

# Title IX Contact Information

Excelsior Charter Schools  
15505 Civic Dr.  
Victorville, CA 92392  
Phone: (760) 245-4262  
Fax: (760) 780-4997

## Title IX Overview

Each student and employee has a right to learn and work in an environment that is free from unlawful discrimination. No Excelsior Charter School student or employee shall be excluded from participation in, be denied the benefits of, or be subject to discrimination on the basis of actual or perceived sex, sexual orientation, gender, or gender identity or expression.

Title IX of the Educational Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in education. Title IX prohibits discrimination, harassment, exclusion, denial, limitation or separation based on sex or gender. Title IX applies to both male and female students in any educational institution receiving federal funding.

California Education Code Sections 200 through 282 and Excelsior Charter School's Policy prohibit discrimination on the basis of sex, sexual orientation or gender. Title IX requires that every school or institution have a Title IX Bullying Complaint Manager to whom concerns or complaints regarding sex discrimination can be made.

### Complaint Process

- Students or parents/guardians should report their verbal or written Title IX complaint to their school site administrator or Title IX Complaint Manager (see below) within six months from the date the incident occurred. This will begin the informal investigation process which must be completed within 60 days. Complainants have a right to a timely and informal resolution at the school site.
- If the complainant is dissatisfied with the school decision, an appeal of the findings may be made to the California Department of Education - Office of Equal Opportunity.

Where Can Students/Parents Obtain Further Information or Assistance?

- At Your School: Speak to the Site Administration or Title IX Complaint Manager (see below) using the contact information shown above.

## EXCELSIOR CHARTER SCHOOLS

### SEXUAL HARASSMENT POLICY

Excelsior Charter Schools is committed to providing a working and learning environment free from sexual harassment. Excelsior Charter Schools prohibits sexual harassment of or by employees, students, or persons doing business with or for Excelsior Charter Schools on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. Failure to follow this policy is a violation of state and federal law.

Sexual harassment is defined by California Education Code § 212.5 as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Reporting such conduct to an administrator or Title IX Complaint Manager can be an appropriate intervention. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred. School personnel are to take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created, and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action. This policy applies to all acts related to school activity or school attendance

within any school or office under the jurisdiction of the Superintendent of Excelsior Charter Schools.

Any student or employee of Excelsior Charter Schools who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the school-site administrator or the school's Title IX Complaint Manager so that appropriate action may be taken to resolve the problem. Excelsior Charter Schools prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints must be promptly investigated in a way that respects the privacy of the parties concerned.

For inquiries about Excelsior Charter Schools policies and procedures related to sexual harassment, including how to file a sexual harassment complaint contact:

Derek King  
Assistant Superintendent of Student Services  
15505 Civic Dr., Victorville CA 92392  
(760) 245-4262  
derekk@excelsior.com

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination or harassment, contact:

Jamie Lowe  
Assistant Superintendent of School Administrative Services  
15505 Civic Dr., Victorville CA 92392  
(760) 245-4262  
jamiel@excelsior.com

## NONDISCRIMINATION STATEMENT

Excelsior Charter Schools is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. The SCHOOL prohibits discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code § 422.5, Education Code § 220 and actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance.

Discrimination is different treatment on the basis of a protected category in the context of an educational program or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by Excelsior Charter Schools.

Harassment occurs when: (1) the target is subjected to unwelcome conduct related to a protected category; (2) the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under the same circumstances; and (3) the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the Excelsior Charter Schools.

Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred and take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action.

This nondiscrimination policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of Excelsior Charter Schools.

For inquiries or complaints related to discrimination, harassment, intimidation and bullying of students based on the actual or perceived characteristics listed above, contact your school's site administrator or the school's Title IX Complaint Manager:

Derek King  
Assistant Superintendent of Student Services  
15505 Civic Dr., Victorville, CA 92392  
(760) 245-4262  
derekk@excelsior.com

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination, harassment, or intimidation, contact your school site administrator or the school's Title IX Complaint Manager:

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Assistant Superintendent of School Administrative Services  
15505 Civic Dr., Victorville CA 92392  
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