writing and contain the name and address of the person filing it ("Complainant"). The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. (*Note: Please refer to the School's Complaint form, which may be used to file a complaint in conformance with these procedures*). If a complainant is unable to submit their complaint in writing, a verbal complaint may be made by contacting the Administrator at the contact information provided herein and scheduling an appointment with the Administrator or their designee. If a complaint is received by any School employee other than the Administrator, it shall be promptly forwarded to the Administrator.

The Administrator (or their designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, and shall include, as appropriate, a review of documentary evidence and interviews with relevant witnesses. Interested persons shall have the opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Administrator will maintain the files and records of The School relating to such complaints.

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While an investigation is being conducted, measures shall be taken as are appropriate to ensure the Complainant is not exposed to alleged discrimination, until a written decision on the complaint is issued. These interim measures shall be determined by the Administrator or the designee conducting the investigation.

The Administrator will issue a written decision on the complaint no later than thirty (30) working days after it is filed, unless extenuating circumstances require an extension of the 30-day timeline. In such a case, the Administrator (or their designee) will communicate with the Complainant concerning the need for an extension.

If the decision finds that discrimination occurred, the School will take remedial action, including but not limited to, as appropriate:

- discipline of the perpetrator of the discrimination,
- removal of third party visitors to campus,
- appropriate interventions for the target of the discrimination to correct the effect of the discrimination

within ten working days of issuance of the decision. The School will also take steps to prevent the recurrence of the discriminatory action the perpetrator.

The Complainant may appeal the decision of the Administrator by written submission to the Governing Board within fifteen (15) working days of receiving the Administrator's decision. If Complainant is unable to submit the appeal in writing, a verbal appeal may be made by contacting the Administrator at the contact information provided herein and scheduling an appointment with the Administrator or their designee. If an appeal is received by any School employee other than the Administrator, it shall be promptly forwarded to the Administrator.

The Governing Board (or their designee) shall issue a written decision in response to the appeal no later than thirty (30) working days after its filing.

The School shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) in the course of investigations pursuant to this regulation.

The availability and use of this complaint procedure does not prevent a person from filing a complaint of discrimination with the U. S. Department of Education, Office for Civil Rights.

The School will make appropriate arrangements to ensure that persons with disabilities are provided accommodations, if needed, to participate in this complaint process. Such arrangements may include, but are not limited to, providing interpreters for individuals who are deaf, providing recorded material for individuals who are blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Administrator will be responsible for making such arrangements.